



EAST TALLAHATCHIE SCHOOL DISTRICT

Police Department Policies and Procedures Manual

School policing, safety, accountability, records, and operational controls

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Document Control

Control	Value
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Effective date	August 2026 under existing ETSD Board authority
Operational status	Fully operational; authorized to continue unless superseded by controlling law or binding state action
Annual review	Before July 1 and whenever controlling authority, agency status, command, or operating model changes
Supersedes	All undated, incomplete, or conflicting ETSD police policies and working copies upon adoption
Controlling rule	Constitutional law, Mississippi law, current MDE/DPS/BLEOST direction, Board policy, and a lawful court order control

Board-Approved Operational Status: The East Tallahatchie School District Board of Trustees has authorized Police Department operations and approved this manual. The Department is fully operational under existing District authority. Operations continue unless and until a binding statute, court order, Attorney General opinion, DPS/BLEOST directive, or later Board action requires modification, restriction, or cessation.

Current State Status at Publication: MDE reported on July 20, 2026 that an Attorney General opinion had been requested concerning school district police departments and that no decisive BLEOST action would be taken before the opinion. No later binding contrary directive was identified at publication. ETSD will continue Board-authorized operations while monitoring and promptly implementing any controlling change.

Purpose and Scope

This manual establishes the governance, general orders, safeguards, records, training, accountability, and audit controls for any ETSD school police, School Resource Officer, commissioned officer, or employee assigned a law-enforcement function. It applies on every ETSD campus, vehicle, event, electronic system, and activity within lawful jurisdiction. It is an administrative companion to Board policy and does not enlarge statutory authority.

Revision and Remaster Highlights

- Creates the first complete ETSD Police Department manual found in the finalized district package and saved files.



- Replaces fragmented legacy policies with a single controlled manual and a 37-order policy crosswalk.
- Converts the police compliance workbook's 15 launch gates into ongoing operational-assurance controls with evidence verification, targeted restrictions, and corrective-action procedures.
- Separates school discipline from criminal enforcement and adds youth-specific, disability-aware, bias-free, and FERPA-compliant safeguards.
- Adds current controls for use of force, duty to intervene, medical aid, complaints, external investigation, records, evidence, CJIS, cameras, pursuits, training, and audits.
- Requires written partner arrangements for dispatch, juvenile/adult custody, courts, evidence, critical incidents, reporting, and any interim operating model.
- Uses the official ETSD mascot, district contact information, 2026-2027 school year, controlled-source register, and annual management certification.

How to Use This Manual

- Read the applicable general order before acting and use the current controlled form named in Appendix B.
- Stop and escalate any missing authority, expired credential, unclear jurisdiction, unusual exception, conflict with law, suspected falsification, or safety-critical control failure.
- Maintain source evidence in the approved restricted system; a title, uniform, badge, spreadsheet entry, oral assurance, or prior service is not proof of current authority.
- Preserve the complete record, including superseded policy, video, audit, complaint, force, personnel-status, and legal-hold evidence.
- Use the more protective or more restrictive current authority when a conflict cannot be resolved immediately, then obtain written direction.

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1. Authority, Jurisdiction, and Operational Continuity

The East Tallahatchie School District Board of Trustees has established and authorized the ETSD Police Department, approved this manual, and authorized continuing police operations. The Department is fully operational within its lawful jurisdiction. This manual governs current operations and does not enlarge the authority granted by law, Board action, individual appointment, oath, bond, or certification.

Control	Required ETSD rule
Board authority	Certified minutes or resolution identify the department or operating model, budget, governance, manual, agreements, and delegated roles.
Individual authority	Every person exercising peace-officer powers has separate Board appointment and current officer authority file.
Jurisdiction	Operations remain on ETSD property and within any lawful limited surrounding jurisdiction unless a documented exception or interagency authority applies.
State status	MDE, Attorney General, DPS, and BLEOST developments are monitored, documented, and implemented when controlling or binding.
Operating rule	Operations remain active under Board authority. A specific compliance failure restricts the affected officer or function unless controlling authority requires broader action.

Operational Continuity: A pending legal inquiry alone does not suspend or invalidate existing ETSD Board authorization. The Department will continue operations unless superseded by controlling law or binding state action. When an individual credential or specific function is deficient, command imposes the narrowest safe restriction while unaffected operations continue.

- No employee may make an arrest, carry a weapon as an ETSD officer, access criminal justice systems, seize evidence, use police lights/sirens, or represent independent police authority solely because of a title, uniform, badge, vehicle, directory listing, or past certification.
- Off-property action is limited to authority expressly granted by law, fresh pursuit or emergency law as applicable, and current written interagency arrangements. Notify the jurisdictional agency promptly.
- The Chief/Agency Head maintains a current jurisdiction map and function matrix reviewed by counsel at least annually.

2. Organization, Command, and Separation of Duties

The Board governs policy and legal establishment; the Superintendent exercises chief administrative oversight; the Board-designated Chief of Police or Agency Head directs authorized police operations. School principals retain administrative authority for school operations and discipline.

Role	Core responsibility	Independent control
Board of Trustees	Adopts policy; authorizes department/operating model, appointments, budget, agreements, and material corrective action.	Certified minutes and Board Clerk control file.



