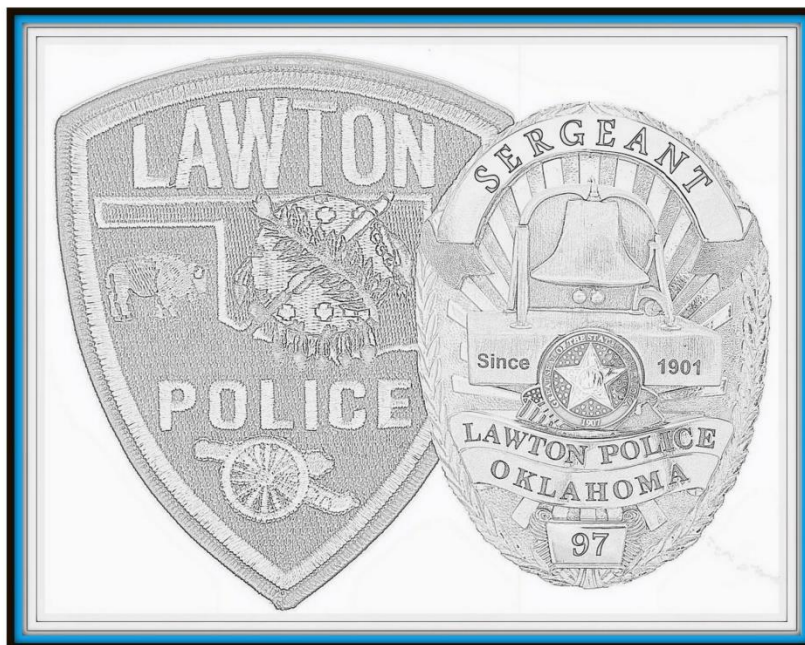
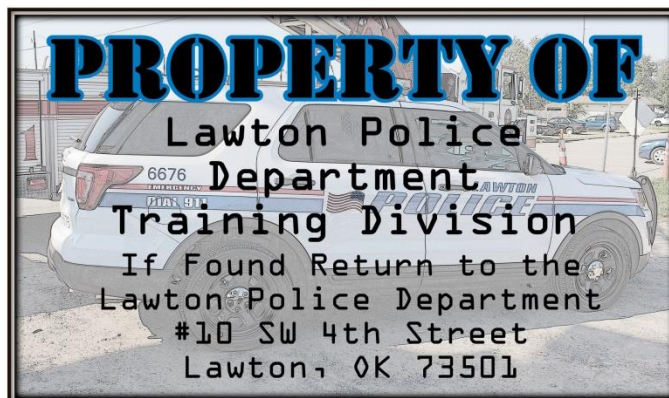


LAWTON POLICE DEPARTMENT

POLICY MANUAL



OFFICER/ID# _____



INTRODUCTION

The purpose of this OPERATIONS MANUAL is to provide guidance for dealing with the most commonly confronted situations relating to the multi-faceted profession of a Law Enforcement Officer. Obviously, it is impossible to cover each and every situation that will confront a Police Officer. Changes in laws and ideas, as well as limited publication material, necessitate that this MANUAL provide enough instruction and direction for the professional officer to formulate a basis for sound judgment and good discretion so that specific situations can be handled in a consistent manner with sound reasoning.

This MANUAL is divided into three distinct parts: (1) General Provisions, (2) Rules and Regulations, and (3) Policy and Procedures. The “General Provisions” provide for general instruction and definitions specific to this MANUAL.

The “Rules and Regulations” section of the MANUAL sets forth administrative directions which will not be deviated from except in extreme exceptions. These directions usually are concerned with areas of law enforcement that do not require snap decisions on the part of an officer. Failure to comply with directions found in this section of the MANUAL may be considered a breach of discipline or conduct unbecoming an officer as the case may be.

The “Policy and Procedures” section of the MANUAL provides direction for prevalent, contemporary policy problems, principles, and practices. These directions will be followed unless unusual circumstances exist for which the officer and his supervisor can provide a valid explanation for deviation. It is a basis for a better understanding of what is expected as a standard for most situations.

Lastly, it must be recognized that this MANUAL is not the product of one author or department. Much of the material covered has been passed down within various law enforcement agencies for centuries. Some ideas have been borrowed from the Manuals of other Departments. Some have come from the administration, supervision, and personnel within this Department. Together, these ideas and materials describe how the professional police officer operates within the law to enforce the law and enhance respect for the law.

THE OPERATIONS MANUAL

I. PURPOSE -

The purpose of this policy is to set guidelines for use, purpose, and familiarization of this MANUAL.

II. POLICY -

- A. The Lawton Police Department OPERATIONS MANUAL is intended to be a desk reference book of Departmental policies and operations procedures which are applicable throughout the Department. It is not intended to include non-essential information which can be obtained from other reference sources, such as labor contracts, but may refer to such sources.
- B. The items in the MANUAL are the permanent policies and procedures governing departmental operations. Temporary or special policies and procedures may govern departmental operations when issued as directives by the Chief of Police to all employees, but shall expire ninety days from the effective date unless extended by order of the Chief of Police, or unless incorporated permanently in the MANUAL. While they are in effect, such temporary policies and procedures will supersede the MANUAL.
- C. Policy and procedure directives issued by Division Commanders shall apply only to those employees under their command, and will not be incorporated in the MANUAL. They will not conflict with the MANUAL. Questions of conflict will be resolved by the Chief of Police in consultation with the Staff. The issuing authority is responsible for distributing, filing, enforcing, and canceling directives. An employee may not be charged with failure to comply with a directive unless it can be shown that the employee was properly informed of its existence.
- D. Employees are not expected to keep their copy of the MANUAL with them at all times, but are expected to be familiar with its contents and to refer to it for information as needed. Ignorance of the contents of the MANUAL will not be considered to be a valid excuse for violation of department policy and/or procedure.

- E. Supervisory officers will ensure that all sworn subordinates under their command have been issued a copy of the MANUAL, and that all civilian employees under their command have reviewed and are familiar with those sections of the MANUAL which apply to them. Semi-annual inspections of each employee's copy of the MANUAL will be accomplished by the employee's immediate supervisor.
- F. This MANUAL is for departmental use only and does not apply in any criminal or civil proceeding. Policies set forth should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this MANUAL will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

POLICE CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; safeguard lives and property; to protect the innocent against deception, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the objectives of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.....Law enforcement.

CHAPTER 1

GENERAL PROVISIONS

PURPOSE -

The purpose of this chapter is to provide guidelines for the scope of this manual and to define terms used throughout this manual.

1.00 **INTERPRETATION** -

Interpretation of any portion of this manual shall be directed through the Chain of Command to the Chief of Police.

1.01 **TITLE** -

This volume concerning rules, regulations, policy and procedures for the operations of the Police Department and the conduct of its members shall be known as the Operations Manual, hereinafter referred to as the AManual≡.

1.02 **DELEGATION OF POWERS AND DUTIES** -

Whenever by the provisions of this manual, any power which is granted to an employee or a duty imposed in the absence of the individual in whom it is reposed, shall be exercised in accordance with departmental regulations by the employees of the department then present.

1.03 **EXPANSION OF THE MANUAL** -

To provide for expansion of the manual, all additions, revisions and/or supplements shall be in chronologically numbered order, stating if addition, revision and/or supplement.

1.04 **DIVISION OF THE MANUAL** -

The Manual is divided into the following parts:

- A. General Provisions
- B. Rules and Regulations
- C. Policy and Procedures

1.05 **CONSTRUCTION OF GENDERS** -

The masculine gender includes the feminine.

1.06 **SINGULAR AND PLURAL** -

The singular number includes the plural and the plural includes the singular.

1.07 **SHALL, WILL AND MAY** -

In the rules and regulations section, AShall≡ and AWill≡ are mandatory, and AMay≡ is permissive. In the policy and procedures section, AShall≡ and AWill≡ suggests action, AMay≡ suggests ideas.

1.08 DISTRIBUTION -

Copies of this manual shall be issued to all sworn officers of the Lawton Police Department.

1.09 LEGALITY OF CONTENTS -

If any section, subsection, item, clause or other phrase contained in this manual is found to be illegal or otherwise incorrect or inapplicable, such findings shall not effect the validity of the remaining portions of the contents.

1.10 DEFINITIONS -

A. Department or Departmental -

Alone shall mean the Lawton Police Department.

B. Employee or Member -

Alone shall mean the employees of the Lawton Police Department. The terms shall be synonymous.

C. Sworn Personnel -

Shall mean any officer of the Lawton Police Department who enters on the duties of his position and takes and subscribes to the oath of office.

D. Civilian Employee -

Shall mean employees not included in the term ASworn Personnel≡.

E. Officer -

Shall mean all ASworn Personnel≡.

F. City -

Shall mean the City of Lawton, Oklahoma.

CHAPTER 2

A. ADMINISTRATIVE RELATIONSHIPS

PURPOSE -

The purpose of this chapter is to establish principles in the administration of the Lawton Police Department.

