

OSS Sample

Law Enforcement Policy & Procedures Manual



Established 1989

«Insert_LE_Agency»
Law Enforcement Policies & Procedures
with Associated Forms

TABLE OF CONTENTS – ALPHABETICAL

Policy Title, Policy Number

Abuse of Position, 3.05
Accident or Injury of Employee, 4.02
Active Shooter, 6.08
Aircraft Incident or Accident, 7.10
Appearance & Grooming, 4.04
Arrest Procedures, 5.14
Awards & Recognition, 4.01
Bail Access & Bondsmen, 9.05
Bicycle & Personal Transported Patrol, 5.31
Blank Policy Format, 0.00
Bloodborne Pathogens & Other Infectious Diseases, 5.20
Body Armor, 6.02
Body Worn Cameras, 8.16
Bombs & Mass Destruction - Attachment II, 7.06c-2
Bombs & Weapons of Mass Destruction [WMD], 7.06
Bombs & WMD Call Questionnaire - Attachment I, 7.06b-1
Canine Encounters, 5.26
Canine Operations, 5.25
Canons of Law Enforcement Ethics, 3.02
Chemical Agent - Oleoresin Capsicum (OC), 6.03
Child Abuse Investigations, 8.03
Civil Litigation, 3.09
Civil Rights & Constitutional Warnings, 5.07
Communications Center - 911, 5.05
Community Relations, 5.02
Corruption Prevention, 3.06
Court Appearance, 4.05
Covert & Undercover Investigations, 8.10
Covert Electronic Recording - Consent to Search Form, 8.11b-1
Covert Electronic Recording, 8.11
Crime, Accident, & Incident Scenes, 8.02
Criminal Investigations, 8.01
Criminal Investigator Support to Prosecution, 8.05
Criminal Justice Information Systems, 5.06
Critical Incident Reporting, 3.07
Death or Serious Injury Notification, 5.18
Delegation of Authority, 2.04
Delirious or Drug-Induced Subject Response, 5.22
Demonstrations, Civil Disturbances, & Crowd Management, 7.04
Disabled Persons, 5.10

Discipline & Accountability, 4.19
Domestic Abuse Response & Investigations, 8.04
Drug-Free Workplace Program, 4.07
Ebola & Other Infectious Virus Diseases, 5.21
Electronic Control Device, 6.06
Electronic Media Security, 4.17
Emergency Call-Out Procedure, 7.03
Emergency Management - Handling a Crisis Attachment, 7.02b-1
Emergency Management & Incident Command System, 7.02
Emergency Vehicle Operations, 5.35
Employee & Confidential Records, 4.15
Employee Grievance Procedures, 4.22
Employee Selection & Placement, 4.10
Equipment & Inventory Control, 5.47
Evidence Collection, Control, & Storage, 5.15
Evidence Form, 5.15b-1
Eyewitness Validation & Lineups, 8.06
Field Identification Form, 8.06c-2
Field Interviews & Warrantless Searches, 5.13
Field Training & Evaluation Program, 4.12
Fire Scene, 7.01
Firearms Training & Proficiency Demonstration, 4.11
Fitness for Duty, 4.08
FTC ID Theft Affidavit - Attachment I, 8.07c-2
FTC Instructions for ID Theft Affidavit - Attachment I, 8.07b-1
General Orders, 3.01
Glossary of Terms, 1.00
Handgun License Inspections, 5.46
Haz-Mat Incident, 7.11
Highway Incident Traffic Control, 5.33
Homeland Security & Terrorism, 7.07
Hostage or Barricaded Suspect, 6.10
How to Use This Manual, 1.03
Identity Crimes, 8.07
Informant Management, 8.08
Insubordination, 4.20
Internal Compliance Enforcement [ICE] - Garrity Rights Form, 8.18b-1
Internal Compliance Enforcement [ICE], 8.18
Intoxicated, Mental, or Medically Impaired Subjects, 5.23
IRS ID Theft Affidavit - Attachment I, 8.07d-3
Jurisdiction & Authority, 2.05
Juvenile Curfew Violations, 5.28
Juvenile Procedures, 5.27
Knives & Edged Weapons, 6.07
Letter from Agency Head [Sample], 1.01
Light Duty Assignments, 4.16
Lines of Communication, 2.07
Lineup Viewing Form, 8.06b-1

Lockup & Intake of Detainees, 9.03
Lockup Medical Screening & Care, 9.01
Management Philosophy & Goals, 2.03
Medical Screening & Care - Attachment I, 9.02b-1
Medical Screening & Care, 9.01
Mental Disability & Suicide Intake, 9.03b-1
Mentally Ill Persons, 5.24
Merge Codes Template, 0.00
Missing Persons Investigations Form, 8.09b-1
Missing Persons Investigations, 8.09
Mission Statement, 2.01
Motor Vehicle Accident Investigation, 5.39
Multi-Agency Task Force Participation, 4.14
Mutual Aid & Inter-local Agreements, 7.12
Naloxone [Narcan] Carry & Deployment, 7.13
News Media Relations, 5.03
Oath of Office, 2.08
Objective Statements, 2.02
Off-Duty Conduct, 4.23
Off-Duty or Secondary Employment - A – Non-Law Enforcement, 4.24
Off-Duty or Secondary Employment - B – Agency Management, 4.24
Off-Duty or Secondary Employment - C - Shared Management, 4.24
Officer Involved Deadly Force Event, 5.19
Orders & Instructions, 2.06
Overt Electronic Recording [1-Party State], 8.12
Overt Electronic Recording [2-Party State], 8.13
Patrol Functions & Tactics, 5.01
Personal Communications or Electronic Media Devices, 4.13
Policy & Procedure Management System, 1.02
Polygraph & Voice Stress Analyzer Interviews, 8.17
Professional Conduct, 3.03
Quality Assurance, 3.08
Racial & Bias Profiling, 5.08
Radio Procedures, 5.04
Receipt for Policies & Procedures Manual, 1.06
Recording Police Activity, 8.15
Religious Head Coverings, 9.04
Report Writing, 5.16
Reporting for Duty & Absenteeism, 4.21
Request for Review or Comment, 1.04
Ride-Along Program Application Form, 5.44b-1
Ride-Along, 5.44
Rifles & Shotguns, 6.09
Roadblocks & Checkpoints, 5.37
Robbery or Alarm Response, 5.09
Rules of Conduct, 3.04
School Liaison & Response, 5.29
Search of Motor Vehicle - Consent to Search Form, 5.12b-1

Search of Motor Vehicles, 5.12
Severe Weather, 7.09
Sex Offender Registration, 5.17
Social Media, 4.18
Special Munitions - Distraction Devices, 6.04
Special Munitions - Less Than Lethal, 6.05
Special Weapons & Tactics (SWAT), 5.32
Strikes & Labor Disputes, 7.05
Suggestion Form, 1.05
Take Home Vehicle Program, 5.41
Traffic Stops & Enforcement, 5.30
Training & Proficiency Demonstrations, 4.09
Transporting Arrested Persons, 5.34
Uniforms, 4.03
Unmanned Aircraft Operations, 5.45
Use of Force & Deadly Force, 6.01
Use of Force Report Form, 06.01b-1
Vehicle Inventory Form (Car) - Attachment I, 5.42b-1
Vehicle Inventory Form (Mini-Van) - Attachment I, 5.42c-2
Vehicle Inventory Form (Miscellaneous) - Attachment I, 5.42h-7
Vehicle Inventory Form (Motorcycle) - Attachment I, 5.42d-3
Vehicle Inventory Form (Panel Truck) - Attachment I, 5.42e-4
Vehicle Inventory Form (Semi-Truck) - Attachment I, 5.42f-5
Vehicle Inventory Form (Truck) - Attachment I, 5.42g-6
Vehicle Maintenance Form, 5.38b-1
Vehicle Maintenance, 5.38
Vehicle Seizure, Removal, Towing, & Storage, 5.42
Vehicle Use & Accidents, 5.40
Vehicular Pursuit - A -Discretionary, 5.36
Vehicular Pursuit - B -Restrictive, 5.36
Vehicular Pursuit - C -Prohibitive, 5.36
Video & Audio Vehicle Recordings, 8.14
VIP Protection, 7.08
Volunteer Program, 5.43
Warrant & Warrantless Searches, 5.11
Workplace Harassment, 4.06

«Insert_LE_Agency»
Law Enforcement Policies & Procedures
with Associated Forms

TABLE OF CONTENTS

0.00 Blank Policy Format
0.00 Policies Codes Template

1. Introduction:

1.00 Glossary of Terms
1.01 Letter from Agency Head [Sample]
1.02 Policy & Procedure Management System
1.03 How to Use This Manual
1.04 Request for Review or Comment
1.05 Suggestion Form
1.06 Receipt for Policies & Procedures Manual

2. Mission & Objectives:

2.01 Mission Statement
2.02 Objective Statements
2.03 Management Philosophy & Goals
2.04 Delegation of Authority
2.05 Jurisdiction & Authority
2.06 Orders & Instructions
2.07 Lines of Communication
2.08 Oath of Office

3. Ethics, Standards, & Service Quality:

3.01 General Orders
3.02 Canons of Law Enforcement Ethics
3.03 Professional Conduct
3.04 Rules of Conduct
3.05 Abuse of Position
3.06 Corruption Prevention
3.07 Critical Incident Reporting
3.08 Quality Assurance
3.09 Civil Litigation

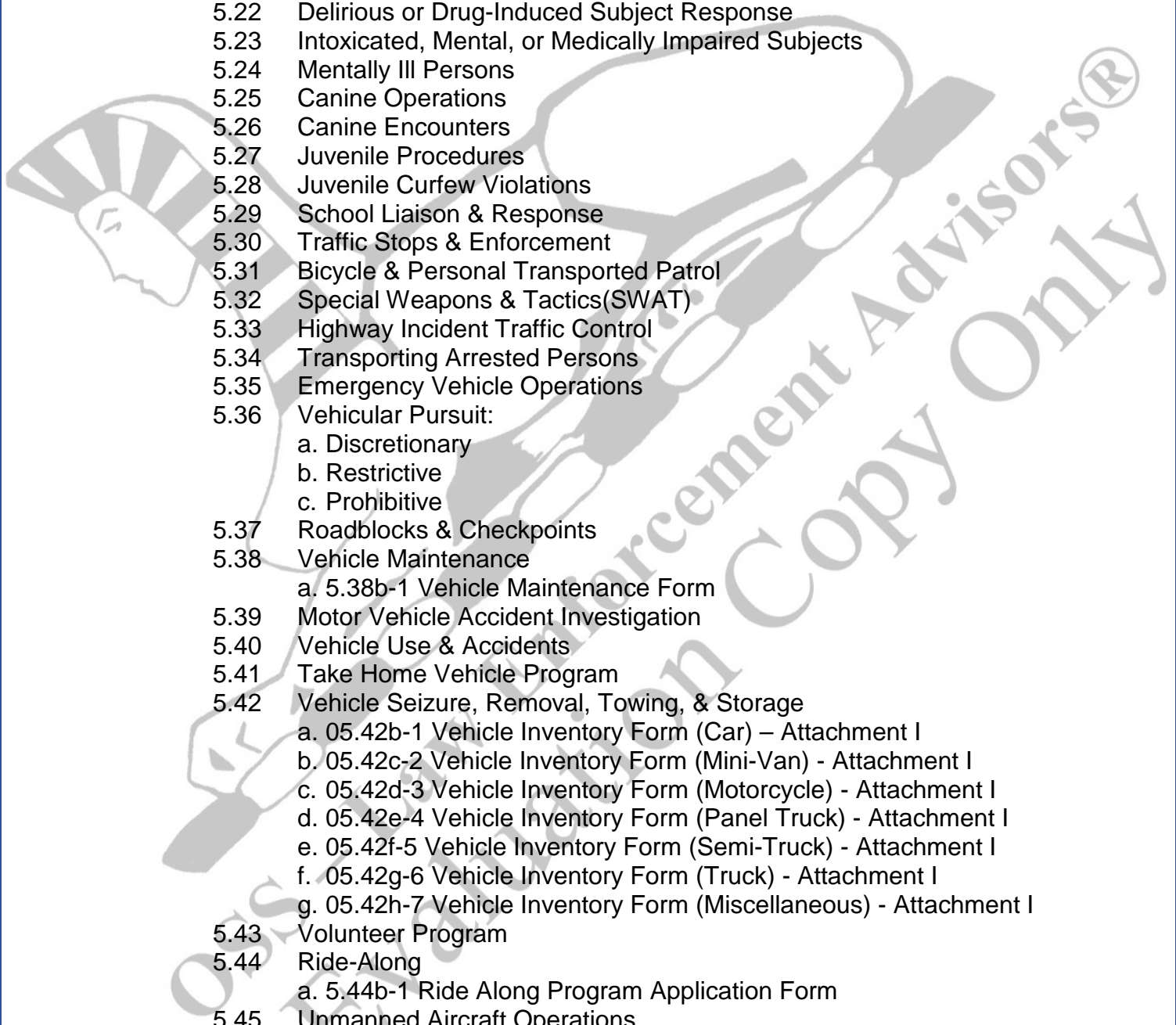
4. Personnel Performance Standards:

4.01 Awards & Recognition
4.02 Accident or Injury of Employee

- 4.03 Uniforms
- 4.04 Appearance & Grooming
- 4.05 Court Appearance
- 4.06 Workplace Harassment
- 4.07 Drug-Free Workplace Program
- 4.08 Fitness for Duty
- 4.09 Training & Proficiency Demonstrations
- 4.10 Employee Selection & Placement
- 4.11 Firearms Training & Proficiency Demonstration
- 4.12 Field Training & Evaluation Program
- 4.13 Personal Communications or Electronic Media Devices
- 4.14 Multi-Agency Task Force Participation
- 4.15 Employee & Confidential Records
- 4.16 Light Duty Assignments
- 4.17 Electronic Media Security
- 4.18 Social Media
- 4.19 Discipline & Accountability
- 4.20 Insubordination
- 4.21 Reporting for Duty & Absenteeism
- 4.22 Employee Grievance Procedures
- 4.23 Off-Duty Conduct
- 4.24 Off-Duty or Secondary Employment:
 - a. Non-Law Enforcement
 - b. Agency Management
 - c. Shared Management

5. Operations:

- 5.01 Patrol Functions & Tactics
- 5.02 Community Relations
- 5.03 News Media Relations
- 5.04 Radio Procedures
- 5.05 Communications Center - 911
- 5.06 Criminal Justice Information Systems
- 5.07 Civil Rights & Constitutional Warnings
- 5.08 Racial & Bias Profiling
- 5.09 Robbery or Alarm Response
- 5.10 Disabled Persons
- 5.11 Warrant & Warrantless Searches
- 5.12 Search of Motor Vehicles
 - a. 5.12b-1 Search of Motor Vehicle - Consent to Search Form
- 5.13 Field Interviews & Warrantless Searches
- 5.14 Arrest Procedures
- 5.15 Evidence Collection, Control, & Storage
 - a. 5.15b-1 Evidence Form
- 5.16 Report Writing

- 
- 5.17 Sex Offender Registration
 - 5.18 Death or Serious Injury Notification
 - 5.19 Officer Involved Deadly Force Event
 - 5.20 Bloodborne Pathogens & Other Infectious Diseases
 - 5.21 Ebola & Other Infectious Virus Diseases
 - 5.22 Delirious or Drug-Induced Subject Response
 - 5.23 Intoxicated, Mental, or Medically Impaired Subjects
 - 5.24 Mentally Ill Persons
 - 5.25 Canine Operations
 - 5.26 Canine Encounters
 - 5.27 Juvenile Procedures
 - 5.28 Juvenile Curfew Violations
 - 5.29 School Liaison & Response
 - 5.30 Traffic Stops & Enforcement
 - 5.31 Bicycle & Personal Transported Patrol
 - 5.32 Special Weapons & Tactics (SWAT)
 - 5.33 Highway Incident Traffic Control
 - 5.34 Transporting Arrested Persons
 - 5.35 Emergency Vehicle Operations
 - 5.36 Vehicular Pursuit:
 - a. Discretionary
 - b. Restrictive
 - c. Prohibitive
 - 5.37 Roadblocks & Checkpoints
 - 5.38 Vehicle Maintenance
 - a. 5.38b-1 Vehicle Maintenance Form
 - 5.39 Motor Vehicle Accident Investigation
 - 5.40 Vehicle Use & Accidents
 - 5.41 Take Home Vehicle Program
 - 5.42 Vehicle Seizure, Removal, Towing, & Storage
 - a. 05.42b-1 Vehicle Inventory Form (Car) – Attachment I
 - b. 05.42c-2 Vehicle Inventory Form (Mini-Van) - Attachment I
 - c. 05.42d-3 Vehicle Inventory Form (Motorcycle) - Attachment I
 - d. 05.42e-4 Vehicle Inventory Form (Panel Truck) - Attachment I
 - e. 05.42f-5 Vehicle Inventory Form (Semi-Truck) - Attachment I
 - f. 05.42g-6 Vehicle Inventory Form (Truck) - Attachment I
 - g. 05.42h-7 Vehicle Inventory Form (Miscellaneous) - Attachment I
 - 5.43 Volunteer Program
 - 5.44 Ride-Along
 - a. 5.44b-1 Ride Along Program Application Form
 - 5.45 Unmanned Aircraft Operations
 - 5.46 Handgun License Inspections
 - 5.47 Equipment & Inventory Control

6. Use of Force:

- 6.01 Use of Force & Deadly Force
 - a. 06.01b-1 Use of Force Report Form
- 6.02 Body Armor
- 6.03 Chemical Agent – Oleoresin Capsicum (OC)
- 6.04 Special Munitions – Distraction Devices
- 6.05 Special Munitions – Less Than Lethal
- 6.06 Electronic Control Device
- 6.07 Knives & Edged Weapons
- 6.08 Active Shooter
- 6.09 Rifles & Shotguns
- 6.10 Hostage or Barricaded Suspect

7. Civil & Emergency Response:

- 7.01 Fire Scene
- 7.02 Emergency Management & Incident Command System
 - a. 7.02b-1 Emergency Management – Handling a Crisis Attachment
- 7.03 Emergency Call-Out Procedure
- 7.04 Demonstrations, Civil Disturbances, & Crowd Management
- 7.05 Strikes & Labor Disputes
- 7.06 Bombs & Weapons of Mass Destruction [WMD]
 - a. 7.06b-1 Bombs & WMD Call Questionnaire - Attachment I
 - b. 7.06c-2 Bombs & Mass Destruction - Attachment II
- 7.07 Homeland Security & Terrorism
- 7.08 VIP Protection
- 7.09 Severe Weather
- 7.10 Aircraft Incident or Accident
- 7.11 Haz-Mat Incident
- 7.12 Mutual Aid & Inter-local Agreements
- 7.13 Naloxone [Narcan] Carry & Deployment

8. Investigations:

- 8.01 Criminal Investigations
- 8.02 Crime, Accident, & Incident Scenes
- 8.03 Child Abuse Investigations
- 8.04 Domestic Abuse Response & Investigations
- 8.05 Criminal Investigator Support to Prosecution
- 8.06 Eyewitness Validation & Lineups
 - a. 8.06b-1 Lineup Viewing Form
 - b. 8.06c-2 Field Identification Form
- 8.07 Identity Crimes
 - a. 8.07b-1 FTC Instructions for ID Theft Affidavit - Attachment I
 - b. 8.07c-2 FTC ID Theft Affidavit - Attachment I
 - c. 8.07d-3 IRS ID Theft Affidavit - Attachment I
- 8.08 Informant Management

- 8.09 Missing Persons Investigations
 - a. 8.09b-1 Missing Persons Investigations Form
- 8.10 Covert & Undercover Investigations
- 8.11 Covert Electronic Recording
 - a. 8.11b-1 Covert Electronic Recording – Consent to Search Form
- 8.12 Overt Electronic Recording [1-Party State]
- 8.13 Overt Electronic Recording [2-Party State]
- 8.14 Video & Audio Vehicle Recordings
- 8.15 Recording Police Activity
- 8.16 Body Worn Cameras
- 8.17 Polygraph & Voice Stress Analyzer Interviews
- 8.18 Internal Compliance Enforcement [ICE]
 - a. 8.18b-1 Internal Compliance Enforcement [ICE] - Garrity Rights Form

9. Lockup:

- 9.01 Lockup Medical Screening & Care
- 9.02 Medical Screening & Care
 - a. 9.02b-1 Medical Screening & Care – Attachment I
- 9.03 Lockup & Intake of Detainees
 - a. 09.03b-1 Mental Disability & Suicide Intake
- 9.04 Religious Head Coverings
- 9.05 Bail Access & Bondsman

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Glossary of Terms	Policy Number: 1.00
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

Some of the often misunderstood or misquoted terms in our policy set follow. You may also find these terms within various policies as an aid to the reader. The definitions provided are a collection of terms and practical meanings as most commonly used by law enforcement, first responder, and telecommunications professionals. These terms are provided as a quick reference only. For more detailed or differing we suggest you refer to other accessible definitions and professional journals.

- **1-Party Consent State** – As of 2011 other states, territories, and the District of Columbia) not listed below [see: *2-Party Consent State* definition below] require only one-party consent for a conversation to be recorded. If a caller in a 1-party State records a conversation with someone in a *2-party consent state* that caller is subject to the stricter of the laws and must have consent from all callers.¹ As laws are subject to change, periodically check your state and the other state's laws before committing to an investigative plan.
- **2-Party Consent State** - States and territories that require all parties to a conversation be advised that the conversation is being recorded. As of 2014, twelve states are 2-party States, i.e., states that require that all parties consent to the recording. These states are *California, Connecticut, Florida, Illinois, Maryland, Massachusetts, Michigan, Montana, Nevada, New Hampshire, Pennsylvania, and Washington*.²
- **1st Amendment Activities** - 1st Amendment activities include all forms of speech and expressive conduct used to convey ideas and information, express grievances, or otherwise, communicate with others and include both verbal and non-verbal expression. Common 1st Amendment activities include, but are not limited to, *speeches, demonstrations, vigils, picketing, distribution of literature,*

¹ Cf. *Kearney v. Salomon Smith Barney Inc.*, 39 Cal. 4th 95 (2006).

²Michigan's eavesdropping statute seems to put it into the 2-party category, but the courts have ruled that in Michigan, a party may record their own conversation without the consent of any other parties but cannot grant that right to a third party. There are certain exceptions to these rules, so check these rules.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

«Insert_LE_Agency»

LETTER FROM AGENCY HEAD [SAMPLE]

Note: This is a draft, convert to your agency letterhead, and insert in the policy set.

[Date]

To: All Officers & Employees

Re: Policy & Procedure Manual

Dear Ladies & Gentlemen:

The publication of these updated *policies and procedures* marks an important milestone in our continued development as a local leader in law enforcement. For those of you who participated in creating this document, please accept my hardest thanks for a *job well done!* If you did not have an opportunity to provide input, we now ask for your assistance.

Over the next few days and weeks, our entire agency will learn and apply the guidelines of our new procedures. As we do so, we will re-visit some of the old practices as well. Take time to study and learn. Then give us your ideas on how we can make this an even better guide toward achieving a safer and more efficient operation. With warmest personal regards to each of you, I remain

Sincerely,

[Name of Agency Head]

«Approval_title»

«Insert_LE_Agency»

RECEIPT FOR POLICIES & PROCEDURES MANUAL

I, _____, hereby acknowledge receipt of one (1) copy of the «Insert_LE_Agency» *Policies & Procedures Manual*.

I understand that this manual is entrusted to me for safekeeping, study, and compliance. I will use my best efforts to study, learn, and comply with the instructions contained in this manual. The updating, maintenance, and safe storage of this manual are my sole responsibility.

I understand this manual contains restricted law enforcement data, and that release of its contents to anyone not having an official need to know may place residents of this community, and officers and employees of this agency at risk.

I will retain this manual in my possession or safekeeping, and will not allow it to be copied or reproduced in any manner without prior authorization from a superior authorized to permit such duplication. Further, I will immediately report to the «Second_in_command» any attempt made by those outside of the agency to borrow, acquire a copy, view, or use this manual. Likewise, I will immediately report the loss of this manual or portions of its contents to the «Second_in_command».

I affirm my commitment to honor this agreement this _____ day of _____, 20____.

Printed Name

Signature

Printed Name of Witness

Witness' Signature

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Professional Conduct	Policy Number: 3.03
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

Employees of «Insert_LE_Agency» constantly strive to deal honestly, efficiently, and with integrity while on official duty, and strive to do the same in their personal lives. Officers and employees of this agency are mindful that their conduct and the public's perception of that conduct affect the willingness of the public to support our critical mission.