Role	Core responsibility	Independent control
Superintendent - Raymond Russell	Executive accountability; operational oversight; restrictions/restoration; state, counsel, insurer, and Board escalation.	Monthly exception review and annual certification.
Chief/Agency Head	Command, assignments, operations, supervision, reports, training, force/complaint review, and readiness.	Superintendent review; outside review for chief-involved matters.
Campus Principal	School administration, supervision, discipline, parent communication, and educational response.	Police action and school discipline documented separately.
Records Custodian	Case numbering, report QA, disclosure, retention, legal holds, and reporting logs.	Chief approval and periodic independent file review.
Property Custodian	Evidence/property intake, chain, storage, transfer, inventory, and disposition.	Quarterly inspection and annual independent 100% inventory.
Training Coordinator	Officer-by-officer qualifications, courses, tests, certificates, and deadlines.	Chief quarterly reconciliation and Superintendent exception report.
Technology/TAC	Authorized systems, managed devices, user access, logs, security, and incident response.	Quarterly access certification; state/FBI audit when applicable.

- No employee may initiate, approve, record, and independently close the same sensitive transaction or investigation.
- An acting command designation must be written, time-limited, consistent with certification and Board authority, and may not create powers the designee does not already possess.
- Unresolved conflict between command and school administration is elevated to the Superintendent without delaying emergency protection.

3. Officer Appointment, Certification, Oath, Bond, and Duty Restrictions

The Department is operational. Each officer file must establish the individual's lawful eligibility before assignment and remain current throughout service.

1. HR and the Chief obtain the position authority, application, background, identity, education, citizenship, medical/psychological fitness, service history, and all restricted source records required by current BLEOST rules.
2. The District obtains a current written BLEOST status and any break-in-service or refresher determination; prior certificates and oral assurances are not accepted as current proof.
3. The Board separately appoints the individual when peace-officer appointment is required, and the District completes the required oath, bond, job description, assignment, and insurer review.
4. The Chief documents required academy, SRO, ALERRT, firearms, annual training, first aid, policy training, and system-access qualifications.
5. The Chief and Superintendent complete the Officer Authority Checklist before badge, weapon, police credentials, criminal-justice access, or independent assignment is issued.



6. HR and command reconcile the complete roster monthly and at every hire, separation, reassignment, discipline, leave, expiration, or certification change.

Immediate Duty Restriction: A suspended, cancelled, recalled, expired, unknown, disputed, or unsupported individual status produces immediate removal of that employee from the affected police power, weapon, assignment, or controlled access. Unaffected Department operations continue. The District preserves pay/HR due process separately from the safety restriction decision.

- Submit current BLEOST hire, roster, separation, reassignment, discipline-related, and training records within the current state deadline, including the 72-hour notice when current law triggers it.
- Collect affected District credentials, weapons, ammunition, keys, radios, vehicles, cameras, devices, and records immediately upon duty restriction or separation and document custody.
- Do not backdate an appointment, oath, bond, certification, training record, report, or corrective action.

4. Ethics, Conduct, Bias-Free Policing, and Accessibility

Officers act with integrity, neutrality, dignity, and restraint in a youth-centered school environment.

- Obey the Constitution, law, Board policy, this manual, lawful orders, and professional ethics; refuse and report an unlawful order.
- Do not discriminate, retaliate, harass, use demeaning language, misuse authority, falsify records, conceal misconduct, or engage in political enforcement or personal business while acting for ETSD.
- Base enforcement decisions on specific conduct and lawful factors, not race, color, national origin, sex, disability, religion, age, language, housing status, or other protected status.
- Use qualified language assistance and disability accommodations. Do not rely on a child, suspected offender, or conflicted person as interpreter when material rights or safety are involved.
- Disclose gifts, outside employment, personal relationships, financial interests, prior involvement, or other conflicts before participating in a matter.
- Protect confidential information and never use criminal-justice, student, personnel, camera, or investigative information for curiosity or personal advantage.

5. Policy Control, Orders, Acknowledgment, and Complaints

The adopted controlled copy is authoritative. All officers receive, train on, and acknowledge applicable orders before performing the covered function.

Control	Procedure
Policy register	Record policy ID, title, version, Board approval, effective date, owner, training, acknowledgments, review, and supersession.
Temporary order	Issue in writing for an urgent lawful need; identify authority, scope, start, expiration, training, and later policy/Board review.
Superseded copy	Mark superseded, remove from operational locations, preserve in the archive, and retain acknowledgement/training evidence.



Control	Procedure
Complaint intake	Accept oral, written, electronic, third-party, and anonymous complaints without notarization or retaliation.
Independent assignment	Use counsel, another agency, or an outside investigator for alleged criminal conduct, serious force, death/serious injury, or a complaint involving command.
Early intervention	Quarterly review force, complaints, pursuits, injuries, reports, attendance, and training exceptions for patterns requiring support or corrective action.

- A complaint is logged immediately and routed without screening out allegations because the complainant is a student, anonymous, upset, delayed, or unable to identify the policy violated.
- Investigations use defined findings, preserve exculpatory and inculpatory evidence, provide applicable employee due process, and document corrective action and required external reporting.
- The Superintendent receives prompt notice of serious allegations and quarterly aggregate reporting; the Board receives material, lawful, non-confidential reporting.



6. School Resource Officer Mission and School Discipline Boundaries

The SRO mission is safety, lawful enforcement, prevention, education, mentoring, and partnership. It is not routine school discipline.

School administration	Police function
Enforces the student code of conduct, assigns school consequences, manages attendance/classroom behavior, and conducts school-directed administrative inquiries.	Addresses immediate safety, suspected crime, legal process, traffic/public safety, and law-enforcement reporting within lawful authority.
Determines educational placement and communicates disciplinary decisions to families.	Documents the separate law-enforcement decision and does not promise, recommend, or control a school discipline outcome.
May conduct a lawful school administrative search under the applicable school standard.	Uses the law-enforcement search standard and clearly documents whether the search was administrative, police-directed, consensual, warrant-based, incident to arrest, or another lawful exception.

No Criminalization of Routine Behavior: Tardiness, dress code, profanity, defiance, disruption, minor fighting already controlled, and other routine school-rule matters are handled by administrators unless facts create an immediate safety need or an independently supportable law-enforcement basis.