2.00 DELEGATION OF FUNCTION -

Functions similar or related in purpose, process, method and clientele are grouped together in one or more units under the control of respective division heads.

2.01 ORGANIZATION FOR COMMAND -

Line of control permitting the delegation of authority, the placing of responsibility, the supervision of operations and the coordination of efforts are hereby established.

2.02 UNITY OF COMMAND -

Each individual unit and situation is under the immediate control of one, and only one, person. The principle of command responsibility is in effect. That is, every administrative and supervising officer is responsible for the acts of his subordinates.

2.03 CHAIN OF COMMAND -

All official communications of the Department, whether moving downwards, or requests, information, suggestions, or complaints moving upwards, shall be confined to official channels. Each link in the Chain of Command shall be respected in this regard and shall bear the initial of each supervisor within the chain. It shall be the responsibility of each echelon to forward communications to the next higher echelon with his approval or disapproval and recommendations or reasons.

2.04 RANKING OF OFFICERS -

The order of rank in the Police Department shall be:

Chief of Police

Assistant Chief of Police

Major

Captain

Lieutenant

Patrolman

2.05 AUTHORITY OF DIVISION COMMANDERS TO PRESCRIBE POLICY FOR THEIR RESPECTIVE DIVISIONS -

Division Commanders may develop detailed methods of directing and controlling specific functions of their divisions with implementation subject to the approval of the Chief of Police. All orders or policies affecting more than one division shall be signed by the Chief of Police.

2.06 CONFLICT OF ORDERS -

In the event of any conflict of any orders, the member shall respectfully call the attention of the superior officer giving the last order to such conflict. Should the latter not change his order, it shall be obeyed and the member shall not be held responsible for disobedience of any former order or any violation of the rules in obeying the last order.

2.07 MANNER IN EXERCISE OF AUTHORITY -

Authority in the Department shall be exercised with firmness and impartiality and under no circumstances permitting personal attitudes to influence decisions.

2.08 DELEGATION OF COMMENSURATE AUTHORITY -

Members who are directed to act in capacities above their ordinary or usual rank will, for the necessary time, possess the authority and responsibility of that rank.

2.09 INSUBORDINATION -

Members shall promptly obey any lawful order issued by a superior officer. (This will include orders relayed from a superior officer through or by a member of the same or lesser rank.) Members shall not assault or threaten any superior officer or use abusive, mutinous, insolent, or disrespectful language or manner toward any superior officer while in the execution of his office.

B. RULES PERTAINING TO DUTY

PURPOSE -

The purpose of this chapter of the manual shall be devoted to the rules of conduct pertaining to duty, efficiency and safety for members of the Lawton Police Department.

2.10 **GENERAL DUTIES** -

Members of the department shall preserve the public peace, prevent crime, detect and arrest violators of the law, protect life and property and enforce those federal statutes, laws of the State of Oklahoma and the Ordinances of the City of Lawton which the department is required to enforce by law or policy.

2.11 **SPECIFIC DUTIES** -

Notwithstanding the assignment of specific duties and responsibilities to members of the department, all members shall perform all such other duties as may be required of them by competent authority.

2.12 **CONFORMITY TO RULES AND REGULATIONS** -

- A. It shall be the duty of every employee of the Department to thoroughly familiarize him or herself with the provisions of the Operations Manual. They shall conform to and abide by such rules and regulations, observe the laws and ordinances, and provide their services to the City with enthusiasm, courage, discretion and loyalty.
- B. An employee when assigned to duty with other members of the Department, shall be jointly responsible for compliance with rules and regulations and proper performance of duty.
- C. It shall be the responsibility of every member of the Department to keep his Operations Manual up-to-date with any revision or amendments to said manual.

2.13 **GENERAL DISCHARGE OF DUTIES** -

Members are required to discharge their duties in a professional and firm manner and they shall act together, assist and protect each other in the maintenance of law and order.

2.14 **PERFORMANCE OF DUTY** -

Any member of this Department who shall, in the performance of his official duties, display reluctance to properly perform his assigned duties, or who acts in a manner tending to bring discredit upon himself, or on the Department, or who fails to assume responsibility or exercise diligence, intelligence and interest in the pursuit of his duties, may be deemed incompetent and shall be subject to reduction in rank, suspension or dismissal from the Department. An escalation series of corrective disciplinary action is neither contemplated nor required herein by these regulations.

2.15 **HOURS OF DUTY** -

Members of the Department shall have regular hours assigned to them for active duty each day and when not so engaged, they shall be considered "off duty". They shall, however, be held to be

always subject to duty as needed.

2.16 PUNCTUALITY -

Members of the Department shall be punctual in reporting for duty at the time and place designated by their superior officers. Habitual failure to report promptly at the time directed, shall be deemed neglect of duty.

2.17 PERSONNEL INFORMATION -

This Department is entitled to have the correct name, address, telephone number, marital status, and to know who to notify in case of an emergency. When any change occurs, members are responsible for notifying his supervisor as soon as possible and the Chief's Secretary within five (5) days. Members of this Department are required to maintain a telephone.

2.18 ABSENCE WITHOUT PROPER LEAVE -

No member shall be absent from duty without proper leave or shall be absent without permission, except when unable to report for duty at the prescribed time because of sickness or injury to himself or his immediate family. Members shall notify his supervisor as soon as possible when unable to report at the prescribed time.

2.19 SICKNESS -

Sickness absences shall be in accord with City of Lawton policies and resolutions in conjunction with the contract between the City of Lawton and the bargaining agent for the Police. No member shall feign sickness or injury, or deceive a representative of the Department as to his real condition. Sick leave shall be used only for sick leave or authorized exceptions as defined in the labor contract.

2.20 LEAVE UNDER EXCEPTIONAL CONDITIONS -

Authorized leave with pay not charged as vacation or sick leave, may be granted for the following reasons:

- A. Appearance in court under subpoena.
- B. Attendance at official meetings conducted in the interest of the City of Lawton.
- C. Departmental generated overtime.
- D. Other leaves authorized by the contract between the City and the Police.
- E. Military leave.

2.21 PROHIBITED EMPLOYMENT -

Members of the Department are prohibited from engaging in regular employment or in a gainful occupation outside of their city positions which may be detrimental to the good of the Department.

Prohibited employment includes:

- A. Employment for private detective investigations;
- B. Employment as a collection agent for any business, firm, or individual for the purpose of bill collecting or check collecting;
- C. Employment at a tavern, private club, or liquor store;
- D. Employment as a wrecker driver, ambulance driver, taxi driver, bail bondsmen or any other

- such employment where there may be competition for services provided for or requested by departmental personnel in official capacities;
- E. Employment as a security officer for any private security firm or in any security officer function which specifically requires any special license or permit;
 - F. Employment with any other law enforcement agencies except as may be assigned by this Department;
 - G. Employment where beer and/or alcohol is consumed including duties associated with traffic direction, parking, or any other function for or associated with any business or private individual engaged in any profit or non-profit association with any beverage containing alcohol;
 - H. Employment where gambling or bingo is permitted;
 - I. Any job outside the City Limits where a uniform is required;
 - J. Any employment so long in duration or so strenuous in nature as to interfere with the officer in the performance of his duty; or,
 - K. Being the owner, operator, partner, silent partner, agent, or employee of any business which might reflect unfavorably upon the department.

(NOTE: Any exceptions to the specific employments listed above must be approved in writing by the Chief of Police prior to the employment.)

2.22 OFFICER STATEMENTS AND OFFICIAL INVESTIGATIONS -

During the course of any official investigation by this Department, any member shall be required to give a full, complete, and truthful statement if requested.

2.23 FALSE INFORMATION AND REPORTS -

Members shall not make false official reports, or knowingly or willingly enter or cause to be entered in any Department book records, or reports, any inaccurate, false or improper police information. Members shall not make false statements to superior officers when questioned, interviewed, or in submitting reports.

2.24 DIVULGING CRIMINAL RECORDS AND INFORMATION -

Contents of any criminal record filed in the Police Department shall not be exhibited or divulged to any person other than required by the process of an investigation, or to the another duly authorized police officer, or under due process of law, except as directed by a Commanding Officer.

2.25 ORDERS -

Any order posted on the bulletin boards of the Police Department signed by or with the name of the Chief of Police shall have the same effect as being a part of these Rules and Regulations. Similar orders signed by Command Level Personnel (Majors or above) will have the same effect

for personnel under their command.

2.26 OFFICIAL BUSINESS -

Members shall not speak critically or derogatorily to other officers and employees of the Department. They shall not impart same to anyone except those for whom it is intended, or as directed by their Commanding Officer, or under due process of law.

2.27 DEROGATORY REMARKS AGAINST ORDERS -

Members of the Department shall treat as confidential, the official business of the Department. They shall not impart same to anyone except those for whom it is intended, or as directed by their Commanding Officer, or under due process of law.

2.28 CRITICISM OF OFFICIAL ACTS -

Members shall treat other members of the Department civilly and respectfully, and they shall not publicly criticize any official act of any member of this Department.