PROCEDURES:

1. Employees are always courteous when interacting with the public.
2. Employees avoid behaviors and practices that cause the public to question individual employee or agency integrity.
3. Off-duty officers, while in uniform, conduct themselves as though they were on-duty
4. Employees do not reveal or make public, any order, or information to any person unless the disclosure is authorized.
5. Officers are governed by reasonable and exemplary rules of good conduct and behavior whether on or off-duty. Officers always demonstrate morals and values expected by the community and do not commit any act that could adversely affect the «Short_name_for_agency», their fellow employees, or respect for the rule of law.
6. Officers always remember that they are sworn to uphold the law, abide by the *policies and procedures* of this agency, and the law while protecting the rights of all people as afforded by the State of «state», and the Constitution of the United States of America.

Law Enforcement Ethics:

Officers and employees of this agency have read and fully support the Law Enforcement Code of Ethics and the Canons of Police Ethics as adopted and supported by «Insert_LE_Agency», and my fellow officers. These standards are found in this *policy and procedure* manual.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Critical Incident Reporting	Policy Number: 3.07
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

Officers and employees of «Insert_LE_Agency» prepare written reports and document evidence, to manage the agency, memorialize events, and support the criminal justice process through effective communications.

PROCEDURE:

Significant law enforcement related incidents taking place within the scope of knowledge, of the officer or employee, including but not limited to, *acts of violence, injury to officers or employees, motor vehicle or other accidents, discharge of a firearms, or Level IV or V use of force incident, and any other incident perceived to be of concern* to the «Approval_title», is reported through the «Second_in_command». Critical incidents such as the above are reported verbally with written follow-up reports detailing the facts of the incident.

Reporting Requirements:

For reporting purposes, incidents are organized into levels of seriousness, as defined below. As a rule: **Never let the «Approval_title» hear about an incident from someone outside of the agency!** When this occurs, it demeans the integrity and professionalism of the agency, and ultimately creates more work for everyone involved as . . . *They play catch-up.*

Priority I Incidents are reported at once to the «Approval_title», «Second_in_command» or their designee, and include but are not limited to, the following:

1. Death or serious bodily injury of an officer, employee, volunteer, visitor, detainee, or prisoner;
2. Extensive property damage resulting from fire, human-made or natural disaster, or terroristic threat or action;
3. Actual, suspected, or attempted hostage taking;
4. Anticipated or actual deployment of SWAT or another operations unit;
5. Use of a weapon during a felony act;
6. Assaults where a weapon is involved;
7. Riot or use of riot control equipment;

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Multi-Agency Task Force Participation	Policy Number: 4.14
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

When it is advantageous to the community we serve, «Insert_LE_Agency» personnel may be assigned to work on or in support of a multi-agency task force. In such instances, personnel assigned to these task forces do so in compliance with our standards, and practices.

DISCUSSION:

Multi-Agency Task Forces [MATF] may be established by federal, state, regional, or local law enforcement agencies to investigate or control certain types of crime. Usually, MATFs are established with specific missions, objectives, operational budgets.

PROCEDURE:

Standards

«Insert_LE_Agency» personnel do not participate in a MAFT that has not been formally approved by the «Approval_title». When assigned to a MAFT, agency personnel follow «Insert_LE_Agency», ethics, standards, and policies and practices, unless specific authorization to the contrary is preapproved by the «Approval_title» or an authorized designee.

Program Evaluation & Due Diligence

The «Approval_title» approves agency participation in MAFTs, subject to final approval of «citycounty» authorizing funding and other considerations.

In considering an invitation to provide personnel or equipment to a MAFT, the «Approval_title» evaluates the proposed relationship of the agencies involved and other operational and business factors to include but not limited to questions such as:

1. Agency that will control the MAFT?
2. Who will provide operational funding?

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Social Media	Policy Number: 4.18
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

Our employees do not use any form of social media or social networking, in any way to tarnish themselves or «Insert_LE_Agency»'s reputation. Employees of this agency are held to a higher standard than general members of the public and your online activities must reflect these professional expectations and standards.

DEFINITIONS:

- **Avatar** - A computer user's representation of himself or herself, or an alter ego.
- **Blog** - A series of entries, written by either one person or a group of people, in an online journal, usually posted in chronological order, like a diary. Blogs can allow comments on entries or not.
- **Blogging** - To read, write or edit a shared online journal. Blogging can also encompass the act of commenting - and engage with other commenters - on any blog, including one operated by a third party.
- **Commenting** - The act of creating and posting a response to a blog post, news article, social media entry or another social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.
- **Comments** - Responses to a blog post, news article, social media entry or another social networking post.
- **Forum** - An online discussion site.
- **Handle** - The name of one's online identity that is used most frequently. It can be, for example, the name of one's Twitter identity.
- **Identity** - An online identity, Internet identity or Internet persona that a social

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

networking user establishes. This can be a real name, an alias, a pseudonym or a creative description.

- **Internet** – A computer network consisting of a worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange.
- **Mobile Social Networking** - Social networking using a mobile phone or another cellular-based device.
- **Post** - An item inserted into a blog or entry to any computerized bulletin board or forum.
- **Posting** - The act of creating, uploading, editing or adding to any social media outlet. This includes text, photographs, audio, video or any other multimedia file.
- **Social Media** - A variety of online sources as *Facebook, Twitter, MySpace, LinkedIn, Foursquare, Gowalla Police Pulse, The Squad Room, Usenet groups, online forums, message boards or bulletin boards, blogs and other similarly developed formats* that allow people to communicate, share information, share photos, share videos, share audio and exchange text and other multimedia files with others via some form of online or cellular network platform.
- **Social Networking** - Using such Internet or mobile formats as *Facebook, Twitter, MySpace, LinkedIn, Foursquare, Gowalla Police Pulse, The Squad Room, Usenet groups, online forums, message boards or bulletin boards, blogs, and other similarly developed formats* to communicate with others using the same groups while also networking with other users based upon similar interests, geographical location, skills, occupation, ideology, beliefs, etc.
- **User Name** - The name provided by the participant during the registration process associated with a Web site that will be displayed publicly on the site.
- **World Wide Web** - Computer network consisting of a collection of Internet sites that offer text, graphics, and sound and animation resources through the hypertext transfer protocol.

PROCEDURES:

Employees are prohibited from using agency computers or other communications devices for any unauthorized purpose, including participation in social media or social networking. Likewise, use or participation in any social media or social networking platform while on duty is prohibited, unless previously approved by a supervisor for investigative or public information purposes.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Off-Duty Conduct	Policy Number: 4.23
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

Peace officers are widely recognized in the community, even when not in uniform. Off-duty officers always demonstrate courteous and professional behavior while in public and should generally refrain from law enforcement activities. However, sworn officers may, under exigent or emergency situations make arrests while off-duty.

DEFINITIONS:

- **Off-duty** - Not assigned or working a prescribed shift or duty. In the process of conducting personal business, leisure activities, or working for another person or business entity.
- **Personally Involved** - An officer is personally involved when the officer, a family member, significant other, or a friend becomes engaged in a dispute or incident involving a business transaction, dispute, or a code or law violation. This definition does not apply to situations where the police officer is a victim of crime.

DISCUSSION:

Off-duty officers sometimes encounter criminal acts that they are neither equipped nor prepared to handle in the same manner as if they were on duty. *Off-duty officers* acting in response to an *on-view crime* may confuse on-duty officers arriving on the scene, which may lead to unnecessary injuries to officers or others. There have been many incidents where *off-duty officers* were mistaken for armed criminals. *Off-duty officers* should report observed crimes and allow on-duty officers to respond unless the officer determines that immediate intervention is necessary to protect human life or serious damage to property.

Officers performing official acts under *color of law and applying reasonably good judgment* may have qualified immunity from civil liability or criminal prosecution. However, this conditional protection does not necessarily extend to acts intended to

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

cause injury or damage, or to those actions that the officer knew, or reasonably should have known, was against the established law.

PROCEDURES:

Guidelines for Off-Duty Conduct:

Your off-duty conduct reflects on fellow employees and «Short_name_for_agency», and your performance ability during working hours. Remember you are always subject to a call to duty during off-duty time. Further, that you are also subject to be placed on emergency stand-by when conditions warrant such action.

Carry of Agency & Non-Agency Weapons:

Off-duty officers may carry «Short_name_for_agency» approved off-duty weapons as authorized in the *firearms* policy. However, you are only using these weapons in compliance with the Use of Force policy.

You may also carry a weapon other than an agency approved weapon by «state» concealed handgun laws, when:

1. In full compliance with these laws;
2. Is not carrying «Short_name_for_agency» credentials or identification; &
3. On duty as authorized by «Short_name_for_agency».

In such instances, your actions are governed not by «Short_name_for_agency» practice and policy, but rather by the State of «state», or the state you are in at the time of the event.

Off-duty responsibilities:

Off-duty officers have a responsibility to:

1. Refrain from taking enforcement action whenever reasonably practicable;
2. Immediately report suspected or observed criminal activities to appropriate on-duty authorities;
3. If acting, abide by agency *policies and procedures* when affecting an arrest, or intervening in a situation;
4. Carry agency credentials and badge when practical;
5. Come to the aid of fellow officers and the public, when practical to do so; &
6. Take immediate enforcement actions only to safeguard life or prevent felony property loss or prevent the escape of a dangerous offender.

Permitted Off-Duty Arrests:

Off-duty officers within their legal jurisdiction make arrests only when:

1. Not personally involved in the incident underlying the arrest;
2. There is clear and articulable probable cause to arrest;
3. There is an immediate need for the prevention of a serious crime or apprehension of a felony, possible injury to a person, or violent suspect;

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Off-Duty or Secondary Employment – Non-Law Enforcement	Policy Number: 4.24
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

**REMOVE AFTER REVIEW OF THIS VERY IMPORTANT POLICY
CONSIDERATION**

Law enforcement managers differ regarding their approach to off-duty employment, especially if the off-duty work involves law enforcement authority. To meet your agency's approach, OSS designed three [3] distinct policies, they are:

1. **04.20 Off-Duty or Secondary Employment – A – Non-Law Enforcement:** In this policy format, off-duty employment as a law enforcement officer is not allowed.
2. **04.20 Off-Duty or Secondary Employment – B – Agency Management:** In this regulated policy format, secondary employment as a law enforcement officer is only provided as part of an agency managed program with liability insurance, workers' compensation, and other employee benefits provided.
3. **04.20 Off-Duty or Secondary Employment – C – Shared Management:** In this policy format, employees may work in an off-duty capacity using their law enforcement officer authority, uniform and identification; however, the officer and the secondary employer are required to meet approval and performance certain standards, and provide liability insurance, workers' compensation.

We recommend you review the details of each of these policy formats, choose the one that is closest to your management approach and make your changes. You can then delete this *Discussion* insert and remove the other two draft policy types from your policy set. Whatever you decide, we strongly recommend that any officer working in your uniform, using your identification while working off-duty or a secondary job have quality liability insurance, workers' compensation, and meet all other state mandated employment requirements.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

POLICY:

To maintain quality community services without conflicts of interest, reduce officer fatigue, avoid conflicts of interest, and maintain our code of ethics and standards «Insert_LE_Agency» regulates off-duty or secondary employment through an agency-controlled program. To further our objectives, all employee requests for off-duty work are reviewed and approved before allowing such secondary or off-duty employment.

DEFINITIONS:

- **Off-Duty** - When an employee of this agency is not assigned or engaged in the performance of one's work for this agency. Also, includes that time when an employee is not scheduled to work their normal assigned duties for this agency, such as non-duty hours, vacation, sick days, and when on administrative leave, or suspension.
- **Primary Job** - Work, duties, and responsibilities that an employee is assigned by «Short_name_for_agency» in the form orders, instructions, policy, or designated work hours, wherein the employee is compensated by this agency.
- **Secondary Employment** - Work that is performed for one's self, or another entity for the sole benefit of the off-duty employee or another entity, person or business, and not directly controlled by «Short_name_for_agency».

PROCEDURES:

General Guidelines for Off-Duty or Secondary Employment:

The very nature of law enforcement and our duty to the public means that employment with this agency takes precedence over any other employment. As such employees are subject to call or recall to duty at any time, without regard to their normal scheduled work hours. Normally, such calls to duty or recalls are for actual or anticipated emergencies. In all cases, the employee's *primary job* has precedence over other individual obligations. As such, any off-duty or secondary employment must be approved by the «Approval_title» or designee before the employee engaging in such employment.

Off-duty and secondary employment jobs fall into two distinct categories:

1. Agency approved *law enforcement related secondary employment*; and
2. Secondary employment that *is not* law enforcement related.

LAW ENFORCEMENT RELATED SECONDARY EMPLOYMENT:

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Attachment I
Off-Duty Employment Application
For
Law Enforcement Off-Duty Employment

To: «Second_in_command»
«Insert_LE_Agency»

Re: *Application for Law Enforcement Off-Duty Employment* _____
[Officer Name], and _____ [Officer ID No.]