- Use developmentally appropriate communication, time, distance, calm tone, and the least intrusive lawful response.
- Coordinate disability, IEP/504, trauma, communication, and behavioral needs with appropriate school staff without allowing protected information to be used beyond a lawful purpose.
- Do not use arrest, citation, threat of arrest, handcuffing, search, or force to obtain obedience to a school rule or to punish disrespect.
- Maintain visible, constructive campus presence without replacing administrators, counselors, teachers, nurses, or mental-health professionals.

7. Communications, Dispatch, and After-Hours Response

ETSD will not operate an independent police response without tested dispatch, 911, radio, backup, recording, outage, and after-hours controls.

1. Execute written arrangements identifying who receives calls, dispatches officers, records radio/telephone traffic, assigns case numbers, and notifies partner agencies.
2. Test primary and backup radios, 911 routing, campus identifiers, emergency buttons, interoperability, and after-hours contacts at least quarterly and after any system change.
3. Use plain language during critical incidents; protect sensitive student, medical, juvenile, and tactical information from unnecessary broadcast.
4. Log every dispatched or self-initiated law-enforcement event with date, time, location, officer, call type, disposition, and report requirement.



5. Report failed communications immediately, move to the approved backup method, and suspend any function that cannot be performed safely.

8. Emergency Response, Incident Command, and Active Threat

Life safety controls the immediate response. ETSD uses the National Incident Management System/Incident Command System and coordinates with jurisdictional fire, EMS, sheriff, municipal police, emergency management, and school leadership.

- The first authorized responder communicates the threat, takes objectively reasonable life-safety action, requests needed resources, and transitions command under the established plan.
- Law enforcement manages threat identification and neutralization; school leadership manages student accountability, reunification, family communication, and continuity when safe to do so.
- Officers do not delay emergency medical care, fire response, evacuation, or protection to complete routine reports or await a preferred supervisor.
- Preserve the scene and evidence after the immediate threat; use an outside agency for officer-involved shooting, death, serious injury, or other designated critical incident.
- Conduct a documented multiagency after-action review, preserve recordings and decisions, assign corrective actions, and update plans/training without exposing restricted tactical details.

9. Calls, Case Numbering, Reports, and Required School-Crime Reporting

Every law-enforcement action must be traceable from dispatch or self-initiation through report approval, external reporting, evidence, court/custody transfer, and final disposition.

Control point	Minimum evidence
Case initiation	Unique case/event number, source, date/time, campus/location, call type, lead officer, and involved partner agency.
Officer report	Facts, observations, legal basis, witnesses, actions, force/search/arrest/evidence, notifications, and disposition; no copied boilerplate that is not case-specific.
Supervisor review	Timeliness, completeness, legal basis, classification, required corrections, force/evidence/privacy flags, and approval.
MDE reporting	Separate documented decision and submission for Report of Unlawful Activity or Violent Act when current law/rule requires.
Crime reporting	Written direct or partner route for MIBRS/NIBRS submission, acceptance, rejection, correction, and reconciliation.
Closure	Evidence/property status, prosecution/court transfer, school notification as lawful, victim follow-up, retention, and final case disposition.

Truthful Record Rule: Never omit, backdate, recreate, overwrite, or silently replace a missing, unfavorable, or incomplete report. State the gap, preserve the original, correct transparently, and open corrective action when necessary.



10. Arrest, Citation, Juveniles, Transport, and Custody

Custodial action against a student is a last-resort law-enforcement decision supported by current legal authority, age-appropriate safeguards, and a safe written transfer route.

- Use warning, referral, diversion, parent/administrator coordination, or other lawful alternatives when they reasonably protect safety and accountability.
- Before arrest or citation, document probable cause or other legal basis, jurisdiction, officer authority, offense, age, disability/communication needs, and why a less intrusive alternative was inadequate when time permits.
- Provide required warnings, permit access to counsel/parent/guardian when law requires, and do not use school staff to evade constitutional or juvenile protections.
- Use only approved restraints that are objectively reasonable; continuously monitor breathing, circulation, distress, and positioning, and obtain medical aid when indicated.
- ETSD will not operate a detention facility. Transfer adults and juveniles promptly to the authorized partner under written medical-clearance, transport, court, prosecutor, and custody procedures.
- Searches incident to custody are conducted with dignity and privacy. ETSD officers do not conduct strip searches or body-cavity searches; obtain authorized specialized assistance and legal process when required.
- Notify the principal and Superintendent promptly and coordinate parent/guardian notice consistent with law and investigative needs.

11. Searches, Interviews, and School-Administration Coordination

The acting official, purpose, and legal standard must be identified before a student, person, vehicle, device, locker, bag, or place is searched or a custodial interview begins.

Situation	ETSD control
School-directed administrative inquiry	Administrator owns the educational purpose and applicable school standard; police participation does not convert the search into a pretext for criminal investigation.
Police-directed search	Officer documents warrant, probable cause plus lawful exception, valid consent, search incident to arrest, protective basis, or other current authority.
Consent	Consent must be voluntary, informed as appropriate, specific in scope, and documented; refusal alone does not create authority.
Student interview	Clarify voluntary or custodial status, location, participants, parent/counsel rights, warnings, duration, disability/language support, and recording.
Digital device/account	Use legal process or clearly applicable authority; do not demand credentials or conduct broad exploratory review without lawful basis.
Vehicle	Apply the police search standard unless the action is clearly school-administrative under Board policy; document ownership, location, consent/authority, scope, and property handling.

- No intrusive search may be performed by ETSD police except through lawful specialized personnel and authority; preserve dignity, privacy, and same-gender preference when practicable.