2.29 CRITICISM OF THE DEPARTMENT -

Members shall not communicate information of a critical nature concerning the Department or any member to any person or agency unless a complete report of same has first been submitted to the Chief of Police for approval.

2.30 ATTITUDE -

Each officer shall display a courteous, professional attitude that reflects a positive image of the Police Department.

C. GENERAL CONDUCT

PURPOSE -

The purpose of this chapter is to define the rules of general conduct expected of each officer.

2.31 VIOLATIONS OF THE LAW -

No member shall violate any Federal Statute, State Law, or local ordinance.

2.32 GENERAL BEHAVIOR -

No Member shall act or behave privately or in any official capacity in such a manner as to bring discredit upon himself or this Department.

2.33 NEIGHBORHOOD DISPUTES -

Members shall not intentionally become involved in neighborhood quarrels or disputes in the neighborhood where they live, either on or off duty.

2.34 OBLIGATION TO THE FAMILY -

Members shall be required to properly support their family.

2.35 INDEBTEDNESS -

Members shall pay their just debts. They shall not sell or assign their salary or income, or contract any debts or liabilities which they are unable or unwilling to pay. Neither shall they refuse to promptly pay all just indebtedness, claims and judgments and satisfy all executions that may be held or issued against them. The attachment of any member's wages or salary or the non-payment of any just debt by any member may constitute just cause for dismissal.

2.36 FRATERNIZATION -

Members shall not fraternize with, engage the services of, accept services from or do favors for any person in the custody of the Department. Members shall not associate socially with or fraternize with the spouse of any person in custody.

2.37 ATTORNEYS/BAIL BONDSMEN/WRECKER RECOMMENDING -

Members shall not recommend to any prisoner or any other person, the employment as attorney or counsel, or suggest the name of any bail bondsman or wrecker service, either directly or indirectly, nor shall they work for same.

2.38 USE OF ALCOHOL OR NARCOTICS -

Except in the performance of duty, members shall not drink any kind of intoxicating beverages, including 3.2 beer, when on duty. Members shall not report to duty while under the influence of intoxicating beverages, 3.2 beer, or drugs or be unfit for duty because of their use. The odor of alcohol on the breath of a member will be considered presumptive evidence. Members shall not use drugs, narcotics, marijuana or other controlled or dangerous substance, unless said drugs or narcotics are prescribed by a physician.

- 2.39 CONTRIBUTIONS -
No member shall solicit contributions of money or other things of value from any person, business, organization or firm in the name of the Police Department or as a member of the Department without the expressed, written permission of the Chief of Police.
- 2.40 REWARDS - LOANS - GIFTS -
Members shall not accept, directly or indirectly, from any person liable to arrest or complaint or in custody, or after discharge from custody or from any friends or friends of any such person, any gratuity, fee, loan, reward, or gift whatsoever.
- 2.41 CONDUCT OF ARREST AND TOWARDS PRISONERS -
Members shall refrain from using unnecessary force in making arrests. When necessary to use force, the facts shall be fully set forth in appropriately written report.
- 2.42 CUSTODY OF PRISONERS -
Members who have in their custody any person under arrest or detention, shall be responsible for the proper safeguarding of such person and his property
- 2.43 EVIDENCE -
Members shall not fabricate, withhold, or destroy evidence of any kind.
- 2.44 INVENTORY OF IMPOUNDED VEHICLES -
Members shall when impounding vehicles, inventory completely and thoroughly, all areas of said vehicle with inventoried items to be listed on impoundment report. Areas to be inventoried shall include driver and passenger areas, front and back, console and/or glove compartment, trunk and/or luggage compartment, and any and all packages, boxes, bags, luggage and other like items.

LAWTON POLICE DEPARTMENT

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.02
<i>SUBJECT:</i> BAIL BONDS		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

I. PURPOSE -

The purpose of this policy is to establish guidelines for the accepting of bail bonds.

II. TRAFFIC BONDS -

- A. In general, persons will not be arrested for traffic violations.
- B. Using guidelines listed below, if traffic violators are arrested, they will be allowed to arrange for bond as soon as practical.
- C. Alcohol or drug related traffic violators will be processed according to the policy on DUI, DWI, and APC.
- D. Violators arrested for driving with a suspended or revoked license (DUS) will be processed just like an arrest for misdemeanors.
- E. Traffic violators who fail to identify themselves satisfactorily may be incarcerated. The fact that a violator is driving without their driver's license or other identification is not enough to arrest at that point. The officer should obtain the driver's name, address, date of birth, and the name of the state issuing the license. The officer should then have the Police Department communications section attempt to confirm the information given. If a return reasonably establishes identification, the violator should be issued the proper citation(s). If the return indicates deception, the violator may be incarcerated.
- F. Traffic violators who refuse to acknowledge receipt of citations by signing it should be brought to the front desk to post bond. If the violator does not wish to post the bond, the violator will then be taken to the jail section and processed the same as a misdemeanor arrest.
- G. Out of State traffic violators, having no ties to this state which would reasonably assure his appearance or having established a likelihood that he will refuse to respond to a citation, will be taken to the front desk to post bond. If the violator does not want to post bond, the violator will then be taken to the jail section and processed the same as a misdemeanor arrest.
- H. Outstanding warrants for a traffic violator will be honored according to the policy in the Arrest Section.

III. MISDEMEANOR BONDS -

- A. This subsection addresses the person arrested for a misdemeanor with or without a warrant.
- B. Persons arrested for a misdemeanor will be taken directly to the jail section.

- C. A record check will be run on the arrestee to determine if there are other outstanding warrants.
- D. The arrestee will be photographed and fingerprinted following the officer filling out the proper forms.
- E. The arrestee will then be given an opportunity to post bond. The bond will be predetermined by the fixed bond scale.

IV. FELONY BONDS -

- A. Felony bonds will not be accepted at the City Jail.
- B. Persons arrested for a felony will be booked into jail following booking procedures. The arresting officer will notify the detective on duty of the arrest. The arrestee will be transferred to the county jail as soon as is practical.

V. RELEASE FROM CUSTODY -

- A. The Service Division Supervisor may release any incarcerated traffic violator or misdemeanor without making them post bond, for the following reasons:
 - 1. If the arrestee is a medical risk and/or on extensive medication.
 - 2. If the arrestee is a mental risk and/or suicidal, they may be released to Taliaferro.
 - 3. If the arrestee has not been to trial and is being held for bond, he may be released to a responsible, local citizen who will guarantee the appearance of the arrestee for court by signing the appropriate release forms.
 - 4. The arrestee awaiting bond may be released to any attorney who signs the necessary release forms.
 - 5. In no case will anyone be released prior to the proper paperwork and booking procedure being completed.
 - 6. In no case will a felony arrestee be released except as authorized by the District Attorney or the Detective Division personnel.
 - 7. Military personnel incarcerated for a misdemeanor or traffic violation may be released to the Military Police or to a senior NCO from their unit in lieu of bond.
- B. If a person is released from custody without bond being posted, the Service Division Supervisor should advise the arrestee of his court date and that they should be prepared to pay a fine or post bond on that date.

LAWTON POLICE DEPARTMENT

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.09
<i>SUBJECT:</i> COMMENDATIONS OF EMPLOYEES, CITIZEN		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

I. PURPOSE -

The purpose of this policy is to establish departmental procedures for the initiation, receipt and recording of citizen commendations for action taken by any employee of the Lawton Police Department.

II. POLICY -

It is recognized that a proper relationship between the police and the public they serve is essential for effective law enforcement. This department wishes to present a standard of excellence in the field of law enforcement in giving the best possible service to the community. It is expected that at all times all departmental personnel conduct themselves in a manner consistent with high standards of the profession. It shall be the policy of the Lawton Police Department to recognize all communications of commendation for appropriate action or conduct of any member of this department.

III. PROCEDURE -

All citizen commendations recognizing professional acts or conduct of any employee of the Lawton Police Department will be referred to the Chief of Police by using the "Notification of Employee Action" form. These commendations include written commendations, unwritten commendations and commendations received over the telephone. The purpose of the "Notification of Employee Action" form is to keep the Chief of Police and the commended officer informed of appreciative communications regarding commendations.

IV. PROCESSING OF COMMENDATIONS -

A. GENERAL PROCEDURE -

1. A citizen's communication of commendation may be taken by any supervisor of the Lawton Police Department.
2. Any supervisor receiving a citizen's communication of commendation will fill out a "Notification of Employee Action" form and submit it to the Chief of Police by 8:00 a.m. of the following work day.
3. The supervisor receiving a citizen's communication of commendation will make two (2) copies of the completed "Notification of Employee Action" form and forward one (1) copy to the commended officer's immediate supervisor and one (1) copy to the commended officer's immediate supervisor and one (1) copy to the commended officer.

B. WRITTEN COMMENDATIONS -

A copy of any written letter of commendation will be attached to the "Notice of Employee Action" form received by the Chief of Police, the commended officer's supervisor, and the commended officer.