Date: _____

I am hereby making application to work a law enforcement related off-duty job, under the authority of my State peace officer license. The business or entity I will be working for is:

Name: _____

Address: _____

City, State, & Zip _____

Contact Person: _____ Phone: _____

I have recently read the «Insert_LE_Agency», Off-Duty or Secondary Employment policy, and this job and I meet all the requirements of this policy.

Confirmed by me this, ____ day of _____, 20____.

Employee Signature

Print, Name & Officer ID

For: «Insert_LE_Agency»

Application approved/disapproved this, ____ day of _____, 20____.

Signature
«Second_in_command»

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Attachment III
«Insert_LE_Agency»
Request For Off-Duty Employment

To: «Second_in_command»
«Insert_LE_Agency»

Re: *Application for Non-Law Enforcement Off-Duty Employment* _____
[Employee Name], and _____ [Officer ID No.]

Date: _____

I am hereby making application to work an off-duty job. This job is not related to law enforcement, and I will not be using any law enforcement authority in the performance of this job. The business is known as _____ [insert business name] and its principal place of business is at:

Address: _____

City, State, & Zip _____

I have recently read the «Insert_LE_Agency», Off-Duty or Secondary Employment policy, and I and this job meet all the requirements of this policy.

Confirmed by me this, ____ day of _____, 20____.

Employee Signature

Print, Name & Officer ID

For: «Insert_LE_Agency»

Application approved/disapproved this, ____ day of _____, 20____.

Signature
«Second_in_command»

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: News Media Relations	Policy Number: 5.03
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Insert_LE_Agency» cooperates impartially with authorized news media representatives in their efforts to gather public information about activities of our agency, so long as these activities do not significantly interfere with operations, infringe upon individual rights, or violate the law.

DISCUSSION:

A basic philosophy of this agency is to involve the community. It is important for our citizens to have confidence in our ability to fairly, professionally and impartially enforce laws. The news media serves both the agency and the community when they honestly report our endeavors to support our community.

It is important that you treat news media representatives fairly, and with respect. The news media industry is very competitive, and some approach their profession with a predetermined bias, especially when reporting on police operations. However, most reporters work long hours for little pay under constant pressure to meet deadlines. Reporters can be skeptical, idealistic, or manipulative, but many do value responsive, knowledgeable, and reliable sources who are sensitive to their needs.

PROCEDURES:

Duties of «Approval_title»:

The «Approval_title», or designee:

1. Distributes information to the news media and employees within the agency following «Short_name_for_agency» procedures;
2. Informs the news media of major public events requiring an extended presence of agency personnel;
3. Coordinates and authorize release of information about victims, witnesses, and suspects;
4. Develops positive working relationships with local news media representatives by:

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

- a. Establishing working guidelines;
- b. Determining local news media deadlines;
- c. Helping news media representatives meet their deadlines; &
- d. Preparing and distributing periodic news releases.
5. Coordinates release of authorized information concerning investigations and operations;
6. Responds to *Freedom of Information Act (FOIA)* requests; &
7. Develop and contribute to the Agency Crisis Management Plan.

Other Personnel:

1. It is important that our Agency *speaks with one voice* in providing accurate and consistent information. Line officers may not know all the facts or may have limited perspectives regarding incidents. You and fellow officers should:
 - a. Direct news media representatives to the «Approval_title», incident commander, or shift supervisor when asked about details regarding an accident, crime, or another incident.
 - b. Assist news personnel as directed by «Approval_title» in covering routine stories, and an accident or crime scenes;
 - c. Not say, “No comment”;
 - d. Not wear sunglasses when interviewed *on camera*;
 - e. Not speculate about liability issues or causation;
 - f. Use secure communication methods to transmit sensitive information. Many reporters and citizens monitor law enforcement radio frequencies; &
 - g. Provide a safe area for the news media during situations in which their lives could be placed in danger.
2. Ranking officers at crime or incident scenes may release information of a general nature to the news media, as governed by this or other policies (i.e., death notifications, juveniles, etc.), or if given prior approval by «Approval_title».

Cooperation with the News Media:

The following guidelines apply to you and fellow employees when cooperating with the news media:

1. Authorized news media representatives have reasonable access to the «Approval_title», or designee, and operations of this agency;
2. Public information is released to the news media as promptly as circumstances allow without partiality, and in as objective a manner as possible;
3. Information is released either by the «Approval_title» or designee; &
4. Press releases, news conferences, and similar events are scheduled to
 - a. Accommodate news media deadlines, when practicable;
 - b. Public information may be provided to news media representatives by telephone through the «Approval_title» or designee;
 - c. If the identity of the news media representative is known or can be authenticated.

Release of Information:

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Racial & Bias Profiling	Policy Number: 5.08
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Insert_LE_Agency» proactively enforces laws and aggressively investigates suspected violations. Enforcement actions are made responsibly and professionally, without the use of racial or bias-based profiling. Further, it is our practice to not show favor or displeasure to anyone because of their race or ethnicity.

DEFINITIONS:

- ***Pedestrian Stop*** – An interaction between an officer and an individual who is temporarily detained for a criminal inquiry in which the individual is not under arrest.
- ***Racial or Bias-Based Profiling*** - The interdiction, stopping, detention, or other unequal treatment of any person based on race, ethnicity, gender, sexual orientation, culture, religious affiliation, national origin, or any combination thereof. These are not factors in determining *reasonable suspicion* for a stop, or for determining *probable cause* for an arrest. This applies to both traffic and pedestrian stops. The primary factor to consider is whether *an observable offense was committed*.
- ***Race or Ethnicity*** – The term race refers to groups of people who have differences and similarities in biological traits deemed by society to be socially significant, meaning that people treat other people differently because of them.
- ***Traffic Stop*** – The temporary detention of a driver of a vehicle by police to investigate a possible crime or statute violation. In constitutional law, a traffic stop is a subset of the Terry stop; the standard set by the United States Supreme Court in Terry v. Ohio, and other cases regarding temporary detentions requires only reasonable suspicion that an offense has occurred or is about to occur.

Examples of Bias Based Profiling may include:

1. Stopping a driver, who is moving with the flow of traffic, simply because of the

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this department.
Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Warrant & Warrantless Searches	Policy Number: 5.11
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Insert_LE_Agency» supports the concept that member of the public is entitled to and receive due diligence, when their 4th Amendment rights to privacy is and security in their personal effects, are temporarily or more permanently effected by either a warrantless or warrant process. As part of this commitment, officers of this agency exercise due care in preparing and executing search warrants.

DEFINITIONS:

- **Case Officer** - Individual primarily responsible for the investigation, and preparing, planning, and implementing the search warrant.
- **No-knock Warrant** - A search warrant issued by a judge or magistrate allowing officers to enter a property without prior notification of the residents, such as by knocking or ringing a doorbell. In most cases, officers identify themselves just before they forcefully enter the property. Although officers need not take affirmative steps to make an independent re-verification of the circumstances already recognized by a magistrate in issuing a no-knock warrant, such a warrant does not entitle officers to disregard reliable information clearly negating the existence of *exigent circumstances* when they receive such information before execution of the warrant.
- **Probable Cause** - Sufficient reason, based on perceived facts, to believe a crime has been committed or that certain property relates to a crime. Probable cause must exist for a law enforcement officer to make an arrest without a warrant, search without a warrant, or seize property in the belief the items are evidence of a crime. Probable cause is often subjective, but if the officer's belief or even hunch was correct, finding stolen goods, a hidden weapon, or drugs may later be claimed as self-fulfilling proof of probable cause. Technically, probable cause must exist prior to arrest, a search, or seizure.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

1. Apply sound knowledge of the legal requirements associated with obtaining and executing a search warrant to prevent a violation of suspect rights and the suppression of evidence;
2. Use techniques to accomplish a thorough and legal search;
3. Observe the constitutional rights of the person(s) the warrant is being served upon;
4. Minimize the level of intrusion experienced by those who are having their premise or property searched or seized;
5. Respect reasonable expectations of privacy while searching;
6. Provide for the safety of all persons present; &
7. Establish and safeguard a record of the entire process.

Warrantless Searches:

The 4th Amendment to the U.S. Constitution prohibits unreasonable searches and seizures. Officers conducting warrantless searches are to prove that all warrantless searches were reasonable. As such, officers should consider obtaining search warrants whenever time and circumstances permit. Search warrants are not required if officers are:

1. When officers have determined that *reasonable suspicion* exists that a crime has been committed and the person(s) involved in the crime;
2. Securing weapons or evidence of a crime incident to an arrest; if the evidence is in a residence or a vehicle, consent or a warrant should be obtained
3. Assisting individuals under life-threatening situations;
4. Protecting the public from harm;
5. Searching for additional victims at crime scenes;
6. Protecting vital evidence;
7. Pursuing a perpetrator;
8. Searching vehicles based on probable cause that the suspects may contain contraband; &
9. Searching individuals under their voluntary consent.

Legal Basis for Seeking a Search Warrant:

The following guidelines are followed by employees of «Short_name_for_agency» when obtaining search warrants:

1. Officers can articulate **probable cause** to believe that specific evidence, contraband, or fruits of a crime may be found at a location.
2. Any facts that establish probable cause are clear and specific. Officers may not rely solely on opinion, unauthenticated third-party information, or hearsay. The officer bases all facts on:
 - a. Personal observation or knowledge, or
 - b. Information from a reliable source; &
3. When informants are used, particularly confidential informants, specific information should be provided as to their reliability.

Affidavit Preparation:

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Search of Motor Vehicles	Policy Number: 5.12
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Insert_LE_Agency» only conduct vehicle searches that are legal and thorough, while strictly observing the constitutional rights of drivers and other occupants. These searches are conducted with due regard for the safety of officers, other persons, and the property involved.

PROCEDURES:

Officer Safety:

Except in exigent circumstances, you should not search vehicles alone. At least two officers are present to allow one officer to search and one officer to monitor vehicle occupants. During the search, may require all occupants to exit the vehicle while interviewing or searching, to protect their and your safety.

General Provisions for Vehicle Searches:

There are three conditions under which you may search a vehicle. These conditions are a *warrant*, *warrantless*, and *consent searches*.

Warrant Searches:

Upon ***probable cause***, time permitting, officers execute searches of vehicles such as cars, trucks, buses, boats, and airplanes using a duly authorized search warrant. The request for the warrant details the vehicle to be searched, the areas in the vehicle to be searched, and the items to be seized. Additionally, the warrant specifies the information or evidence upon which the search warrant is justified, before taking the search warrant to the judge for approval. You should exercise care to ensure that the information in the warrant is correct and presented to the judge in a reasonable amount of time. The judge issuing the warrant is doing so based solely on the credibility of the officer, and their representation that the facts presented are true and correct. As such, always be truthful and accurate in your presentation to the court.

You use reasonable effort to:

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

«Insert_LE_Agency»

**SEARCH OF MOTOR VEHICLE
Consent to Search Form**

I, (consenting individual's full name) _____ do hereby
authorize the following officers (officer's names) _____

_____ who are
identified as being employed by the agency to conduct a search of the following described
vehicle:

Year: _____ Color: _____

Make/Model: _____

Additional descriptive information: _____

Registered owner of vehicle: _____

I have been asked by the above-named law enforcement officers to allow a search of the
above-described vehicle. There have been no threats or promises made to me, and no
pressure or coercion of any kind has been used against me. I make this decision rationally and
of my own free will. I have also been advised that it is within my right not to allow a search of the
vehicle described above and that I may also withdraw the consent given at any time during the
search procedure.

Signature of vehicle owner/operator: _____

Date: _____ Time: _____

Location: _____

Comments, including any items seized (attach additional sheets, if necessary): _____

Signature of officers: _____

Signature of witnesses: _____

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Report Writing	Policy Number: 5.16
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Insert_LE_Agency» personnel prepare written, typed, or record reports to document events, recall details and observations, and to document investigations, and referrals to the courts, other enforcement entities and the community we serve.

PROCEDURES:

Written Reports:

Agency employees are required to initiate, maintain, and safeguard written reports, in an appropriate form, for the following situations:

1. Citizen Complaints;
2. Citizen reports of crime;
3. Follow-up investigations,
4. Incidents involving arrests, citations, or summons;
5. Situations where an officer is dispatched;
6. Situations where an officer is assigned to act later; &
7. Criminal and non-criminal cases initiated by officers

In some instances, the agency uses standard forms for aiding officers and employees in preparing written communications. However, the failure to have a proper form does not relieve the officer or employee of the responsibility of producing the report. When in doubt, and no standardized form is available, a blank sheet of paper is used.