- Do not interview a student in a manner that exploits age, disability, fear, isolation, educational authority, or promises outside the officer's control.
- Preserve both school and police records separately and document information exchanged between them.

12. Traffic, Parking, Vehicles, and Interagency Operations

Traffic and vehicle activity must remain within jurisdiction, training, equipment, insurance, and written partner arrangements.

- Use visible prevention and safe traffic direction around campuses; enforcement must be neutral, documented, and within current authority.
- Inspect and inventory each police vehicle, emergency device, radio, camera, first-aid kit, restraint, weapon rack, and key/control item before use.
- No off-property patrol, warrant service, transport, investigation, or enforcement is conducted without documented authority and partner coordination.
- Mutual aid requests identify command, scope, jurisdiction, communications, force review, evidence, reporting, workers' compensation, indemnity, and reimbursement as applicable.
- ETSD records remain subject to District control even when an outside agency participates; exchange only what is lawful and necessary.

13. Threat Assessment, Missing Students, Elopement, and Reunification

School police support a multidisciplinary, prevention-centered process and do not replace mental-health, special education, child-protection, or school-administrative decision making.

1. Receive and immediately route threats, weapon information, self-harm concerns, stalking, targeted violence indicators, missing students, and elopement without waiting for proof.
2. Stabilize immediate safety, preserve information, identify urgency, and convene the trained threat/safety team and outside resources required by the case.
3. Use behavior and corroborated facts, not protected status, disability, rumor, or unpopular expression alone, to assess concern.
4. Document lawful information sharing, team decisions, protective actions, family communication, monitoring, and return-to-school or reunification planning.
5. For a missing or eloping student, activate the campus search, 911/partner notification, family contact, disability/medical information route, transportation/traffic control, and reunification plan according to urgency.
6. Close only after student accountability, handoff, family/agency notification, after-action review, and corrective action are documented.



14. De-Escalation and Use of Force

ETSD values and preserves human life. Force is permitted only when lawful, objectively reasonable, necessary for a legitimate law-enforcement purpose, and proportionate to the totality of circumstances.

- Use time, distance, cover, calm communication, repositioning, containment, specialized support, and other de-escalation methods when feasible and consistent with immediate safety.
- Consider age, size, disability, developmental level, communication, behavioral/medical crisis, number of subjects/officers, weapons, threat, resistance, environment, and available alternatives.
- Do not use force to punish, retaliate, obtain respect, enforce a routine school rule, overcome passive verbal noncompliance, or hasten a situation that can be safely slowed.
- Stop force when the lawful objective is achieved or the need ends. Transition promptly to restraint monitoring, recovery position when appropriate, medical assessment, scene preservation, and reporting.
- Every force against a student, every weapon display/use, every restraint, every injury or complaint of pain, and every alleged excessive-force event is reported before the end of shift and independently reviewed.

Prohibited Force: Chokeholds, carotid restraints, neck restraints, pressure to the neck, prolonged prone restraint, punishment force, warning shots, and firing solely to disable a vehicle are prohibited. A neck restraint may be considered only when deadly force is authorized by law and no safer reasonable option is available.

15. Deadly Force, Duty to Intervene, Medical Aid, and Force Review

Deadly force is a last resort and may be used only when the officer reasonably believes it is necessary to address an imminent threat of death or serious physical injury to the officer or another person.

- Deadly force is not used solely against a fleeing person, to protect property, to prevent escape for a nonviolent offense, or when the threat is no longer imminent.
- An officer must intervene, when safe and feasible, to prevent or stop excessive or otherwise unlawful force and must immediately report the intervention or failure to intervene.
- Officers request and render appropriate medical aid as soon as safely possible, summon EMS for serious force or distress, and document aid, refusal, transport, and medical handoff.
- A supervisor responds to the scene, separates involved officers as appropriate, identifies witnesses/video/evidence, ensures notifications and medical care, and does not direct substantive statements that compromise an outside investigation.
- Officer-involved shooting, death, serious bodily injury, or credible criminal allegation against an officer is referred under a prearranged outside-investigation protocol. Administrative review remains separate and respects applicable rights.
- Command completes legal/policy analysis, training/equipment review, corrective action, officer support, required reporting, and aggregate trend review without releasing protected information.



16. Firearms, Weapons, Storage, and Qualification

Only a specifically authorized, currently qualified officer may possess or carry a District-approved weapon in an ETSD law-enforcement role.

- Inventory every weapon, magazine, ammunition lot, restraint, less-lethal device, serial number, assignment, qualification, inspection, maintenance, repair, and return.
- Complete firearms qualification at least twice each year and any more restrictive current BLEOST/MDE/insurer requirement; document performance, instructor, course, date, weapon, result, and remediation.
- Store weapons and ammunition in approved locked systems inaccessible to students and unauthorized staff. No unattended weapon may remain in an unsecured office, desk, bag, personal vehicle, or school area.
- Personally owned weapons are prohibited for ETSD police duty unless specifically approved in writing, inventoried, inspected, qualified, and insured under District procedure.
- Immediately report loss, theft, discharge, damage, unsafe condition, or unauthorized access; secure the scene, notify command/partner agency/insurer as required, and preserve evidence.
- No weapon training, loading/unloading, display, or maintenance occurs around students except a controlled educational demonstration approved by the Superintendent and Chief with safety controls.

17. Body-Worn Cameras, In-Car Cameras, and Digital Evidence

Only District-approved devices, accounts, storage, retention, and access may be used for police recording.