LAWTON POLICE DEPARTMENT

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.11
<i>SUBJECT:</i> CONTRABAND DISCOVERED BY THE FIRE DEPARTMENT		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

I. PURPOSE -

The purpose of this policy is to establish guidelines when contraband is accidentally discovered by Fire Department personnel when responding to a fire alarm.

II. PROCEDURE -

Occasionally, the Fire Department will respond to an alarm and upon their arrival and in their routine performance of their duties, contraband is discovered. (The best example is where a fire started in part of the house where marijuana is being cultivated.) The following procedure will be utilized for those situations.

A. RESPONSIBILITIES OF THE FIRE DEPARTMENT -

1. Notification will be made to the Police Department when contraband is observed.
 - a. The fireman observing the contraband should report it immediately to his supervisor who will notify the police dispatcher.
 - b. Fire Department personnel will not attempt to retrieve any of the contraband.
2. As soon as the fire or suspected fire is under control, the fireman who observed the contraband will accompany a police officer to the Police Department.
 - a. The fireman will be directed to the Detective Division or Narcotics Division supervisor who will arrange for a statement to be taken for the purpose of obtaining a search warrant.
 - b. Arrangements will be made to appear before a magistrate with the observing fireman as an affiant for the search warrant.
 - c. The Fire Department personnel will then be returned to their respective fire station.

B. RESPONSIBILITIES OF THE PATROL OFFICER -

1. A patrol officer will not enter any premises for the purpose of identifying or observing contraband.
2. A patrol officer will not request that a sample of the contraband be brought outside for inspection.
3. A patrol officer will escort the fireman who observed the contraband to the police station and direct him to a Detective Division or Narcotic Division supervisor.

C. RESPONSIBILITIES OF THE DETECTIVE DIVISION OR NARCOTICS DIVISION SUPERVISOR -

1. If the Narcotics Division has personnel on duty, the fireman will be directed to a supervisor who will assign a Narcotics officer to conduct further investigation.
2. If there is no Narcotics Division personnel on duty, a Detective Division supervisor will assign an investigator to handle the case and get a search warrant.

D. RESPONSIBILITIES OF THE INVESTIGATOR (S) -

1. Upon learning of the presence of suspected contraband due to the circumstances previously described, the investigator will take a statement from the fireman who observed the suspected contraband.
2. The investigator will then prepare an affidavit for a search warrant and arrange for the fireman to appear before a magistrate as the affiant for a search warrant.

3. The investigator will arrange for the fireman to be transported to his respective fire station for further duty.
4. Upon receipt of the search warrant, the warrant will be served as described in the policy on all search warrants. (See Search and Seizure policy.)

LAWTON POLICE DEPARTMENT

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.14
<i>SUBJECT:</i> CRIME SCENE INVESTIGATION		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

I. PURPOSE -

The purpose of this policy is to establish guidelines to be followed by members of this department in the collection and preservation of physical evidence at a major crime scene.

II. PROCEDURE -

- A. The admissibility of an exhibit introduced as evidence will depend in part upon the manner in which it was collected and the safeguards that were followed to ensure its integrity.

- B. These qualifications may be met if the investigating officer(s) follow the accepted methods for:
 - 1. Protecting the crime scene.
 - 2. Collecting the evidence.
 - 3. Marking the evidence for identification.
 - 4. Packaging the evidence.
 - 5. Preservation of the evidence.
 - 6. Maintaining the chain of custody.

III. RESPONSIBILITY OF THE PATROL OFFICER(S) -

- A. **PRIMARY RESPONSIBILITY - PROTECTING THE SCENE**
 - 1. The first responsibility of the officer dispatched to the crime scene is to determine if the suspect is there.
 - a. All safety precautions should be utilized.
 - b. Apprehension should be made if possible.
 - 2. The officer should then make a cursory search of the premises for wounded if the crime scene is the scene of violent crime.
 - a. If applicable, first aid should be administered to the victims.
 - b. If an ambulance is needed, it should be called as soon as possible.
 - c. If the victim(s) has already expired, the patrol officer should immediately secure the scene and wait for the detective investigator.
 - d. As soon as practical, the patrol officer should note his activities and the crime scene areas that were entered.
 - 3. For this department, the first officer to arrive at the scene is responsible until a detective investigator or a supervisor relieves that officer.
 - a. Preventing destruction or contamination of evidence is one of the first and primary responsibilities of the patrol officer.
 - (1) Initiate security measure to prevent unauthorized persons from entering the crime scene or the immediate area.
 - (2) Articles of evidence, marks, or impressions that may have been made or left by the perpetrator must not be touched or disturbed.
 - (3) Alteration or contamination of the area by anyone must be prevented.

- b. Initiate a sign-in roster for anyone entering the crime scene for any purpose.
 - (1.) Everyone entering the crime scene will be signed in and sign out.
 - (2.) The sign-in roster will contain:
 - (a.) The name of the person entering the scene.
 - (b.) The person's time in and out.
 - (c.) The person's purpose for being in the crime scene.
- c. Rigid security must be maintained until:
 - (1.) All measurements have been made.
 - (2.) The scene has been sketched or photographed.
 - (3.) The area has been thoroughly searched for fingerprints or other evidence.
 - (4.) The evidence has been collected.

B. SECONDARY RESPONSIBILITIES - ASSIST AS NEEDED -

- 1. The patrol officer should assist the detective investigator in whatsoever manner requested.
- 2. For minor crime scenes, the patrol officers will follow the procedures below as outlined for the detectives.

IV. DETECTIVE INVESTIGATORS RESPONSIBILITIES -

A. COLLECTION OF EVIDENCE -

- 1. The collection of evidence at a major crime scene is the responsibility of the detective investigator.
 - a. The detective investigator may delegate the actual collection duties to a detective assigned to the mobile crime lab.
 - b. The responsibility for ensuring that the evidence is collected remains with the detective investigator assigned to the case.
- 2. If an article of evidence is discovered, it should not be disturbed until:
 - a. It has been photographed.
 - b. Proper measurements have been made.
 - c. Its location has been recorded.
 - d. It has been fingerprinted, if applicable.
- 3. If evidence (such as liquids, stains, paint scrapings, fibers, soil, etc.) is to be submitted for clinical analysis, a generous, but not excessive, sampling of the material should be collected.
 - a. Enough sample should be collected that will ensure that all of the evidence will not be destroyed after the examinations are conducted.
 - b. When possible, comparison standards should be collected and marked.

B. MARKING THE EVIDENCE -

- 1. All evidence must be properly marked or labeled as soon as it has been collected.
- 2. Evidence should be marked with:
 - a. The initials and badge number of the collecting officer.
 - b. The date of recovery.
 - c. The case number, if known.
- 3. Identifying marks should be made in the same general location for similar items.
- 4. Serial numbered items (such as firearms, stereos, etc.) should not be marked or engraved. They should be listed by the full description including the serial number.
- 5. Items which cannot be marked (such as liquids, new clothing, valuable antiques, etc.) should have an identification tag attached or the information can be placed on the container.

C. PACKAGING THE EVIDENCE -

- 1. The integrity of evidence must be protected by selecting a container which guards the specimen or article from damage or contamination.
- 2. Each item of evidence must be placed in a separate container, especially if they are to be submitted for clinical analysis.
- 3. Each container should be sealed in such a manner that they cannot be opened without breaking the

- seal.
- 4. Once a seal has been affixed to a container, the officer should write his name on the seal or across the sealed flap.
 - a. The label or seal should identify the case, the property receipt number, and if there are preservation methods needed.
 - b. The evidence label should never be affixed so that it would alter the evidence.
- 5. Liquids which may evaporate should be in sealed containers.
- 6. All clothing and similar material which is damp from blood stains or liquids should be air dried before packaging.
- 7. On rape cases, clothing or bedding should be placed in a clean, plain brown paper bag.

D. **PRESERVATION OF THE EVIDENCE -**

- 1. Perishables should be placed under refrigeration.
- 2. Physical evidence must be stored in a controlled-access, safe place.

V. **CHAIN OF CUSTODY -**

- A. Any person who handles, collects, examines, or stores the evidence must be accounted for on the property receipt.
- B. A chain of custody commences when the evidence is discovered and continues until the specimens are presented to the court.
- C. The number of people who handle the evidence should be limited.
- D. When the possession of evidence changes, however slight, the following should be recorded in writing on the property receipt or in the investigator's notes:
 - 1. To whom it was given.
 - 2. The time and date.
 - 3. The reason for releasing it to another.
 - 4. When and to whom it was returned.
- E. If the evidence is on property receipt, the person receiving the evidence must sign for it.
- F. When the evidence is returned, it should be checked:
 - 1. By examining the marking to ensure it is the same evidence.
 - 2. For any physical changes.

LAWTON POLICE DEPARTMENT

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.15
<i>SUBJECT:</i> CRIME STOPPER LEADS		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

I. PURPOSE -

The purpose of this policy is to govern the responsibility of investigating CRIME STOPPER Leads.