Permanent Notebook System:

You should carry and use a notebook. Guidelines for this notebook system are:

1. Write name, badge, or identification number on the notebook for verification that the book contains your original notes. This also serves as a means of identification if the notebook is lost.
2. Keep notes in your notebook, not on loose scraps of paper, or stick-notes.
3. Notes should be neat and accurate. When introduced in court, illegible notes may cause a case to be dismissed.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Bloodborne Pathogens & Other Infectious Diseases	Policy Number: 5.20
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Insert_LE_Agency» minimizes the risk of exposure to bloodborne pathogens and other infectious diseases through the establishment and maintenance of recognized protocols and safety procedures.

DEFINITIONS:

- **Bloodborne Pathogens** - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- **Bodily Fluids** - Blood, semen and vaginal fluids or other secretions that might contain these fluids such as saliva, vomit, urine, or feces.
- **Exposure Control Plan** - A written plan developed by this agency and available to all employees that detail the steps taken to eliminate or minimize exposure and evaluate the circumstances surrounding exposure incidents.
- **Personal Protective Equipment** - Specialized clothing or equipment was worn or used by members for protection against the hazards of infection. This does not include standard issue uniforms and works clothes without special protective qualities.
- **Universal Precautions** - Procedures promulgated by the Centers for Disease Control (CDC) that emphasize precautions based on the assumption that all blood and bodily fluids are potentially infectious.
- **Tuberculosis [TB]** - A common and deadly infectious disease that is caused by mycobacteria, primarily *mycobacterium tuberculosis*. Tuberculosis most commonly affects the lungs (as pulmonary TB) but can also affect the central

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

nervous system, the lymphatic system, the circulatory system, the genitourinary system, bones, joints, and even the skin. Other mycobacteria such as *Mycobacterium bovis*, *Mycobacterium africanum*, *Mycobacterium canetti*, and *Mycobacterium microti* can also cause tuberculosis, but these species do not usually infect healthy adults. Over one-third of the world's population now has the TB bacterium in their bodies and new infections are occurring at a rate of one per second.

PROCEDURES:

The transfer of disease by exchange of bodily fluids is a serious occupational health risk to peace officers and other emergency personnel. Officers and employees of this agency follow recognized protocols and safety procedures to minimize this risk. When in doubt, officers and employees of the agency seek professional assistance before knowingly exposing themselves to a known serious risk of infection.

AIDS, HIV, hepatitis B (HBV), hepatitis C (HCV), and other serious diseases can be contracted through exposure to infected blood and several types of bodily secretions. Employees of this agency are continuously provided with information and education on prevention of these diseases, provided up-to-date safety equipment and procedures that minimize their risks of exposure and to institute post-exposure reporting evaluation and treatment for all members exposed to these diseases.

Tuberculosis (TB) is again becoming more prevalent in our society, and the newer strains are more drug-resistant making them more difficult to treat. TB is spread through the air from one person to another. The bacteria are put into the air when a person with active TB disease of the lungs or throat coughs or sneezes. People nearby may breathe in these bacteria and become infected. Practicing good hygiene, Universal Precautions, use of PPE, and use of masks greatly reduces the chance of contracting TB.

Disease Prevention and Control Guidelines:

1. This agency subscribes to the principles and practices for prevention of HIV and HBV exposure as detailed in the "universal precautions" prescribed by the CDC and the federal regulations of the Occupational Safety and Health Administration. Where otherwise not detailed in this policy, officers are guided by those practices and procedures.
2. Officers should assume that all persons are potential carriers of HIV or HBV.
3. No officer may refuse to arrest or otherwise physically handle any person who may carry the HIV or HBV virus when appropriate protective equipment is available.
4. Officers use protective gear under appropriate circumstances unless its use would prevent the effective delivery of health care or public safety services or impose an increased hazard to the officer's safety or the safety of others.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Ebola & Other Infectious Virus Diseases	Policy Number: 5.21
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Short_name_for_agency» realizes that to serve the public effectively and efficiently, we must limit staff exposure to all highly infectious virus diseases to include the Ebola Virus Disease (EVD). As part of this policy, employees must consider and take precautions when responding to or encounter a subject with EVD or other highly infectious diseases.

DEFINITIONS:

- **Bloodborne Pathogens** - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- **Ebola virus disease (Ebola)** - Rare and deadly viral illness which is reportable to the National Notifiable Disease Surveillance System (NNDSS) in all U.S. states and territories. Early recognition of Ebola is critical for infection control. Health-care providers should be alert for and evaluate any patients suspected of having Ebola.
- **Exigent Circumstance** - An emergency situation requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a violent suspect, or destruction of evidence. There is no ready litmus test for determining whether such circumstances exist, and in each case, the extraordinary situation is measured by the facts known by officials.
- **Infectious Diseases** - Disorders caused by organisms, such as *bacteria*, *viruses*, *fungi* or *parasites*. Some infectious diseases can be passed from person to person. Bites from some insects or animals can transmit some infectious diseases. And others are acquired by ingesting contaminated food or water or being exposed to organisms in the environment. Signs and symptoms vary depending on the organism causing the infection but often include fever and fatigue. Mild complaints may respond to rest and home remedies, while

RESTRICTED COMMUNICATIONS CENTER DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

some life-threatening infections may require hospitalization.

- **Reasonable Suspicion** - A reasonable officer is lead to suspect that criminal activity has been, is being, or is about to be committed given the facts and circumstances of the situation. Reasonable suspicion may also apply to otherwise legal issues, such as a reasonable suspicion that the person being interviewed is in possession of a weapon [legal or otherwise]. Contrast to probable cause, which is a much higher standard.

This term is also known as articulable suspicion. More than a mere hunch, and based on a set of articulable facts or circumstances that cause a reasonable person to believe that an infraction of the law has been committed, is about to be committed or is in the process of being committed, by the person(s) being observed. Reasonable suspicion in traffic enforcement is often based on observations by the officer in combination with training and experience, and reasonably reliable information from a credible source. Officers must have reasonable suspicion to believe the person being stopped has committed an infraction of the law before initiating a traffic stop.

DISCUSSION:

Ebola Virus Disease (EVD) are mainly reported by persons in or migrating from countries with widespread and intense transmission (Guinea, Liberia, and Sierra Leone) and in very limited numbers, from countries with an initial imported case(s), with or without localized transmission (Nigeria, Senegal, Spain and United States of America).

Ebola is a rare but deadly viral infection spread person-to-person by direct contact with blood and body fluids of infected people. The incubation period is of Ebola is suspected to ranges from 2 to 21 days. As such, it is possible that additional persons infected in Guinea, Liberia or Sierra Leone can arrive in the U.S. before developing symptoms.

As a result of lax federal screening and reluctance to quarantine travelers, Police officers may, therefore, come into contact with people recently returned from outbreak countries or contact with these viral carriers.

PROCEDURE:

EVD Transmission:

Ebola virus transmissions are suspected only to be transmitted via direct contact with the bodily fluids, e.g., sweat, blood, saliva, vomit, feces, urine or semen of asymptomatic infected person. It is also thought at Ebola virus cannot be transmitted by casual contacts, such as being in the same room with an infected individual. However, as a note of caution healthcare workers that claim to have followed established protocols have been infected by this deadly disease. It is also believed that persons infected with Ebola virus are only

RESTRICTED COMMUNICATIONS CENTER DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Traffic Stops & Enforcement	Policy Number: 5.30
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Insert_LE_Agency» enforces traffic laws to improve safety in our community and thereby reduce the occurrence of traffic accidents and deaths.

DEFINITIONS:

- **Exigent Circumstance** - An emergency requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a violent suspect, or destruction of evidence. There is no ready litmus test for determining whether such circumstances exist, and in each case, the extraordinary situation is measured by the facts known by officials.
- **Probable Cause** - Sufficient reason, based on perceived facts, to believe a crime has been committed or that certain property relates to a crime. Probable cause must exist for a law enforcement officer to make an arrest without a warrant, search without a warrant, or seize property in the belief the items are evidence of a crime. *Probable cause* is often subjective, but if the officer's belief or even hunch was correct, finding stolen goods, a hidden weapon or drugs might later be claimed as self-fulfilling proof of probable cause. Technically, probable cause must exist before arrest, search, or seizure.
- **Racial or Bias Based Profiling** - The interdiction, stopping, detention, or other unequal treatment of any person based on race, ethnicity, gender, or any combination thereof. Race, ethnicity, gender, religion, political affiliation, or any combination of these **are not** a factor in determining *reasonable suspicion* for a stop, or for determining *probable cause* for an arrest. The primary factor to consider is whether *an observable offense was committed*.
- **Reasonable Suspicion** - Also known as *articulable suspicion*. More than a mere hunch and based on a set of articulable facts or circumstances that cause a

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

reasonable person to believe that an infraction of the law has been committed, is about to be committed or is in the process of being committed, by the person(s) being observed. Reasonable suspicion in traffic enforcement is often based on observations by the officer in combination with training and experience, and reasonably reliable information from a credible source. Officers have reasonable suspicion to believe the person being stopped has committed an infraction of the law before initiating a traffic stop.

- **Traffic Stop** – The temporary detention of a driver of a vehicle by police to investigate a possible crime or statute violation. In constitutional law, a traffic stop is a subset of the Terry stop; the standard set by the United States Supreme Court in *Terry v. Ohio* regarding temporary detentions requires only *reasonable suspicion* that an offense has occurred or is about to occur.

PROCEDURES:

You Set the Example:

While working traffic we are performing a high-profile role and are constantly being observed as they go about their duties. Often your actions are being recorded by agency and community audio and video equipment. As a result, we:

1. Obey traffic laws, including posted speed limits, unless engaged in a pursuit or conducting a stop and there is need for violation that can be executed safely;
2. Are courteous and polite to motorists and pedestrians;
3. Drive defensively;
4. Yield right of way; &
5. Use emergency lights and siren only during emergency response, vehicle stops pursuits, or to warn of hazards.

While on patrol and traffic enforcement duties, you should patrol your assigned area while paying attention to zones that may need a greater concentration of enforcement. You may also conduct conspicuous stationary observations in which your parked patrol vehicles serves as a reminder for drivers to comply with traffic laws. As such, do not leave your assigned patrol area without prior authorization from your supervisor.

Required Safety & Performance Considerations:

It is easy to get complacent when working traffic, especially when you slip into a *routine mindset*. You should always put safety first when working around motor vehicles. As such you should follow these safety rules, except in *exigent circumstances*:

1. Only initiate a traffic stop in a uniform that identifies you as a member of this agency;
2. Only initiate a traffic stop in a marked patrol vehicle that equipped with emergency lights and audible signaling device;
3. Do not stand or allow others to stand between the patrol and suspect's vehicle;
4. If parked close to a roadway, consider a right or passenger-side approach and

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Emergency Vehicle Operations	Policy Number: 5.35
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Insert_LE_Agency» officers adhere to statutory and other safety requirements when operating motor vehicles, and especially during emergencies. Safety of the public and officers are a critical component of decision making under both routine and emergency conditions.

DEFINITIONS:

- **Declared Emergency** - The driver of an authorized emergency vehicle has decided that a potential emergency condition exists, or has been instructed in response to a reported incident in an *emergency mode*. In either event, the vehicle operator activates emergency warning devices and notifies dispatch that the vehicle is being operated in an *emergency mode*, *reason*, *general direction of travel*, and the *approximate location*.
- **Emergency Mode** - Operating an emergency response vehicle in a serious situation or occurrence that happens unexpectedly and demands immediate action. Except in exigent circumstances, an emergency response requires activation of all emergency warning devices. Sometimes referred to as *Code III*, *Code 3*, or other descriptive titles.
- **Emergency Vehicle** - An authorized law enforcement, medical, or fire or specially equipped vehicle with emergency warning devices and used for emergency response situations.
- **Emergency Warning Devices** - *Audible and visual signaling* devices placed in/on each agency emergency vehicle that emit audible or visual signals to warn others that law enforcement services are in the process of being delivered. Warning devices may include flashing lights, siren, markings and other emergency warning devices required by policy or law.

PROCEDURES:

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

Safety Guidelines:

As a practical matter, emergency response, patrol, transport, and other vehicles operated by this agency make every reasonable effort to obey all traffic laws, and use defensive driving tactics. Employees of «Short_name_for_agency» practice safe and exemplary conduct while operating motor vehicles. This includes obeying all traffic laws, such as activation of traffic warning devices and posted speed limits.