Control	Operating rule
Activation	Record dispatched/self-initiated enforcement, stops, searches, arrests, force, transport, evidence handling, and adversarial contacts when feasible and lawful.
Notice/privacy	Provide notice when practicable; limit recording in restrooms, locker rooms, medical/counseling settings, or private conversations unless a lawful enforcement need controls.
Student records	Classify law-enforcement-unit records separately from education records; protect education-record information received from the District.
Upload/tag	Upload by end of shift or approved deadline; associate case/event, privacy, evidence, force, complaint, and legal-hold flags.
Integrity	No deletion, alteration, personal copy, social-media posting, unauthorized viewing, or circumvention of audit logs.
Release	Records Custodian and counsel apply Mississippi public-records, juvenile, victim, investigative, FERPA, court, and legal-hold rules.



18. Emergency Driving and Vehicle Pursuits

Because ETSD serves school campuses and students within limited jurisdiction, pursuit authority is narrowly restricted.

Pursuit Restriction: ETSD officers will not initiate or continue a vehicle pursuit for a traffic offense, property offense, school-rule violation, misdemeanor, identity alone, or a person who can reasonably be apprehended later. A pursuit may occur only when an immediate violent threat creates a greater danger than the pursuit, the officer has lawful jurisdiction and training, and command/partner coordination is active.

- Continuously weigh speed, traffic, pedestrians, school arrival/dismissal, weather, visibility, road, vehicle, communication, offense, identity, and alternative apprehension.
- Terminate when risk becomes unreasonable, jurisdiction/communications are lost, command orders termination, the threat no longer justifies pursuit, or the suspect can be apprehended later.
- Do not use roadblocks, ramming, tire-deflation devices, or intentional vehicle contact without specific training, authorization, and circumstances consistent with the level of force involved.
- Request the jurisdictional agency immediately, preserve video/GPS/radio evidence, report all emergency driving, and conduct independent supervisory review.



19. Records Management, Public Records, FERPA, and Legal Holds

The Records Custodian maintains a complete, secure, searchable, and auditable police record system distinct from education, personnel, medical, complaint, and criminal-history source files.

Record type	Core control
Law-enforcement-unit record	Created by the law-enforcement unit, for a law-enforcement purpose, and maintained by the unit; release remains subject to state law, policy, court orders, and protected information.
Education record	Information received from or maintained for the educational function remains FERPA-protected and is not reclassified merely because police receive it.
Incident report	Classify public portions, investigative material, victim/juvenile information, and exemptions; log request, review, redaction, production, and appeal/hold.
Personnel/fitness	Store background, fingerprints, medical/psychological, discipline, certification, and employment evidence in restricted systems.
Complaint/force	Restrict allegation, witness, medical, video, and investigative material; maintain control metadata and required external reporting separately.
Legal hold	Immediately suspend destruction or routine overwrite for litigation, claim, complaint, force, death/injury, public-records request, audit, investigation, juvenile matter, or anticipated proceeding.

- Map every series to the current MDAH schedule or approved special schedule; do not destroy an unlisted record without written records authority.
- Use role-based least-privilege access, multifactor authentication, encryption, audit logs, approved file names, backups, and documented disclosure.
- Preserve original records and metadata. A scanned copy does not authorize destruction until the approved imaging and disposition process is satisfied.
- Notify counsel immediately of a request involving an active investigation, child, victim, confidential informant, personnel matter, body-camera video, medical information, or other sensitive record.

20. Property and Evidence

ETSD accepts and stores evidence only after appointing a trained custodian, implementing secure intake/storage/access controls, and completing an independent initial inventory.

No Evidence Intake: Until the secure evidence system is operational and verified, transfer evidence immediately to an authorized partner agency under a documented receipt and chain of custody. Never store evidence in an office desk, personal locker, vehicle, classroom, or undocumented location.

1. Assign a unique item number linked to the case and record a non-sensitive description, source/authority, date/time, officer, seal, location, and handling requirements.
2. Package, seal, label, and segregate firearms, drugs, currency, biological material, digital devices, perishables, hazardous items, and high-value property using approved controls.



3. Document every transfer with releasing/receiving persons, date/time, purpose, location, seal condition, and return or final disposition.
4. Limit room/locker access, maintain entry logs and cameras where approved, and investigate any seal, count, location, temperature, access, or ledger exception immediately.
5. Conduct quarterly inspections, annual independent 100% inventory, and a full inventory whenever the custodian changes.
6. Dispose, return, transfer, destroy, auction, or convert property only under documented legal authority, notice, court/prosecutor approval when required, and final accounting.

21. CJIS, NCIC, ORI, MIBRS/NIBRS, and Information Security

ETSD maintains either a written, state-approved direct-access model or an explicit no-direct-access partner model. No user, device, query, or reporting function operates in an undefined status.

- Keep CJIS/NCIC and criminal-history access disabled until DPS/CIC or the Mississippi CJIS Systems Agency approves the operating model, ORI relationship, agreements, TAC/security roles, users, training, screening, devices, and audit controls.
- Use only individually attributable authorized accounts, managed devices, multifactor authentication, approved networks, encryption, logging, physical safeguards, and incident reporting.
- Every query must have a legitimate criminal-justice purpose and case/event reference. Curiosity, employment screening outside approved process, favors, political use, or shared credentials are prohibited.
- Review users, devices, permissions, queries, security incidents, agreements, and training at least quarterly and immediately after employment/status change.
- Maintain a written direct or partner route for MIBRS/NIBRS submissions, error correction, acceptance, reconciliation, and record retention.
- Report suspected compromise immediately, preserve evidence, disable affected access, notify state/partner/IT/counsel as required, and complete corrective action before restoration.



22. Training and Qualifications

Training must be officer-specific, current, documented, tested, and reconciled to each assignment. Attendance alone is not proof of demonstrated skill.