II. PROCEDURE -

- A. The CRIME STOPPER officer will be responsible for receiving and recording all incoming CRIME STOPPER information.
- B. After the CRIME STOPPER officer receives and records the information, the following steps will be taken regarding the dissemination of said information:
 - 1. The CRIME STOPPER officer will gather all pertinent reports pertaining to the lead. (i.e. offense reports, incident reports, accident reports, etc.)
 - 2. With these reports, the CRIME STOPPER officer will contact the appropriate section supervisor and ascertain who the investigating officer will be.
 - 3. With the assigned officer, the CRIME STOPPER officer will either assist in the investigation or, if not needed, will return to his normal duties.
- C. It will be the responsibility of the receiving officer to furnish Crime stoppers with a written follow-up within seventy-two (72) hours of the time the lead was given. A copy of the lead will be furnished to the investigating officer's immediate supervisor, who will retain this item to ensure said follow-up is forwarded to Crime stoppers.
- D. This procedure will apply to any officer of the Lawton Police Department who receives any lead from or for Crime stoppers.

LAWTON POLICE DEPARTMENT

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.17
SUBJECT: DEPOSITIONS, DISCOVERIES, INTERROGATORIES, AND PUBLIC STATEMENTS DURING LITIGATION		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to:

- A. Establish a procedure for officers to answer depositions, discoveries, or interrogatories as requested by attorneys or the court.
- B. Protect the interests, reputation, and integrity of the individual officers, the Lawton Police Department, and the City of Lawton by providing guidance and assistance to those involved.
- C. Provide a means whereby the City of Lawton may determine if legal counsel is needed for protecting the interests of the officers or the City before responding to a query by a Court.

II. DEFINITIONS -

- A. **DEPOSITIONS** - The testimony of a witness taken outside of open court for the purpose of using it later in a criminal or civil proceeding. The testimony may be written, filmed, or taped and will be used without the officer's presence.
- B. **DISCOVERY** - A pre-trial device which is used to obtain facts and information about a specific case. The furnishing of the requested information is required by law.
- C. **INTERROGATORIES** - A set or series of written questions designed to extract specific about a case. The answers to the questions are usually given under oath.
- D. **LITIGATION** - Any active lawsuit that has not been settled.

III. GENERAL PROCEDURES -

- A. When an Officer is asked to give a deposition or is presented with a discovery/interrogatory, the Officer shall prepare a written report to be forwarded to the Chief of Police through the Chain of Command. The letter shall contain:
 - 1. The type of the case.
 - 2. The identity of the parties involved in the case.
 - 3. The individual officer's involvement in the case.
 - 4. The type of device requesting the information.
 - 5. The suspense dates or deadlines.
- B. An Officer will not volunteer any information stemming from his official duties as a police officer nor will he comment on any activities or policies of the Police Department until the City legal staff

has determined if the interests of the officer or the City might be damaged.

1. An Officer is required by law to answer queries of the Court, however, legal counsel may be present to object to questions or the presentation of answers the same as when actually in Court.
2. For that reason, no answers should be given until legal counsel has been consulted.

C. An Officer involved in a civil or criminal action, litigation, or an investigation which will likely precede a civil or criminal action, shall NOT make or participate in making any public statements other than a quotation from, or reference to, public records.

1. This relates specifically to:
 - a. Evidence regarding the occurrence or transaction involved;
 - b. The character or credibility of a party, witness, or prospective witness;
 - c. The results of any examinations, tests, investigations, or the refusal or failure of a party to submit to such;
 - d. Opinion as to the merits of the litigation.
 - e. Any other matter reasonably likely to interfere with a fair trial of the matter.
2. An Officer shall exercise reasonable care to prevent the occurrence of such extra-judicial statements and report the same immediately to his immediate supervisor who will forward the information up the chain of command.

LAWTON POLICE DEPARTMENT

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.18
SUBJECT: DISCIPLINE AND DISCIPLINARY ACTION		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this order is to express the philosophy and policy of the Department concerning discipline in the Lawton Police Department and to provide guidelines for the administration of a valid and equitable practice of employee counseling and disciplining.

II. PHILOSOPHY AND POLICY ON DISCIPLINE -

Effective discipline is essential in any law enforcement agency that would serve the public faithfully and with distinction, that would have the trust and support of the public, and that would enjoy truly professional standing. Discipline is not an end in itself but should be employed to enhance the overall performance of the Department.

- A. Discipline is a managerial resource and a part of the administrative process which maximizes the realization of performance norms and minimizes the likelihood of undesirable behavior.
- B. The optimum disciplinary system is one that promotes, and results in, self-discipline. A well-disciplined force is not a well punished one, but rather a force that voluntarily conforms to Department policies, rules, regulations and procedures.
- C. Discipline in the Lawton Police Department is not synonymous with punishment. It has both positive and negative aspects, but emphasis will be given to positive discipline. Relevant positive discipline efforts will be used to reduce negative discipline events.
 - 1. Positive discipline is motivation, training, instruction, and counseling to develop self-control, orderliness, and efficiency and to modify undesirable behavior--to improve performance.
 - 2. Negative discipline is punitive action (punishment) to correct or control improper behavior and will normally be resorted to only when positive discipline efforts have failed. Decisions to use punitive disciplinary action will be based on the seriousness and severity of the offense and results of previous non-punitive measures, if any.
- D. It is the policy of the Department that effective discipline be maintained within the police department. Noncompliance with Department policies or rules, regulations or procedures requires appropriate discipline. Supervisory officers are given authority to fulfill their responsibilities and are expected to exercise their authority to that end. As necessary, supervisory officers shall take, or recommend, disciplinary actions concerning their respective subordinates, as appropriate and authorized and in accordance with Department policy and procedures.
- E. In every situation where it is appropriate, progressive discipline will be used. Obviously, there will be some situations where more severe discipline is warranted and the less severe forms of disciplinary action must be bypassed.

III. PROCEDURE -

This procedure will serve as a guideline for administering disciplinary action.

A. DISCIPLINARY ATTITUDE -

1. Every employee should feel free to discuss his problems with management and to courteously complain, if necessary, without fear of retaliation.
2. Dictatorial attitudes are not acceptable.
3. Discipline is not synonymous with punishment.
 - a. It is a cohesive force, a team attitude.
 - b. Discipline results from and results in high morale and cooperative efforts to achieve common objectives.
 - c. Discipline is a safeguard to the hard-working, conscientious employee who should not be asked to carry "deadwood" employees.
 - d. A supervisor's real job is to discipline and eliminate the underlying causes for misconduct or lack of productivity.

B. RESPONSIBILITY -

1. The major and final responsibility for sound and lasting discipline belongs to management.
2. All of the supervisory staff must assist actively in fulfilling this responsibility.
3. All supervisors should strive to establish the kind of working relationships that will make employees want to do their best work.
 - a. This does not mean that supervisors should try to work satisfaction by being lenient.
 - b. Supervisors must be management-minded as well as employee-oriented.

C. METHODS OF DISCIPLINE -

1. Offer Counseling -
 - a. The supervisor should be specific in describing the problem concerning the employee's behavior or production.
 - b. After listening to the employee's explanation, the supervisor and the employee should work together to discover what caused the problem and how to correct it.
 - c. A supervisor should establish a firm understanding of the improvement to be shown within a fixed period of time.
2. Maintain Firm and Impartial Control -
 - a. Infractions must not go uncorrected.
 - b. A uniform, impartial, prompt handling of all problems builds respect and prevents serious grievances from developing.
3. Take Necessary Action -
 - a. Each supervisor must know what the various types of formal corrective actions are and what his authority is with respect to each.
 - (1.) Supervisors may suspend an employee immediately for the remainder of that regularly scheduled work day in situations where the supervisor deems the suspension necessary in order to maintain the safety of the community or other employees.
 - (2.) Before administering any other form of discipline, the supervisor should get the approval of the next higher authority in the chain of command.
 - b. In all cases the supervisor has the major responsibility for making a rational disciplinary recommendation and for providing the full and correct information and supporting data required for the upper levels of management to take or approve disciplinary or terminal action.
 - c. Each supervisor must keep a record of dates, times, places, circumstances, and witnesses pertaining to infractions of standards of conduct or productivity.
 - d. Complete records of corrective actions are necessary.
 - (1.) Records must include identification of the employee, the nature of each offense, date and time of occurrence, a description of the investigation, the action taken,

the results of the action, and the aerated of the employee regarding the action.

(2.) Records will be maintained in compliance with the labor contract.

- e. Disciplinary measure as a result of collisions involving police units will be meted out by the proper authority in the chain of command in the same manner as any other disciplinary measure as recommended by the "Collision Board".

D. CORRECTIVE ACTION - (Note: These are not intended to be a mandatory series of escalating steps.)

1. Written Warning -

a. A Lieutenant or above may issue a written warning with approval of the next higher authority in the chain of command.

b. This is a form of disciplinary action which consists of informing an employee, in writing, that his behavior or productivity must improve or more forceful action will be taken.