It cannot be overstated how important it is for officers to set a good example when operating an emergency vehicle. Members of the public often watch our every move during a *declared emergency* and expect us to set the example for life safety. Conditions to consider often include traffic flow, weather, visibility, and nature of the service call.

Assigning & Determining Response Modes to Calls for Assistance:

There are several ways to declare an emergency, and operate outside of the normally applied traffic law of this state, as these laws relate to speed, turns, and safety warning devices for the public. These means all require *declaring an emergency*. Those who can declare an emergency are:

1. Patrol officer operating the vehicle;
2. Supervisors; &
3. Dispatch.

Field supervisors or communications personnel assigning officers to respond to calls for assistance normally advise which response mode is appropriate. Dispatchers and field supervisors are responsible for monitoring response modes and have the authority to upgrade or downgrade response modes, based on their knowledge of the changing conditions of the situation or incident.

When officers determine the need to initiate *emergency mode* in response to sudden occurrences, they first activate emergency warning devices and immediately inform communications personnel of the:

1. The fact that *emergency signaling* devices have been activated;
2. Critical details of the situation; &
3. Location, route, & intended destination or action.

Use of Emergency Warning Devices While in Emergency Mode:

The following conditions normally apply to all vehicles equipped with emergency signaling devices:

1. Emergency lights and siren and other emergency signal devices are activated at the beginning of every emergency response or vehicle pursuit.
2. Headlights are also activated to augment the emergency vehicle's visibility when operating in emergency mode.
3. Four-way flashers are not used when the emergency vehicle is in motion because they may interfere with brake lights and turn signals.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Vehicular Pursuit – <u>Discretionary</u>	Policy Number: 5.36
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

**REMOVE AFTER REVIEW OF THIS VERY IMPORTANT POLICY
CONSIDERATION**

Law enforcement managers differ regarding their approach to vehicular pursuits. In an effort to meet your agency's approach, OSS designed three [3] distinct policies, they are:

1. **05.35 Vehicular Pursuit – A - Discretionary:** Allowable with officer discretion and important responsibilities regarding response, performance, termination and supervision.
2. **05.35 Vehicular Pursuit – B - Restrictive:** Vehicle pursuits are generally restricted to exigent circumstances, and when occurring are authorized and closely monitored by supervisors.
3. **05.35 Vehicular Pursuit – C - Prohibitive:** Vehicle pursuits are generally prohibited except in exigent circumstances, and when occurring are authorized and controlled by this policy.

We recommend you review the details of each of these policy formats, choose the one that is closest to your management approach and make your changes. You can then delete this *Discussion* insert and remove the other two draft policy types from your policy set.

POLICY:

High-speed vehicular pursuits are *critical incidents*. The way in which high-speed vehicle pursuits are responded to, performed, terminated, and supervised is an important element of protecting the public we serve.

DEFINITIONS:

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

dangerous activity. *Trailing* provides warning to pedestrians and other drivers of the potential danger posed by the fleeing suspect. Care is taken to attempt to maintain a safe and extended interval between the suspect vehicle and the following or trailing unit(s).

- **Uncontrolled Contact** - Sometimes referred to as *ramming*, this tactic represents a higher level of intentional contact between the suspect's vehicle and the officer's unit. *Uncontrolled contact* is usually attempted at higher speeds than intentional collisions, is unpredictable, and presents a high degree of risk to the officers involved. Uncontrolled contact may constitute deadly force, depending on the circumstances of the incident.
- **Vehicle Pursuit** - A vehicle pursuit begins when a violator drives away or attempts to evade an officer who has signaled for the motorist to stop. Violators initiate a vehicle pursuit, not the officer. The officer may decide to continue or terminate the pursuit; however, the violator's actions start it.
- **Violent Suspect** - A known or suspected criminal actor who is perceived by the officer to have committed, or is likely to commit, a violent act against another using *deadly force*, to include the use of a motor vehicle, while attempting to evade capture.

DISCUSSION:

Considering the «Approval_title»'s commitment to protecting the general public, and specifically innocent life, high-speed vehicular pursuits are conducted under the guidelines of this policy.

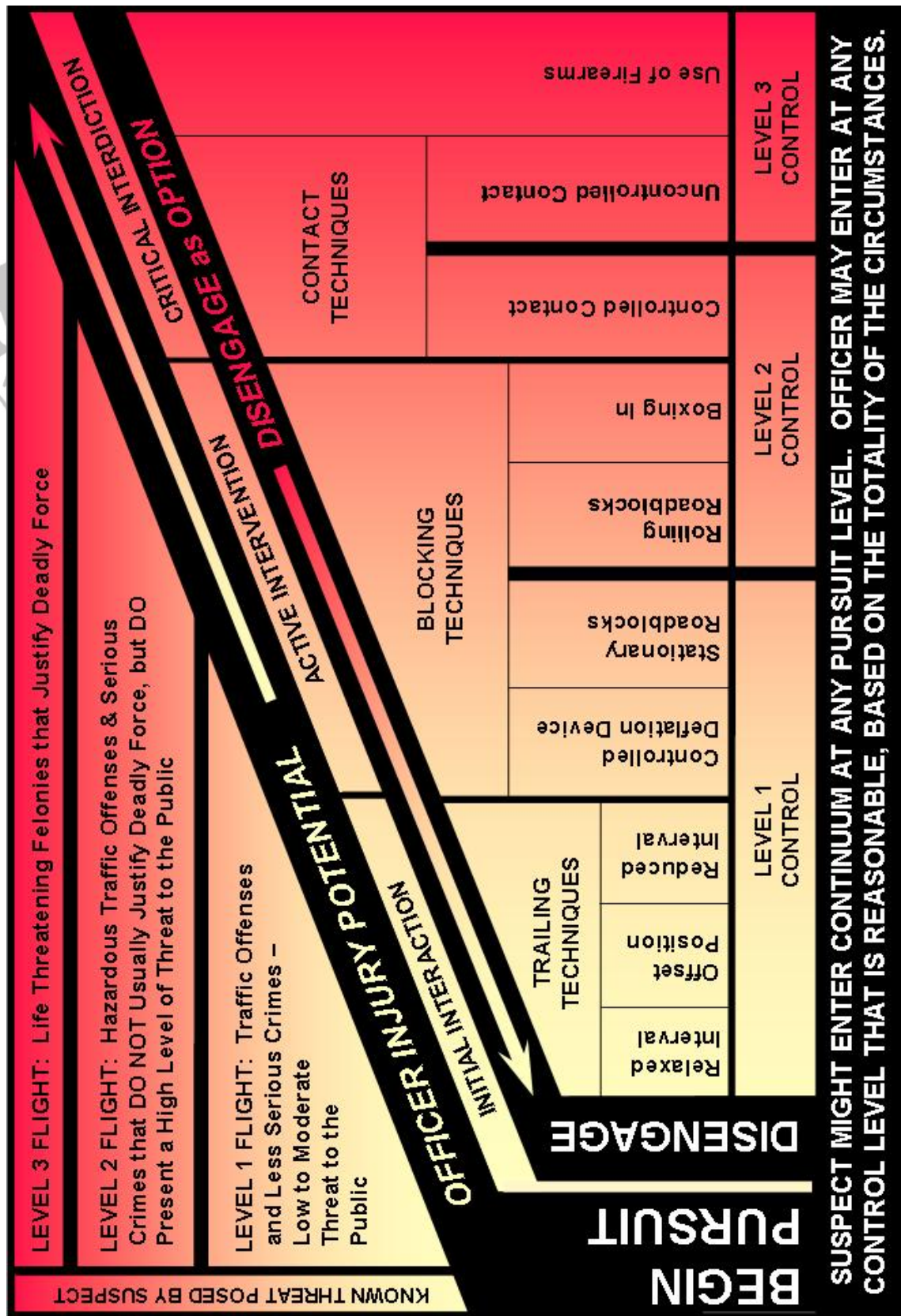
Violators fleeing in a vehicle by employing high-speed or reckless conduct present an unpredictable danger to the general public, officers, and the suspects themselves. Of particular importance is the possibility of damage or injury this violator may cause to members of the public who are not involved in the pursuit. This threat to the public may continue or even increase even after a pursuit has been terminated unilaterally by officers. There is no legal or scientific basis to conclude that by officers disengaging from a pursuit, the violator now follows all traffic laws. Reasonable officers know that most pursuits start when an officer observes a moving violation that if left unchecked ultimately endangers other motorists.

There are no easy answers when it comes to deciding when to continue or terminate a high-speed pursuit. The U.S. Supreme court has observed that officers making these decisions are given the *choices between two evils*.

Although most pursuits end in an arrest, and without injury, it is impossible to predict the behavior of others, especially when they are behind the steering wheel of a vehicle. A suspect willing to travel at high speeds and to exhibit erratic and violent behavior is a

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.



Special thanks to Attorney Mike Brave, for his assistance in the development of this Continuum.

Copyright 2000 - Steven D. Ashley
(517-548-2275)

PURSUIT MANAGEMENT CONTINUUM

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

«Insert_LE_Agency»

VEHICLE MAINTENANCE FORM

NAME: _____ DATE: _____

VEHICLE No.: _____ MAKE: _____ MODEL: _____ MILEAGE: _____

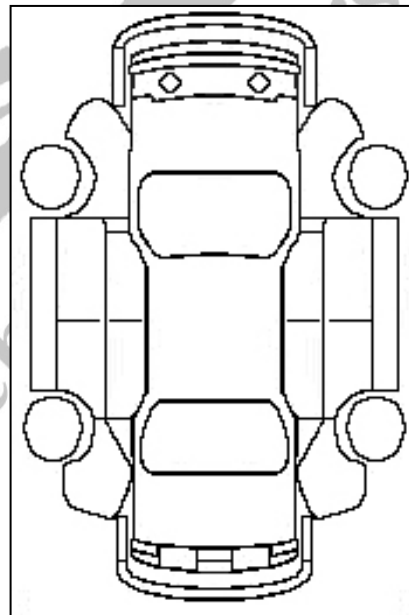
EXTERIOR:

Damage:

_____ None

_____ If damage, mark with an "X" and provide comments.

Comments:



TIRES:

Cold (36-40) _____ Hot (40-44) _____

PSI:

Front Left _____

Front Right _____

Rear Left _____

Rear Right _____

Tread _____

Sidewalls _____

WINDSHIELD:

Clean and free of debris _____

Cracked _____

Working Wipers _____

Vehicle Exterior Clean _____

INTERIOR:

Interior clean _____

Free of debris _____

Loose objects secured or contraband
removed _____

Safety belts operational _____

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Vehicle Seizure, Removal, Towing, & Storage	Policy Number: 5.42
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

It is sometimes necessary for public safety, security, and protection of property to seize, remove, tow, and store motor vehicles and movable objects from public streets, common areas, and in some instances from public property.

PROCEDURE:

The seizure and removal of vehicles, trailers, other transportation equipment by federal and state laws, and local ordinances for the protection of the public peace, safety, welfare, and the safeguarding of property. Such enforcement action may occur with or without the arrest of the operator or passengers.

Seizure & Removal of Vehicles:

Officers of this agency are authorized to seize and remove vehicles that are:

1. Violating federal or state safety or highway use laws, codes, and regulations.
2. Suspected of being used in the commission of a federal, state, or local crime, such as smuggling, drug running, etc. wherein probable cause exists to arrest individuals and seize property.
3. Operated by an operator that is impaired medically, mentally, or otherwise restricted from operating the vehicle, when no approved secondary driver is readily available.
4. Perceived to be a traffic hazard or obstruction. Such as a vehicle left unattended upon a highway, street, alley, or road that is parked illegally or constitutes a potential hazard, or obstruction to the normal flow of traffic.
5. Perceived to be derelict or abandoned.
6. Parked in a fire lane, hazardous, or otherwise unauthorized area.
7. Violating any other condition specified in federal or state law, or local ordinance.