Training control	Minimum ETSD requirement
Basic certification	Current BLEOST eligibility and applicable full-time, part-time, refresher, break-in-service, and academy requirements before independent service.
SRO Basic	Current MDE/NASRO-approved SRO Basic certificate or documented completion within the state-allowed period.
Annual MDE training	At least 40 hours of current MDE-approved annual training for each SRO when the standard applies.
ALERTT	ALERTT Level I within the current required interval, presently three years, with certificate and expiration review.
Firearms	At least two documented qualifications each year for every armed officer, plus remediation and any stricter state/insurer requirement.
Core policy skills	Use of force/de-escalation/intervention/aid, youth, disability, bias-free policing, ethics, search/interview/arrest, report writing, evidence, complaints, cameras, emergency driving, FERPA/records, first aid/CPR/AED, and emergency response.
Systems	Dispatch/radio, case/RMS, MDE reporting, MIBRS/NIBRS, CJIS/NCIC, cameras, security, and records only for authorized functions.

- The Training Coordinator maintains curriculum, instructor authority, date, hours, category, roster, performance/test, certificate, external reporting, expiration, remediation, and approval.
- The Chief reviews exceptions quarterly; the affected officer/function remains restricted until successful remediation and written restoration.
- Scenario and skills training uses safety plans, qualified instructors, controlled weapons, medical support, participant accountability, and after-action correction.

23. Comprehensive School Safety Plans, Drills, and Assessments

Police operations align with the controlled district comprehensive safety plan and campus annexes without publishing restricted tactical details.

- Review and revise the comprehensive safety plan and campus annexes each summer and after a material incident or change; obtain required annual Board approval and preserve certified minutes.
- Maintain current campus threat/vulnerability assessments, emergency contacts, accessible evacuation/reunification locations, maps, communications, student accountability, family assistance, continuity, and recovery procedures.
- Conduct required fire, tornado, lockdown, evacuation, reunification, active-threat, and other drills under the current MDE schedule; distinguish announced drills from no-notice exercises and protect participants from foreseeable harm.
- Document objectives, participants, times, communications, accessibility, successes, failures, after-action findings, owner, due date, correction evidence, and validation.



- Coordinate MCOPS or other grant requirements with Federal Programs and Business Office without allowing grant status to substitute for police authority or training eligibility.

24. Equipment, Health, Wellness, Inspections, and Management Review

Command maintains safe equipment, fit personnel, evidence-based oversight, and prompt corrective action.

Review	Frequency	Evidence
Officer authority roster	Monthly and every status change	Signed reconciliation of Board/HR/BLEOST/training/assignment/access/equipment.
Case and report QA	Weekly review; monthly summary	Approved reports, external reporting, open cases, exceptions, and corrective action.
Force and complaints	Every event; quarterly trends	Independent review, findings, medical aid, external referral, notification, and corrective action.
Property/evidence	Quarterly; annual 100% inventory	Ledger/location/seal/access/disposition reconciliation and independent exceptions.
Training and access	Quarterly	Certificates, performance, expiration, users/devices/queries, restrictions, and remediation.
Equipment/weapons/vehicles	Before issue; quarterly; after incident	Serial/tag, custody, qualification, inspection, maintenance, loss/damage, and return.
Management/audit	Monthly dashboard; annual independent audit	Operational-assurance controls, requirements, open actions, legal holds, state/Board reporting, and signed certification.

- Officers report any physical, mental, medication, fatigue, injury, impairment, or emotional condition that may affect safe duty; command uses lawful fitness-for-duty and accommodation processes with HR.
- Provide confidential access to employee assistance, peer support, post-critical-incident care, and wellness resources without retaliation for seeking help.
- Inspect uniforms, credentials, protective equipment, first-aid supplies, radios, cameras, vehicles, weapons, ammunition, and secure storage before issue and on schedule.
- A corrective action closes only after source evidence, independent verification, validation of effectiveness, and a recurrence review. A blank cell, verbal assurance, or planned action is not closure.



Appendix A. Fifteen Operational-Assurance Controls

Operational Rule: OA-01 through OA-15 sustain the Department's ongoing Board-authorized operations. Each control is maintained as Compliant, Corrective Action, or Restricted. A deficiency triggers targeted correction or restriction of the affected officer or function; Department-wide suspension occurs only when required by controlling law, binding state action, emergency necessity, or Board direction.

Gate	Control	Minimum evidence	Owner
OA-01	Governing authority	Certified ETSD Board authority; current MDE, Attorney General, DPS, and BLEOST developments monitored and documented.	Superintendent / counsel
OA-02	Board controls	Certified resolution/minutes for governance, budget, manual, agreements, and operating model.	Board Clerk
OA-03	Agency head	Appointment, administrator/signatory status, oath/bond if applicable, succession, and job description.	Superintendent
OA-04	Every officer	Appointment, current eligibility, application/roster, oath/bond, background/fitness, MDE training, and assignment.	Chief / HR
OA-05	Duty restrictions	Written targeted restriction and restoration with corrected title, access, equipment, assignment, and directory.	Superintendent / HR
OA-06	Training	Basic/SRO/annual/ALERT/firearms/first aid/policy skills current for every assignment.	Training Coordinator
OA-07	Communications	Tested 911, dispatch, radio, backup, recording, after-hours, and outage plan.	Chief
OA-08	Custody and courts	Adult/juvenile custody, transport, medical clearance, prosecutor/court, warrants, and critical-incident agreements.	Counsel / Chief
OA-09	Records/reporting	Case numbering, reports/QA, MDE forms, MIBRS/NIBRS route, public records, retention, and holds.	Records Custodian
OA-10	Evidence/property	Custodian, secure storage, access, ledger, chain, quarterly inspection, annual inventory, and disposition.	Property Custodian
OA-11	Force/accountability	Board-approved manual, training, complaint/IA, force review, early intervention, and outside critical-incident agreement.	Chief / counsel
OA-12	Technology/CJIS	Approved direct ORI/CJIS model or documented partner-access model with security controls.	IT / TAC / Chief
OA-13	Risk/assets	Written insurance/bond review and complete weapons, equipment, vehicle, radio, camera, and credential inventory.	Business Office
OA-14	MDE safety	Threat assessments, annual safety plan/Board approval, drills, evacuation/reunification, and grant controls.	Safety Director