(1.) A Lieutenant may only recommend anything more serious than a warning.

(2.) Recommendations are subject to following the chain of command.

c. The "Notice of Warning or Reprimand" form will be utilized for all written warnings.

2. Written Reprimand -

a. A Captain or above may issue a written reprimand with approval of the next higher authority in the chain of command.

(1.) A Captain may only recommend anything more serious than a reprimand.

(2.) Recommendations are subject to following the chain of command.

b. A reprimand is a formal record of a serious disciplinary matter.

c. The "Notice of Warning or Reprimand" form will be utilized for all written reprimands.

3. Suspension -

a. The Chief of Police or the Assistant Chief may suspend an employee:

(1.) As a disciplinary measure for some serious violation or repeated violations of lesser offenses.

(2.) Pending investigation of a serious charge.

a. If an individual is suspended pending investigation of a serious charge and is exonerated, he will be reinstated with full back pay for the period of his suspension.

b. If found guilty, the employee may be further disciplined, but will not receive back pay for the period of suspension.

b. When a suspension is recommended, the recommending supervisor will schedule a meeting with the employee, his supervisors, and the Chief of Police.

(1.) This meeting will be scheduled as soon as possible, but no later than the next morning unless it is on a weekend. The meeting will then be scheduled for the following Monday morning.

(2.) The purpose of the meeting is to review the facts, discover additional information pertaining to the case, and to determine the employee's attitude for improvement.

c. Following a suspension, the employee will be advised of the procedure for initiating an administrative review and formal appeal.

d. Suspensions will be based upon calendar day recommendations.

e. The "Notice of Suspension/Demotion/Discharge" form will be utilized for all suspensions.

4. Demotion -

a. The Chief of Police or the Assistant Chief may demote an employee.

b. Demotions may be in salary step, in rank, or in loss of position classification.

c. The "Notice of Suspension/Demotion/Discharge" form will be utilized for all demotions.

d. Following a demotion, the employee will be advised of the procedure for initiating an administrative review and formal appeal.

5. Discharge -

a. The Chief of Police may discharge an employee.

b. The "Notice of Suspension/Demotion/Discharge" form will be utilized for all discharges.

- c. Following discharge for disciplinary reasons, the employee will be advised of the procedure for initiating an administrative review and formal appeal.

LAWTON POLICE DEPARTMENT

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.20
SUBJECT: DISTRICT ASSIGNMENTS		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to establish geographical boundaries for division into smaller areas of the City of Lawton.

II. PROCEDURE -

The City of Lawton shall be divided into eight (8) districts. These districts and their areas are as follows:

- A. DISTRICT ONE - Comprised of the area north of Gore Boulevard between Fort Sill Boulevard and Sheridan Road, north of Ferris Avenue between Sheridan Road and Interstate 44, and south of Rogers Lane.
- B. DISTRICT TWO - Comprised of the area north of Gore Boulevard, south of Rogers Lane, between Fifty-third Street and Sheridan Road.
- C. DISTRICT THREE - Comprised of the area north of "F" avenue, south of Ferris Avenue, east of Eleventh Street and west of Interstate 44.
- D. DISTRICT FOUR - Comprised of the area north of the south city limits, south of Gore Boulevard, between Fifty-second Street and Sheridan Road.
- E. DISTRICT FIVE - Comprised of the area south of Gore Boulevard between Eleventh Street and Sheridan Road, south of "F" avenue between Sheridan Road and Interstate 44, and north of the south city limits.
- F. DISTRICT SIX - Comprised of the area north of Gore, south of the north city limits, east of the west city limits, and west of Fifty-Third Street.
- G. DISTRICT SEVEN - Comprised of the area north of the south city limits, south of the north city limits, west of the east city limits, and east of Interstate 44.
- H. DISTRICT EIGHT - Comprised of the area south of Gore Boulevard, north of the south city limits, east of the west city limits, and west of Fifty -second Street.

III. RESPONSIBILITY FOR PATROLLING -

- A. The patrol officer assigned to any given district is responsible for patrolling its streets and responding to calls as dispatched.
- B. Officers will not leave their assigned districts except when:

1. Dispatched.
 2. En route to a meal break.
 - a. Officers are encouraged to take their meal breaks in their districts.
 - b. When there are available coffee shops, officers will take their coffee breaks in their district.
 - c. When coffee shops are not available in their district, officers will take their coffee breaks in the nearest district where they are available.
 3. Going to the Police Station to turn in paperwork or fill up the patrol unit at the gasoline pumps.
 4. Transporting a prisoner to the station.
 5. Supervisor approval has been obtained.
- C. Officers should not come into the station during the first or last hour of a shift without approval unless:
1. They are being relieved at the station.
 2. They are transporting a prisoner.
 3. They have been dispatched.
- D. Officers will be responsible for monitoring their radios at all times.
- E. Dispatchers will not hold calls of any type. As soon as the dispatcher receives a call, the officer(s) assigned to that zone will be advised.
1. The officer will evaluate the nature of the type of call and the nature of any other activity he is presently engaged in.
 2. If the call has a higher priority than his current activity, he will temporarily suspend his current activity and respond to the call even if it means pulling off of a call of a lower priority and returning to it at a later time. If an officer does temporarily suspend a call under these conditions, he will notify his supervisor to ensure the first call is followed up on in case the officer originally dispatched is unable to return to it.
- F. An officer will notify his supervisor before going into an overtime status for the purpose of obtaining the supervisor's approval or a reassignment of the call.

LAWTON POLICE DEPARTMENT

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.23
<i>SUBJECT:</i> DUTIES AND RESPONSIBILITIES OF POLICE DEPARTMENT EMPLOYEES		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Employees	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

I. PURPOSE -

In addition to those duties and responsibilities outlined for police officers throughout this manual, the following are duties and responsibilities of all employees, and failure to adhere to them may result in disciplinary action including dismissal from the Department.

II. CONDUCT AND BEHAVIOR -

- A. Employees will adhere to the Oath of Office, the Code of Ethics, and the laws of the United States, the State of Oklahoma, the ordinances of the City of Lawton and the policies of the Lawton Police Department.
- B. Employees, whether on or off-duty, will conduct themselves in such a manner that they not discredit themselves or the Department.
- C. Employees will use the authority of their position to accomplish the tasks required of the Police Department and not for the purpose of personal gain.
 - 1. Employees may not use their position, uniform, or city equipment to:
 - a. Promote any product without specific authorization from the Chief of Police.
 - b. Advertise any commercial product.
 - 2. Employees shall not carry cameras in the police units unless specifically authorized by the Chief of Police for the purpose of carrying out a specific police program or duty.
 - a. Employees will not engage in the taking of photographs while on duty for the purpose of selling prints of such photographs.
 - b. All authorized photographs taken will become the property of the Lawton Police Department.
 - 3. While on duty, employees will not involve themselves or city equipment in civil investigations or proceedings for the purpose of personal gain.
 - a. If an attorney requests a meeting or information concerning a civil matter connected to the officer's past involvement as a part of his duties (e.g. Accident Investigations), the employee will attempt to make arrangements for the meeting to occur at a time which will least affect his on-duty time.
 - b. An employee may not use city time, equipment, or personnel for re-examination, reconstruction, or review of a prior incident for civil proceedings.
- D. Employees will report to duty as assigned, either regularly or by emergency notice, and will be awake and alert at all time while on duty.
- E. Employees shall be courteous to the public.
 - 1. Employees will be tactful and considerate in the performance of their duties, shall control their tempers and exercise the utmost patience and discretion, and should not engage in argumentative discussions even in the face of extreme provocation.

2. In the performance of their duties, employees should not use coarse, violent, insolent, insulting, profane, or obscene language or gestures and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle, or similar personal characteristics.
 3. Employees will be attentive to the public and shall promptly and courteously answer all proper questions asked them by citizens.
- F. On-duty officers will not gather in public places in groups larger than four, unless circumstances require otherwise. No more than two police vehicles will be at any eating establishment, unless on official business.
 - G. Employees will refrain from starting or spreading idle or malicious gossip or rumors about other employees or any other persons.
 - H. Employees will not knowingly associate with criminals and/or patronize places of ill-repute unless in the line of official police duty.
 - I. Employees will conduct their personal financial affairs so that creditors and collection agencies do not have to use the offices of Chief of Police or other commanding officers to make collections.
 - J. Employees in uniform will not engage in the playing of video arcade games, pool, etc., or any other activity that would discredit the uniform or the officer.
 - K. Employees shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession.
 1. Employees will not participate in any activity which impairs their ability to perform as law enforcement officers or causes them or the Department to be brought into disrepute.
 2. Employees shall be scrupulously careful to maintain proper conduct with persons of the opposite sex.
 - L. Employees will cooperate with all federal, state, county, and city officials to further ensure the safety and general welfare of the public. Employees will not permit personal differences or jealousies to influence their cooperation with other agencies or law enforcement officers.