Vehicles of Arrested Persons:

A vehicle may be seized if the driver is arrested, and there are not persons immediately authorized and approved to operate the motor vehicle available.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Car Inventory Form**

License No.	State:	VIN:	Make	Model	Year
Date:	Time:	Officer Printed Name:			ID No:
Location:				Case No.:	

Reason for Tow: ☐ Violation ☐ Hazard ☐ Accident ☐ Arrest ☐ Abandoned
☐ Private Property ☐ Public Street/Road ☐ Other: _____

Registered Owner:

Name: _____ Telephone: _____
 Address: _____
 Owner ID No.: _____ Type: _____ State: _____

Driver: ☐ Same as Registered Owner ☐ Not Registered Owner (if not complete below info)

Name: _____ Telephone: _____
 Address: _____
 Driver ID No.: _____ Type: _____ State: _____

Inventory (check appropriate items):

Odometer Reading: _____

Interior: ☐ AM/FM ☐ AM/FM/CASS ☐ AM/FM/CD ☐ AM/FM/USB ☐ Specialty Stereo Equipment: _____
☐ Loose-Tapes/CDs (quantity): _____ ☐ Car phone/Bluetooth/CB/Two-way Radio
☐ Other property: _____

Glove Compartment: ☐ Registration ☐ Insurance ☐ Other: _____

Trunk: ☐ Jack ☐ Spare ☐ Other Tools/Items: _____

Truck Bed: ☐ Toolbox ☐ Fuel Tank ☐ Other Tools/Items: _____

Keys: ☐ Yes ☐ No ☐ Other Items/Special Notations: _____

Condition of Vehicle (use diagram below to mark damage): ☐ Running ☐ Not Running ☐ Unknown

- ☐ Fenders
- ☐ Hood/Grill
- ☐ Windshield/Glass
- ☐ Lights/Lenses
- ☐ Roof/Top
- ☐ Trunk/Bed/Tailgate
- ☐ Sides/Doors
- ☐ Bumpers
- ☐ Tires/Rims
- ☐ Other: _____



Left Side

Right Side

Photos of Vehicle: ☐ Yes ☐ No If yes, location: _____

Signature/ID No. of Authorizing Officer: _____

Towing Company: _____

Tow Driver Printed Name & Signature: _____

EVIDENTIARY HOLD: ☐ Yes ☐ No Authorizing Supervisor: _____

For additional information and comments use reverse side.

«Insert_LE_Agency»
Law Enforcement
Policies and Procedures

Subject: Chemical Agents – Oleoresin Capsicum (OC)	Policy Number: 6.03
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

Oleoresin Capsicum [OC] and similar chemical agents are authorized for use as a non-deadly force option by officers of this agency when officers are trained in its use and decontamination.

DEFINITIONS:

- **Chemical Agent** – Chemical agents are divided into *lethal* and *incapacitating* categories. A substance is classified as incapacitating if less than 1/100 of the lethal dose causes incapacitation, e.g., through nausea or visual problems. The distinction between lethal and incapacitating substances is not fixed but relies on a statistical average called the LD₅₀.
- **Oleoresin Capsicum (OC), Capsicum Spray, or Pepper Spray** - Is a lachrymatory agent (a chemical compound that irritates the eyes to cause tears, pain, and even temporary blindness) that is used in riot control, crowd control, and personal self-defense, including defense against dogs and bears. It is a non-lethal chemical agent often used in law enforcement instead of tools more likely to cause serious injury. The active ingredient in pepper spray is capsaicin, which is a chemical derived from the fruit of plants in the Capsicum genus, including chilies.

PROCEDURES:

«Insert_LE_Agency» officers are authorized to carry and deploy agency approved chemical agents, to include OC. However, before such use, officers are required to complete a training course approved by the «Approval_title». OC (Pepper Spray), and similar approved chemical agents are a **Level 3** or higher force option and require an officer threat perception equal to higher than **Actively Resistant**. Any uses of chemical agents comply with «Short_name_for_agency» use of force policy. For more information, see our *Use of Force & Deadly Force* policy.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Electronic Control Device	Policy Number: 6.06
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

We maintain readiness and ability to act in instances where, in *their perception*, the use of force or deadly force may be appropriate. By maintaining readiness and capacity including the use of electronic control, devices officers may reduce the likelihood of having to employ more than non-deadly force.

DEFINITIONS:

- **AFID - Anti-Felon I.D.** - Small pieces of confetti-like paper and plastic that are loaded into TASER® branded cartridges that can be used to help trace and identify the type of cartridge, the year it was built, and the cartridge serial number. This information may be helpful in finding where the cartridge was sold and to whom it was issued.
- **Electronic Control Device [ECD]** - A *non-deadly force* weapon designed to stop an attack; subdue fleeing, belligerent, or potentially dangerous subjects; or stop a perceived threat of suicide or self-inflicted injury. The device used may be hand-held, shoulder-fired munitions, or a hand discharged device. In most configurations, such devices are an electroshock weapon that uses electrical current to disrupt voluntary control of muscles. Sometimes called an *electronic stun device* in general. Also, often referred to as a TASER™ due to this manufacturer's high-profile presence in the market.
- **Non-Deadly Force** - Procedures or weapons designed to provide *force*, but force not intended to kill. The *non-deadly force* concept is also commonly referred to as *less than deadly* or *less than lethal* force. Regardless of the application name, reasonable officers know that – although unlikely – any force, especially when applied under, *tense, uncertain, and rapidly evolving situations*, may cause injury, or death, despite the best intentions of the officer.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

- **TASER™** - A manufacturer and supplier of *electronic control devices* to law enforcement and the public. It is common for ECD devices to mistakenly be referred to as a *Taser*, regardless of the manufacturer

ECDs & USE OF FORCE DISCUSSION:

ECDs are force and control tools and are governed by the same usage criteria as other use of force devices and techniques. As with other use of force options, you are authorized to use force, which – *from the perspective of the reasonable officer on the scene*. When determining the force to be used, you should consider:

1. Nature of the crime or precipitating event;
2. To what degree the individual presents an immediate threat to the safety of yourself or others, including the suspect himself; &
3. Whether the individual is actively resisting arrest or attempting to evade arrest by flight.

You should also consider the degree to which the situation is *tense, uncertain and rapidly evolving*. Refer to policy *Use of Force & Deadly Force* for guidance.

ECDs are not a substitute for *deadly force*. Officers that choose to use ECDs in a deadly force situation should only do so when such use does not place the officer or others in greater danger. This means that you should only use ECDs in such situations when other officers are present and are prepared to use deadly force should the ECD application be unsuccessful.

ECDs are non-deadly weapons, in that their use is not likely to result in death or serious injury. However, no use of force option is risk-free. While serious injuries from ECD use are rare, they are possible – particularly involving falls.

AUTHORIZED ECD USE:

As with other use of force tactics and devices, only members of this agency that have completed an agency approved *electronic control device* (ECD) training program are authorized to carry and use ECDs. You and fellow officers may also receive more specialized ECD training, such as *extended range cartridges, projectiles, or area denial systems*, preparing them to use these additional force options.

Carrying or use of ECD equipment may be limited to staff positions or tactical situations.

ECDs may be used when an individual is actively aggressive, actively resisting, or when an individual is acting in a manner that may be harmful to themselves or others.

ELEVATED ECD & USE OF FORCE RISK FACTORS:

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed, without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Active Shooter	Policy Number: 6.08
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Insert_LE_Agency», to save innocent lives, recognizes the need for officers to deal swiftly and decisively during active shooter events. Responding officers are authorized to take immediate action to contain and if necessary, neutralize active shooters.

DEFINITIONS:

- **Active Shooter** - An active shooter is an armed person who has used deadly physical force on other persons and continues to do so while having potential access to additional victims.
- **Immediate Action Rapid Deployment** - The swift and immediate deployment of law enforcement personnel and resources to ongoing, life-threatening situation where delayed deployment of personnel could otherwise result in death or great bodily injury to innocent persons. *Immediate action rapid deployment tactics* are not a substitute, nor the same as conventional response tactics to a barricaded gunman.
- **Soft Targets** - Undefended targets to be destroyed. For example, a soft target would be an automobile, a house or assembly of people. Hardening a *soft target* can be achieved by employment of active security elements such as the presence of armed security or law enforcement officers; or passive elements such as Crime Prevention Through Environmental Design [CPTED], physical barriers, and locking systems. Soft targets selected by active shooters most often include public schools, colleges and universities, malls and major retail.
- **Suicide-by-COP** - Is a suicide method in which a criminal actor deliberately acts threateningly or destructively towards a law enforcement officer or others, with the intent of provoking a lethal response, such as being shot to death. Similar phrases include *death-by-cop*, *suicide-by-police*, and *officer-assisted-suicide*.
- **540 Degrees of Awareness** - A tactical deployment concept where officers are

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

aware of the necessity to observe their surroundings 360° horizontally, them, and 180° overhead. Having the effect of observing to their front, sides, rear, and overhead as they move tactically.

DISCUSSION:

It is not unusual for tactical teams to arrive at the scene of a barricaded incident and find that patrol personnel have contained the suspect within a secure perimeter. There is generally a time for the tactical team to deploy their personnel without serious concern for the suspect(s) escaping. Once the incident has been isolated, time enables patrol and tactical personnel to formulate a structured and deliberate plan.

However, some scenarios require immediate action and rapid deployment of patrol personnel before the arrival of the tactical team. In these cases, delayed deployment could have catastrophic consequences. These scenarios often involve an ongoing - *Shots fired or downed officer/citizen rescue*. It may also necessitate the immediate and rapid deployment of armed personnel to contain or prevent the escape of an armed and dangerous person(s).

Over the past several years the world has experienced a growing trend of mass homicide violence committed by individuals. These episodes have come to be termed *active shooter incidents* and are unique in that the behavior of the suspects is very different from that typically associated with other violent behaviors. Suspect(s) generally begin to shoot at numbers of people without warning. In planning their attack, the active shooter selects soft targets. The motives for these behaviors include *political and religious agendas, rage, vengeance for perceived wrongs, and mental dysfunction*.

The incidents experienced across the country suggest that the typical police response involving containment, isolation, and negotiation is not adequate. Unlike most criminals, active shooters are likely to continue to use deadly physical force until intervention occurs or until the shooter decides to stop.

Unlike most law enforcement calls for service, an active shooter call and response, requires rapid response, quick evaluation of the situation, formulation of a plan, and tactical response to locate and contain the shooter. Initial officers arriving at the scene, most often move to locate and contain the shooter and rely on other arriving officers to rescue, move, and treat victims. The goal of intervention in active shooter incidents is to:

1. Neutralize the threat(s) by neutralizing the shooter,
2. Limiting access to potential victims, &
3. Rescuing injured persons or potential victims.

These goals can be achieved by various means, up to and including, the timely and effective use of deadly physical force. Active shooter response concepts represent a shift in patrol response tactics, equipment needs, and command protocol. These situations require the initial officer responders arriving on the scene to have the authority and the

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and procedures**

Subject: Mutual Aid & Inter-local Agreements	Policy Number: 7.12
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

Under special, investigative, and emergency situations, «Insert_LE_Agency» may provide or receive aid and assistance to and from other public entities and groups.

DISCUSSION:

For purposes of this policy, Mutual Aid Agreements [MAA], Inter-Local Agreements [ILA] and Memorandums of Understanding [MOU] have the same general meaning and are referred to as a *mutual aid agreement*. Under emergency or special conditions, agency personnel may assist other enforcement jurisdictions. Likewise, such aid may be provided within our jurisdiction from agencies and groups that do not normally work within our area of responsibility. In each instance, times permitting the provision of such services are provided under a *mutual aid agreement*.

PROCEDURE:

«Short_name_for_agency» personnel and equipment provided in a mutual aid capacity are managed by agency supervisors, and the agency chain of command remains intact, although an incident or joint command may be established.

Copies of mutual aid agreements and associated contingency plans are developed and maintained by the «Second_in_command», and approved by the «Approval_title», with the advice and consent of «citycounty» executives. These agreements are reviewed on an annual basis by the «Approval_title» for the economy of force, current law requirements, available resources and community needs.

Copies of approved mutual aid agreements are maintained in the communications center as a quick reference for supervisors and telecommunicators.

Mutual Aid Agreements:

Agreements should provide information necessary to initiate mutual aid when needed, including:

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Covert Electronic Recording	Policy Number: 8.11
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Insert_LE_Agency» restricts covert electronic monitoring or recording activities to investigations where a reasonable suspicion of criminal activity exists. This investigative technique is essential in determining criminal wrongdoing, or in gathering evidence of known criminal activity.

Official use of covert electronic monitoring techniques by this agency is approved by the «Approval title» or «Second in command» and with the concurrence of the Prosecuting Attorney.

DEFINITIONS:

- **1-Party Consent State** – As of 2011 other states, territories, and the District of Columbia) not listed below [see: *2-Party Consent State* definition below] require only one-party consent for a conversation to be recorded. If a caller in a 1-party state records a conversation with someone in a *2-party consent state* that caller is subject to the stricter of the laws and must have consent from all callers.¹ As laws are subject to change, periodically check your state and the other state's laws before committing to an investigative plan.
- **2-Party Consent State** - States and territories that require all parties to a conversation be advised that the conversation is being recorded. As of 2014, 12 states are 2-party states, i.e., states that require that all parties consent to the recording. These states are *California, Connecticut, Florida, Illinois, Maryland, Massachusetts, Michigan, Montana, Nevada, New Hampshire, Pennsylvania, and Washington.*²

¹Cf. *Kearney v. Salomon Smith Barney Inc.*, 39 Cal. 4th 95 (2006).