Gate	Control	Minimum evidence	Owner
OA-15	Annual certification	Signed Superintendent and Chief operational certification, evidence index, counsel/insurer review, corrective-action plan, and next audit date.	Superintendent / Chief

Appendix B. Required Forms and Control Documents

Category	Controlled document
Authority	Board Resolution; Board-Approved Manual; Individual Appointment; Oath/Bond Record; Operational Authority Record; Annual Operational Certification; Jurisdiction Map; Partner MOU.
Personnel	Officer Authority Checklist; Restricted Personnel/Certification File Checklist; Monthly Authority Roster; Duty Restriction/Restoration Notice; Separation/72-Hour Reporting Checklist.
Training	Annual Training Plan; Officer Training Matrix; Course Roster; Test/Performance Record; Certificate Register; Remediation/Restriction Record.
Operations	Dispatch/Communications Test; Daily Activity Log; Event/Case Log; Arrest/Citation/Custody Transfer; Search/Consent Record; Emergency Driving/Pursuit Report.
Force	Use of Force Report; Supervisor Force Review; Medical Aid/Handoff; Duty-to-Intervene Report; Critical Incident Referral; Quarterly Force Analysis.
Complaints	Complaint Intake; Restricted Complaint/IA Log; Notice; Investigation Plan; Findings; Corrective Action; Early Intervention Review.
Records	Case QA Checklist; Public Records/Redaction Log; FERPA/Police Record Classification; MDE Unlawful Activity Submission Log; MIBRS/NIBRS Reconciliation; Legal Hold Register.
Evidence	Property/Evidence Ledger; Chain of Custody; Temporary Locker Log; Transfer/Receipt; Quarterly Inspection; Annual Inventory; Disposition Authority.
Technology	ORI/CJIS Operating Model; User/Device Register; Access Review; Query Audit; Camera/Digital Evidence Log; Security Incident Report.
Safety	Comprehensive Safety Plan; Campus Annex; Threat Assessment; Drill/AAR; Evacuation/Reunification Plan; MCOPS Control File.
Assets	Badge/Weapon/Radio/Vehicle/Camera/Device Issue; Qualification/Inspection; Maintenance; Loss/Damage; Return; Two-Person Inventory.
Audit	Operational-Assurance Register; Requirements Matrix; Evidence Index; Audit Request Log; Corrective Action Tracker; Monthly Dashboard; Annual Management Certification.



Appendix C. Annual and Triggered Compliance Calendar

Control	Frequency/trigger	Owner	Evidence
Officer authority roster	Monthly and every status change	Chief / HR	Signed reconciliation and restrictions.
Case/report QA	Weekly; monthly summary	Records Custodian	Approved reports and exception report.
Force/complaint review	Every event; quarterly trends	Chief / Superintendent	Independent review and corrective action.
Evidence inspection	Quarterly	Property Custodian	Signed inspection and exception log.
Evidence inventory	Annual; custodian change	Independent Reviewer	100% inventory and reconciliation.
Firearms qualification	At least twice yearly	Training Coordinator	Performance record for every armed officer.
MDE annual training	Annual	Training Coordinator	40-hour reconciliation where applicable.
SRO Basic/ALERT	Monthly deadline review; rolling expiration	Training Coordinator	Certificate or restriction/remediation.
Safety plan/Board approval	Each summer; after material change	Safety Director / Superintendent	Controlled plan and certified minutes.
Drills and after-action	Current MDE schedule; after event	Campus Leaders / Safety	Drill log, AAR, correction validation.
CJIS/access review	Quarterly; every user/device change	TAC / IT / Chief	Signed users/devices/queries/training review.
Policy/management audit	Annual before July 1; after trigger	Chief / Superintendent	Review, revisions, training, acknowledgments, certification.
Separation/discipline reporting	Immediately; current statutory deadline	Chief / HR	State submission and duty-restriction/asset-return record.
Insurance/bond	At renewal and status/asset change	Business Office / counsel	Written coverage and conditions.

Appendix D. General Order Register

Order	Title	Category
GO 100	Authority, jurisdiction, and operational continuity	Governance



Order	Title	Category
GO 101	Organization, command, and separation of duties	Governance
GO 102	Officer appointment, oath, bond, certification, and duty restrictions	Governance
GO 103	Ethics, conduct, and conflicts	Professional standards
GO 104	Policy management and orders	Governance
GO 105	Complaints, internal affairs, and early intervention	Accountability
GO 106	Bias-free policing and accessibility	Professional standards
GO 107	Personnel, background, and fitness files	Personnel
GO 200	Communications, dispatch, and after-hours response	Operations
GO 201	SRO mission, school assignment, and student discipline	School policing
GO 202	Emergency response, incident command, and active threat	Emergency
GO 203	Calls, case numbering, reports, and school-crime reporting	Records
GO 204	Arrest, citation, juveniles, transport, and custody	Operations
GO 205	Searches, interviews, and school-administration coordination	Operations
GO 206	Vehicles, traffic, and parking enforcement	Operations
GO 207	Behavioral threat assessment and information sharing	School safety
GO 208	Missing student, elopement, and reunification	School safety
GO 209	Interagency operations and off-property limits	Operations
GO 300	De-escalation and use of force	Force
GO 301	Deadly force and vehicles	Force
GO 302	Prohibited or restricted force	Force
GO 303	Duty to intervene, report, and provide aid	Force
GO 304	Force review and external investigation	Force
GO 305	Firearms, weapons, storage, and qualification	Weapons
GO 306	Body-worn and in-car cameras	Technology
GO 307	Vehicle pursuits and emergency driving	Operations
GO 400	Records management, access, and public records	Records
GO 401	Juvenile, victim, FERPA, and sensitive records	Records
GO 402	Property and evidence	Evidence
GO 403	CJIS, NCIC, ORI, MIBRS/NIBRS, and partner access	CJIS
GO 404	Information security and continuity	Technology