III. DUTY REQUIREMENT -

- A. Employees will study and familiarize themselves with the contents of this manual and any future revisions to it, and with the daily bulletins of the Department.
- B. Upon request, employees will supply to the asking party their name, badge number, and assignment.
- C. Employees will use police time, equipment, and personnel for police business only.
- D. Employees will take good care of and properly use all city property and will promptly report damage to or loss of city property, in writing, to the Chief of Police through the Chain of Command.
- E. Employees will deliver promptly or cause to be delivered to the proper persons all property and contraband seized, found, stolen or recovered and make a report immediately describing the property and contraband.
- F. When so directed by competent authority, employees will answer questions or render statements, and provide any material relevant to a departmental personnel investigation.
- G. Employees will move or cause to be moved any piece of equipment from any office, Division, or Bureau only with the approval of the person or Division Commander to whose Division it is assigned.

IV. INVESTIGATIONS AND COURT ACTION -

- A. Employees will refrain from suggesting or in any other manner recommending to any person the employment of any other person or an attorney or bondsman. Employees will also refrain from giving to any attorney or bondsman notice of service of a warrant, arrest, or intent to arrest, any person.
- B. Employees will reveal information obtained from police reports to personnel outside the Department only as required by law or competent authority.
- C. After receiving facts or information pertaining to departmental business, employees will report the facts or information in accordance with departmental procedure.
- D. Employees will involve themselves with cases assigned to other officers only with the knowledge and consent of a commanding officer or of the assigned officer.
- E. Employees will not volunteer to refute the testimony or expected testimony of another officer in any criminal or civil proceedings without the specific authorization of the Chief of Police.
- F. Employees will attempt to interrupt the legal process only in a case where a gross injustice might otherwise occur. Attempts to have any traffic citation or other case reduced, voided or stricken from the docket will only be done in the best interest of the Department and the community.
- G. Employees will notify the Chief of Police prior to seeking, suing for, soliciting, or agreeing to accept, any money or other compensation for damages sustained or expenses incurred by them in the line of duty.

V. POLITICAL ACTIVITY -

- A. Employees will limit political activity to off-duty hours and will in no case use official authority or influence for the purpose of interfering with any election or nomination for office or affecting the result thereof.
- B. Employees who become a candidate for public officer will resign from the Department immediately.
- C. Employees will not place or allow to be placed on police vehicles or equipment any form of campaign literature.
- D. Employees who join the Communist Party or any subversive organization which seeks to overthrow by violence the existing government and who knows at the time of joining the purpose and intent of the organization will be immediately dismissed from the Department.
- E. Because circulation of an initiative petition is considered political activity, employees will engage in such activity only when off-duty and never in uniform. Petitions will not be carried in police vehicles.

VI. USE OF ALCOHOLIC BEVERAGES AND TOBACCO -

- A. Employees will restrict use of tobacco products to common courtesy and good manners at all times. Uniformed officers may NOT use tobacco products when they:
 - 1. Are in a formation.
 - 2. Have to leave their assignment or post to get it.
 - 3. Are engaged in traffic direction or control.
- B. Employees will never consume alcoholic beverages on duty except when necessary to carry out a police assignment, and then only with prior approval of the employee's commanding officer.
- C. No employee will ever house any alcoholic beverages within the police station or store, transport, or otherwise keep any alcoholic beverage in any police vehicle, except when necessary to carry out official police business.
- D. Employees, whether on or off duty, will not purchase any alcoholic beverage while wearing a uniform (or

any part thereof) of the Department.

VII. ABUSE OF POSITION -

- A. Employees shall not use their official position, Department commission card, or badges:
 - 1. For personal or financial gain.
 - 2. To solicit or secure special privileges or exemptions for themselves or others, except as may be provided by law.
 - 3. For avoiding consequences of illegal acts.
- B. Officers shall not permit their Department commission card or badge to be photographed or reproduced without the specific approval of the Chief of Police.
- C. Employees shall not authorize the use of their names, photographs, or official titles which identify them as officers, in connection with any testimonial or advertisement of any commodity or commercial enterprise, without the specific approval of the Chief of Police.

VIII. GIFTS, GRATUITIES, OR BRIBES -

- A. While on Duty, employees shall not solicit from any person, business, or organization any money or other valuable thing (including tangible or intangible personal property, food, beverage, loan, promise, service, or entertainment) as a gift, gratuity, or reward for the benefit of the members, the Department, or the F.O.P.
- B. Employees shall not accept from any person, business, or organization any money or other valuable thing for the benefit of the officers or the Department, if it may reasonably be inferred that the person, business, or organization:
 - 1. Seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty, or
 - 2. Has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.
- C. If it may not reasonably be inferred to be connected with an employee's official position, an employee may:
 - 1. Accept an individual serving of a nonalcoholic beverage offered for free or at a reduced price or a free meal or at a reduced price (caution, sound discretion and reasonableness is stressed here) if the officer has offered full payment for it and such payment has been refused.
 - 2. Accept unsolicited advertising or give-away material such as pens, pads, calendars, diaries, or similar items of little or nominal value.
- D. Employees shall not solicit contributions or subscriptions, sell tickets, or collect donations for any purpose whatsoever while on duty or in uniform or while representing the Police Department without the specific approval of the Chief of Police.
- E. Any employee receiving an unsolicited gift or reward which may reasonably be inferred to be connected to the employee's official position shall immediately report the receipt of such gift or reward to his immediate superior. Such immediate superior shall, via the chain of command, determine appropriate disposition of the gift or reward.
- F. Employees shall not accept as a gift or reward any money or other valuable thing (no matter how nominal the value) from any person who they know, or should know, is under criminal investigation or indictment, has a reputation in the community or the Department for present involvement in felonious or criminal behavior, is a habitual violator of the law, is a prisoner, or is under armrest or detention.
- G. No employee shall solicit or accept any bribe or engage in any act of extortion or any other unlawful means of obtaining any money or other valuable thing.

- H. Employees shall not accept, collect, or attempt to collect any costs or fees for services connected with their official position, except as authorized by law and Department policy.
- I. Employees will accept fees for appearing in civil cases in any manner arising out of their official employment only as expressly authorized by the law.
- J. Employees may not accept rewards. This includes money for Military AWOL apprehension, finder's fees, bondjumpers, etc.

IX. DERELICTION OF DUTY -

- A. **NEGLECT OF DUTY** -
Employees shall not read, play games, watch television or movies, or otherwise engage in entertainment while on duty, except as may be authorized. Employees will not engage in any activities or personal business which would cause them to neglect or be inattentive to duty.
- B. **UNSATISFACTORY PERFORMANCE** -
Employees shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and goals of the Department. Unsatisfactory performance may be demonstrated by:
 - 1. A lack of knowledge of the application of laws required to be enforced.
 - 2. An unwillingness or inability to perform assigned tasks.
 - 3. Failure to conform to work standards established for the employee's rank, grade, or position.
 - 4. Failure to take appropriate action on the occasion of a crime, disorder, or other condition deserving police attention.
 - 5. Absence without leave.
 - 6. Sleeping on duty.
 - 7. Cowardice by shirking his duty or avoiding his responsibility in the face of danger or difficulty because of a reprehensible lack of courage. (This in no way prohibits the use of sound judgment in dangerous or difficult situations nor requires members to proceed in situations where it is not reasonable to expect them to do so.)
 - 8. Fictitious or feigning of illness or injury.
 - 9. Exhibiting prima facie evidence of unsatisfactory performance by:
 - a. Repeated poor evaluations.
 - b. Repeated documented infractions of rules, regulations, policies, procedures, directives, or orders of the Department.
 - 10. Leaving assigned duty posts, absenting themselves from any duty, or leaving their areas of assignment (zones) during their duty shift except when authorized by proper authority or as required in the performance of duty.

X. HEALTH AND PHYSICAL FITNESS -

- A. Employees shall maintain themselves in good physical condition and possess physical stamina adequate to perform the duties of their position.
- B. Employees shall keep their weight within the bounds of good health and appearance.
- C. When an employee is found to have physical defects or deficiencies which can be controlled by medical treatment, medication, or appropriate diet, he shall seek to control or correct such condition.
- D. Employees will submit to a physical or psychological examination when it has been deemed appropriate and so ordered by the Chief of Police.

XI. FLAG ETIQUETTE -

- A. Employees will salute the flag when it is passing parade or being raised or lowered. Uniformed employees will give a military salute; non-uniformed employees will place their right hand over their heart.

- B. When the pledge of allegiance is given, employees will stand at attention and recite it. Uniformed employees will remove their hats and place them over their hearts during the reciting of the pledge.
- C. When the National Anthem is played, uniformed personnel will salute and non-uniformed personnel will stand at attention with their hands over their hearts. If the flag is also displayed, all personnel will face the flag.
- D. Employees need not salute the President of United States.
- E. If the Chief of State of a foreign nation is present, and the flag of that nation is hoisted, employees will show the same respect due the flag of the United States.