²Michigan's eavesdropping statute seems to put it into the 2-party category, but the courts have ruled that in Michigan, a party may record their own conversation without the consent of any other parties but cannot grant that right to a third party. There are certain exceptions to these rules, so check these rules.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

- Monitoring and recording public hallways, elevators, rooms [fewer restrooms], of a public building, including agency facilities.
- Monitoring and recording sobriety tests.
- Recording of voluntary statements made by victims, witnesses, or suspects.
- Recording routine traffic stops with portable or fixed recording equipment.
- For policy guidelines on *overt electronic recording* or instances where there is *no or low expectation of privacy* see policy *Overt Electronic Recording*.

LIMITATIONS:

Officers may utilize covert electronic recording devices in conjunction with a *consenting party*, such as a *cooperating witness, informant, or undercover officer, in a 1-Party State, or* using a valid search warrant. Interception of any form of communication which is not *consensual* where the consenting party is not present is not legal in «state», except by a valid warrant. In other words, the consenting party needs to be present during all parts of the conversation.

PROCEDURES:

Use of Covert Electronic Recording Devices in Consensual Surveillance:

1. Before using any covert recording device in a consensual setting, the officer informs the individual and obtains the consenting party's signature on the Consensual Monitoring Consent Form.
2. All original recording tapes are duplicated as needed, sealed, and stored as official evidence.
3. The use of electronic recording devices for surveillance or undercover purposes often requires a balance between the need for information gathering, against the rights of the individual(s) being investigated. With this in mind, officers:
 - a. Use lawful and non-intrusive investigative techniques to collect information necessary to prevent a criminal act from occurring, to identify suspects, and to aid in prosecution;
 - b. Complete a thorough investigative report, during each phase of the investigation process; &
 - c. Continually, evaluate the need for covert electric surveillance in this case.
4. Information gathered by electronic recording is only disseminated on a strict *need to know basis*.

Agency Approval - Use of Electronic Recording Devices:

The «Approval_title» is responsible for approving and directing investigation activities that utilize consensual covert monitoring techniques. Agency approval may be obtained by:

1. Any officer conducting a legitimate investigation where covert monitoring may be an important aid to investigation;

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Overt Electronic Recording [1-Party Consent State]	Policy Number: 8.12
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

The «Insert_LE_Agency» uses overt electronic interview and surveillance techniques and equipment whenever reasonably practical to deter crime and provide a record of events that might be used as evidence in a criminal case.

Employees of our agency do not interfere with a citizen's right to audio or video record officers' actions that are performed in a public place.

DEFINITIONS:

- **1-Party Consent State** – As of 2011 other states, territories, and the District of Columbia) not listed below [see: *2-Party Consent State* definition below] require only one-party consent for a conversation to be recorded. If a caller in a 1-party state records a conversation with someone in a *2-party consent state* that caller is subject to the stricter of the laws and must have consent from all callers.¹ As laws are subject to change, periodically check your state and the other state's laws before committing to an investigative plan.
- **2-Party Consent State** - States and territories that require all parties to a conversation be advised that the conversation is being recorded. As of 2014, twelve states are 2-party states, i.e., states that require that all parties consent to the recording. These states are *California, Connecticut, Florida, Illinois, Maryland, Massachusetts, Michigan, Montana, Nevada, New Hampshire, Pennsylvania, and Washington.*²

As laws are subject to change, periodically check our state and the other state's laws before committing to a utilization or investigative plan.

¹ Cf. *Kearney v. Salomon Smith Barney Inc.*, 39 Cal. 4th 95 (2006).

² Michigan's eavesdropping statute seems to put it into the 2-party category, but the courts have ruled that in Michigan, a party may record their own conversation without the consent of any other parties but cannot grant that right to a third party. There are certain exceptions to these rules, so check these rules.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

suspect objects to the electronic recording, their objection should be recorded on the recorded media. The officer then decides if the recording is terminated, and if the interrogation is to be continued or aborted, based on officer discretion and suspect assertion of rights.

Lack of consent does not affect the admissibility of a recorded statement. At the discretion of the officer, the officer may inform the subject that the interview or interrogation *is being recorded*. Officers use and trust their discretion about whether the subject may be inhibited by providing a notice of the recording.

Written Incident or Interrogation Report:

The recording of an interview or interrogation does not alleviate officers from their responsibility to prepare a written report.

Public's Right to Record Officer's Actions:

As disliked and disruptive as it might be, employees of «Short_name_for_agency» do not interfere with a citizen's right to audio or video record officers actions while the officer is performing those duties in a public place. It is the public's right to do so, as part of their 1st Amendment rights as guaranteed by the US Constitution.³ Overt recording examples may include *holding a cell phone up or out in plain view, advising the officer they are being recorded, or using a camera in the open view.*

Officers may request the name and contact information of the citizen doing the recording as part of a legitimate witness interview. However, officers do not take or handle the recording device or otherwise interfere with the citizen's right to record. Respectful requests may be made for a copy of the recording either at the scene or as a follow-up by assigned investigators.

Use of Recording Equipment:

Officers may utilize during both routine and special investigation *overt recording equipment* when the recording equipment is generally in view or when there is *no or low expectation of privacy*.

Overt recording equipment utilized by officers may be issued by the agency or carried as personal equipment. Such overt recording equipment may include:

1. Personal hand-held tape recorders;
2. Personal handheld CCTV recorders;
3. CCTV mounted in agency hallways, interview rooms, and assembly areas;
4. CCTV or audio recording equipment installed in patrol cars; &
5. CCTV equipment installed in sobriety test rooms.

³ Simon Glik v. John Cuniffe et al, No. 10-1764, 1st US Circuit Court of Appeals (2011).

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject: Body Worn Cameras	Policy Number: 8.16
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

The «Insert_LE_Agency» may employ wearable video recording equipment to enhance enforcement actions and memorialize events.

Use of a *Body Worn Camera* (BWC) system provides a method to document activity through the audio and video recording of the involved officer and others as they occur. The primary purpose of a wearable BWC system is officer safety and to document statements and events during the course of a citizen contact. These recorders are intended to assist officers in the performance of their duties by providing an audio and/or video record of a contact.

These BWC devices are employed as *overt surveillance* and recording devices. In coordination with this policy, employees review and are familiar with the following policies of this agency:

- Covert Electronic Recording
- Overt Electronic Recording [1-Party Consent State]
- Overt Electronic Recording [2-Party Consent State]

DEFINITIONS:

- **1-Party Consent State** – As of 2011 other states, territories, and the District of Columbia) not listed below [see: *2-Party Consent State* definition below] require only one-party consent for a conversation to be recorded. If a caller in a 1-party state records a conversation with someone in a *2-party consent state* that caller is subject to the stricter of the laws and must have consent from all callers.¹ As laws are subject to change, periodically check your state and the other state's laws before committing to an investigative plan.
- **2-Party Consent State** - States and territories that require all parties to a conversation be advised that the conversation is being recorded. As of 2011, eleven

¹Cf. *Kearney v. Salomon Smith Barney Inc.*, 39 Cal. 4th 95 (2006).

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

- CCTV mounted in hallways, parking lots, waiting rooms, etc.;
- Officers carrying a tape recorder in their hand or placing it on a table;
- CCTV equipment mounted in a patrol car; or
- Use of handheld video camera.

PROCEDURES:

Training:

Officers do not use BWC devices unless they have successfully completed training in the proper use of such equipment. This training consists of:

1. Review of the proper function and use of the recording devices;
2. Recommended times to employ the system;
3. Applicable laws, and agency policies & practices;
4. Two full on-the-job training days of practice checked by a supervisor; &
5. «Short_name_for_agency» policy and procedures as they pertain to the system.

A written record of the training provided is completed by the responsible supervisor who places a report of training for the training hours in the officer's training file.

Practical Application & Use:

1. An officer equipped with a BWC activates the camera when responding to calls for assistance and when performing other duties including traffic stops, pursuits, arrests, searches, or interrogations, reading of constitutional warnings, unless activation of the camera would be unsafe, unrealistic, or impracticable.
2. A BWC equipped officer may choose not to activate a camera or may choose to discontinue a recording in-progress activity for any non-confrontational encounter unless it is an interview of a suspect or witness that is going to be quoted in a report.
3. All stored video recordings are maintained in a secured data storage medium for a period of three years and then may be destroyed. Exceptions to this purge criteria are recordings associated with civil or criminal cases that have yet to be adjudicated, and sustained internal affairs investigations. The purge of such data is performed only after written consent has been obtained from the «Approval_title», as requested by the officers in charge of evidence.
4. No recording made involving the use of force, or an arrest may be erased. All such recordings require a detailed review and decision by the «shift supervisor». If there is no chargeable offense, *physical injury, or complaint against the officer*, a «shift supervisor» may decide to erase the recording on the basis that it is *of no evidentiary value*. In so doing, the «shift supervisor» completes a report detailing the reasons erasing the recording, the serial number of the unit, and the date and times [to and from] of the deletion.
5. Erasure of data involving a felony or officer-involved use of force or deadly force encounter requires review and decision justification of the «Second in command», with the prior concurrence of the «Approval title».

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Law Enforcement
Policies and Procedures**

Subject : Internal Compliance Enforcement [ICE]	Policy Number: 8.18
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

«Insert_LE_Agency» expeditiously investigates complaints against agency employees who are credibly alleged to have breached professional practices, policies and procedures, orders and instructions, or criminal law. Investigators assigned to inquire into these matters endeavor to protect the rights of those making allegations, implicated employees, and witnesses.

DEFINITIONS:

- ***Internal Compliance Enforcement*** - A division or function of a law enforcement agency investigates incidents and plausible suspicions of lawbreaking and professional misconduct attributed to officers on the force. In different systems, also referred to by another name such as *internal affairs*, *professional standards*, *inspectorate general*, *office of professional responsibility* or similar.
- ***Garrity Rule*** - A protection utilized by some law enforcement employees. Simply, *Garrity* is an invocation that may be made by an employee being questioned regarding actions that may result in criminal prosecution. It goes by several different names including the *Garrity Right*, *Garrity Law*, *Garrity Rule*, *Garrity Advisement* and *Garrity Warning*.¹

DISCUSSION:

Public confidence in this agency is vital to the continued *accomplishment* of our mission. Both perception and actuality play a vital role in maintaining public trust. As a result, this agency diligently investigates allegations of wrongdoing made *against any employee of this agency*.

¹ Garrity vs. New Jersey, 385 U.S. 493 (1967), decided in 1966 by the United States Supreme Court.

RESTRICTED LAW ENFORCEMENT DATA

This data is proprietary and will not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.

**«Insert_LE_Agency»
Jail & Detention
Policies and Procedures**

Subject: Religious Head Coverings	Policy Number: 9.04
Issue Date:	Revision Date:
Approval Authority Title and Signature:	

POLICY:

We recognize the wearing of a religious head covering by females of some faiths is a religious based practice intended to preserve a desired level of modesty. The safety and security of all persons housed in «Insert_LE_Agency» always take precedence, when considering different special privileges. However, if it is practical to accommodate a religiously based practice, without creating a safety risk or undue cost or inconvenience, then it may be proper to do so.

PENOLOGICAL INTEREST:

«Short_name_for_facility» has a penological interest in maintaining a high level of safety and security when it comes to life-safety and security issues; yet providing reasonable accommodations for legitimate religious practices within the constraints of limited resources, staffing, and housing accommodations.

DISCUSSION:

It is recognized that the wearing of any special clothing, different from normal inmate uniforms is a privilege and not a right. «Short_name_for_agency» may acquire a temporary head covering made of a Tyvek material that can properly address issues of modesty while limiting safety and security concerns. A female inmate who is to be held for more than 3-days may be provided the privilege to wear a head covering once approved by the «Approval_title».

PROCEDURE:

Female inmates requests to wear a head covering all or most of the time while incarcerated are considered on an individual basis. Factors for consideration in combination include:

1. Was the suspect wearing a religious head cover when originally arrested or detained?
2. What are the criminal charges pending against the detainee or inmate?
3. Are there any «Short_name_for_agency» rule violations by this inmate?

RESTRICTED COMMUNICATIONS CENTER DATA

This data is proprietary and shall not be duplicated, disclosed, or discussed without the written permission of this agency. Data subject to this restriction is contained throughout this publication.