Order	Title	Category
GO 405	Retention, disposition, and legal holds	Records
GO 500	Training and qualifications	Training
GO 501	School safety plan, drills, and assessments	School safety
GO 502	Equipment, vehicles, uniforms, and identification	Assets
GO 503	Health, wellness, injury, and fitness for duty	Personnel
GO 504	Inspections, audits, and management review	Audit

Appendix E. Immediate Restriction, Response, and Escalation Triggers

Trigger	Immediate response
Unknown or disputed individual officer authority	Restrict the affected officer or function; secure applicable credentials/access/equipment; notify Superintendent, HR, counsel, and state authority as appropriate; continue unaffected Department operations.
Expired or missing certification/training/qualification	Restrict affected assignment or weapon/system; document remediation and written restoration.
Unlawful order or jurisdiction conflict	Do not execute; protect immediate life safety; notify command/Superintendent/counsel and document resolution.
Dispatch/radio/partner failure	Use approved backup; suspend unsupported response, transport, custody, or reporting function.
Evidence storage/chain failure	Stop intake; secure/preserve items; transfer to authorized partner; inventory and investigate exception.
CJIS/NCIC/security uncertainty	Disable access; preserve logs/devices; notify TAC/IT/state/partner; restore only after written clearance.
Force, death, serious injury, weapon discharge	Provide aid, secure scene, notify command/Superintendent, activate outside-investigation protocol, preserve all evidence.
Missing, altered, backdated, or falsified record	Preserve original; restrict involved access; notify Superintendent/counsel; open complaint/audit/corrective action.
Complaint against command or criminal allegation	Use independent intake/assignment; prevent retaliation; preserve evidence; make required external reports.
Legal hold, audit, or public-records request	Suspend destruction/overwrite; notify custodians; preserve responsive paper, electronic, video, device, and metadata records.



Board Approval and Operational Status

This manual is the final, Board-approved 2026-2027 ETSD Police Department policy and procedure set. The Department is fully operational under existing ETSD Board authority. No separate activation certificate is required. Operations continue unless and until controlling law, a binding Attorney General opinion, DPS/BLEOST directive, court order, or later Board action requires modification, restriction, or cessation. Individual officers and specialized functions remain subject to current appointment, certification, training, qualification, and access requirements.

Role	Accountability	Current status
East Tallahatchie School District Board of Trustees	Approved this manual and authorized the Department's structure, appointments, agreements, budget, and continuing operations.	BOARD APPROVED / ACTIVE
Superintendent - Raymond Russell	Provide executive oversight, sustain operations, verify annual assurance controls, impose targeted restrictions, and implement any binding change.	OPERATIONAL OVERSIGHT ACTIVE
Board-designated Chief of Police or Agency Head	Implement controlled orders, training, acknowledgments, operations, reporting, inspections, and corrective action.	FULLY OPERATIONAL

Authoritative Sources and Live References

The current live source controls when it is newer, more specific, or more restrictive than this manual. During operation and each annual review, ETSD will verify current statutes, MDE/DPS/BLEOST direction, Board policy, agreements, forms, deadlines, court decisions, and any Attorney General opinion addressing school district police departments.

- **ETSD Administrative Faculty and Staff / District Contact:** <https://www.etsd.k12.ms.us/administration>
- **MDE Update on School District Police Departments - July 20, 2026:** <https://msachieves.mdek12.org/update-available-on-school-district-police-departments/>
- **Mississippi School Safety Manual:** https://www.mdek12.org/sites/default/files/Page_Docs/school-safety-manual-4-19-18-final_20180426132308_273246.docx
- **Mississippi Administrative Code Search:** <https://www.sos.ms.gov/adminsearch/default.aspx>
- **Mississippi Legislature - Mississippi Code:** <https://www.legislature.ms.gov/laws/mississippi-code/>
- **DPS Board on Law Enforcement Officer Standards and Training:** <https://www.dps.ms.gov/public-safety-planning/standards-and-training/BLEOST>
- **DPS Standards and Training Forms:** <https://www.dps.ms.gov/public-safety-planning/standards-and-training/standards-and-training-forms>
- **DPS Office of Standards and Training:** <https://www.dps.ms.gov/public-safety-planning/standards-and-training>
- **MDE Rule 38.1 - School Violence Reporting:** https://www.mdek12.org/sites/default/files/documents/MBE/State%20Board%20Policy/Chapter%2038/rule_38.1_final_1.5.2023.pdf



- **MDE Report of Unlawful Activity or Violent Act:**
<https://mdek12.org/safeorderlyschoools/wp-content/uploads/sites/34/2023/11/unlawful-activity-form.pdf>
- **U.S. Department of Education - SROs, Law Enforcement Units, and FERPA:**
<https://studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa>
- **Mississippi Department of Archives and History - Government Records:**
<https://www.mdah.ms.gov/state-government>
- **FBI CJIS Security Policy Resource Center:** <https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center>
- **U.S. Department of Justice Policy on Use of Force:** <https://www.justice.gov/jm/1-16000-department-justice-policy-use-force>
- **U.S. DOJ COPS Office Resources:** <https://cops.usdoj.gov/resources>