XII. FUNERAL ETIQUETTE -

- A. When taps are played at a funeral, uniformed employees will salute and non-uniformed employees place their hands over their hearts.
- B. At an interment service, employees will remove their hats and place them over their hearts during the prayer.
- C. At the end of a funeral, employees will remove hats or helmets and place them over their hearts when passing by the casket to pay last respects.
- D. As the casket is moved from the church to the hearse, uniformed employees will come to attention and salute until the casket is in the hearse.
- E. Uniformed employees who escort funeral processions will dismount their vehicles when they arrive at the cemetery and salute as the hearse passes by.

LAWTON POLICE DEPARTMENT

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.27
SUBJECT: ESCORTS		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to provide guidance when escorting other vehicles.

II. PROCEDURE -

A. FUNERAL PROCESSIONS -

1. The escorting of funeral processions are provided as a courtesy to the citizens of this community.
2. Officers escorting funerals must take all reasonable precautions to ensure the safety of the processional members.
 - a. The escort speed of the procession will be determined by:
 - (1) The location
 - (2) The time of day
 - (3) Environmental conditions
 - (4) Other traffic in the area
 - b. The escorting officer will use the red lights throughout the escort.
 - c. The unit's siren may be engaged for short periods at major traffic intersections or in congested areas when the attention of the other drivers should be obtained in an effort to safely negotiate the escort.
 - d. Prior to actually beginning the escort, the officer should advise the driver of the Hearst as to:
 - (1) The route that will be taken.
 - (2) The speed the procession will be escorted.
 - (3) Other special instructions.
 - e. The escorting officer should ensure that the funeral home personnel has placed the proper flags on the processional vehicles and advised the drivers to turn on their headlights.
 - f. If the officer determines that the procession will be unusually long, he should request an additional unit to assist in clearing the intersections.
 - g. Generally, the procession should travel no faster than 25 mph. However, the speed should not be less than 15mph below the posted speed limit. (NOTE: The officer should periodically check his rearview mirror to ensure that the procession has not become too strung out and adjust his speed accordingly.)
 - h. The officer escorting the procession should maintain a steady speed until he comes within one block of a major intersection. He should then proceed ahead at a reasonable speed and attempt to stop all traffic at the intersection prior to the Hearst arriving.
 - (1) Before entering an intersection against a traffic control device, the officer should make a reasonable effort to determine that it is safe to do so.
 - (2) Traffic should be stopped by the officer disembarking from the vehicle and giving proper hand signals.
 - I. The procession should stay in the left hand lane except when necessary to use another lane to negotiate congested traffic. However, under no circumstances will the procession be led

left of center.

- j. Upon arrival at the cemetery or City limits, the officer will observe funeral etiquette. (See policy on Duties and Responsibilities of Employees.)
- k. Once the procession has completely entered the cemetery or cleared the City limits, the officer will then turn off all emergency equipment and return to service.

B. ESCORT OF EMERGENCY VEHICLE(S) -

The escorting of vehicles equipped with emergency lights and sirens is prohibited unless:

- 1. The equipment on the vehicle to be escorted is not functional and fails to operate.
- 2. The vehicle is from out of town and the driver needs routing information.
 - a. If possible, the officer should stop and tell the operator the best route.
 - b. If it appears the driver is having orientation problems and may get lost, an escort should be provided using extreme caution. (NOTE: NO ESCORT MAY BE GIVEN WITHOUT OBTAINING PERMISSION FROM THE IMMEDIATE SUPERVISOR.)

C. ESCORT OF PRIVATE VEHICLES -

- 1. The escorting of a private vehicle by a marked unit with emergency lights and siren engaged is prohibited unless:
 - a. The situation is, in fact an EMERGENCY with a human life in JEOPARDY.
 - b. Permission is obtained from the escorting officer's immediate supervisor.
 - c. The officer makes contact with the driver of the private vehicle and instructs him to follow the police unit by approximately two (2) car lengths.
 - d. Extreme caution is used during the escort.
- 2. An officer will not escort a private vehicle at a speed which exceeds the posted speed limit unless a life or death situation is at hand.
 - a. If the situation is not a true emergency (i.e. broken arm, slow pregnancy pains, etc.) then the driver of the private vehicle will be instructed to slow down and obey the traffic signals.
- b. If the driver of the private vehicle appears to be upset or too nervous to safely operate the vehicle, the officer will call for an ambulance to transport the victim.
- 3. Since each situation is unique, an officer must use good judgment, based upon training and past experiences, to determine whether to escort, call an ambulance, or take other action.

D. ESCORT OF MILITARY CARAVANS, PARADES, ETC. -

Officers who escort military caravans, parades, etc. will use the same procedure as outlined for Funeral Escorts except those sections specifically dealing with funeral home duties, funeral etiquette etc.

LAWTON POLICE DEPARTMENT

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.29
<i>SUBJECT:</i> EVIDENCE SUBMITTED TO OSBI		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

- I. PURPOSE -**
The purpose of this policy is to establish guidelines for the submittal of evidence to the Oklahoma Bureau of Investigation.
- II. SUBMISSION OF PHYSICAL EVIDENCE -**
- A. **METHOD OF SELECTION -**
Various methods can be employed to submit evidentiary material to the laboratory. Generally, the method selected will depend upon the type and size of the exhibits involved. Whatever the method employed, care must be taken to assure that evidence will not be lost, damaged, or contaminated and that the chain possession of the exhibits can be legally established and proved.
- B. **INFORMATION REQUIRED -**
In every case, as completely filled out OSBI evidence submittal form should accompany the exhibit submitted. Only ONE submittal form is needed. If additional space is required for the description of items, etc., an additional sheet may be attached. This submittal form or letter must be attached to the OUTSIDE of the container. This form furnishes the following information:
1. Name of suspect or defendant, if applicable
 2. Name of victim, if applicable
 3. Specific type of crime involved
 4. Agency submitting evidence
 5. Name of officer submitting evidence
 6. Name of officer to whose attention reports should be sent and/or evidence returned.
 7. Itemized list of exhibits (EACH ITEM SHOULD BE LISTED AND NUMBERED).
 8. Purpose of examinations or type of studies desired
 9. A brief summary of the specific case under investigation.
 10. Notations concerning any accidental or intentional changes which the investigator has made in the exhibits.
- C. **PERSONAL DELIVERY -**
1. Best Method -
Personal delivery of evidence is the best method in those cases where the investigation or the evidence involved is complex. It is also best when large or perishable exhibits are involved or when there are many separate items.
 2. Avoid Use of Messengers -
Evidence should not be delivered by officers unfamiliar with the case under investigation. Such persons normally do not have information about the investigation needed by the laboratory. In addition, such procedures add one more individual to the chain of possession and he usually will be

needed to testify regarding such evidence possession of the case goes to trial.

3. Avoid Use of Messengers -
Evidence should not be delivered by officers unfamiliar with the case under investigation. Such persons normally do not have information about the investigation needed by the laboratory. In addition, such procedures add one more individual to the chain of possession and he usually will be needed to testify regarding such evidence possession if the case goes to trial..
4. Contact the Laboratory -
Whenever possible, telephone prior to personally delivering evidence. This is particularly important if the case is complex.
5. Contacting Analysts During Non-Working Hours -
Analysts can be contacted through OSBI Headquarters at any time.

D. **DROP BOX** -

1. Prevent Damage -
Package contents so that breakage or contamination will not occur during shipment.
2. Seal Package Completely -
Seal completely with paper tape or other sealing tape.
3. Place Letter on Outside of Package -
Use an OSBI evidence submittal form. Place this in an envelope and attach it to the OUTSIDE of the sealed package. This permits the laboratory to record the case and to assign it to the best qualified specialist. Only the analyst assigned to the case will open the package. It also permits suitable storage of unopened perishable evidence when examinations must be delayed. In instances where there is need for obtaining the results rapidly, it permits assigning priority to specific exhibits.

E. **EVIDENCE REQUIRING SPECIAL HANDLING** -

1. Explosives -
Do not deliver explosives to the laboratory without first contacting the laboratory by telephone. Suitable instructions will be given concerning procedures to be followed.
2. Other Dangerous Materials -
For the safety of both transporting officers and the laboratory staff, it is urged that telephone contact be made prior to delivering loaded weapons, dangerous chemicals, etc.
3. Perishable Materials -
Perishable materials must be so marked and an effort will be made to personally notify one of the laboratory personnel of the contents.

III. LABORATORY REPORTS OF EVIDENCE EXAMINATION -

- A. On completion of OSBI laboratory analysis, reports are submitted to the head of the law enforcement agency requesting the examinations. These reports normally are marked to the attention of the specific officer submitting the evidence. Copies will be furnished to other agencies only at the request of the submitting agency. The reports include the results of the examinations and the conclusions of the examiner, if appropriate. The person signing the report is the employee responsible for the examinations, who will be able to testify concerning his or her findings.
- B. All reports are numbered and any future correspondence in reference to a specific case should refer to the case number in the heading of the report. Attempts are made by the OSBI to assign the same number to all work conducted on the same crime. Reference to the case number in all future communications permits rapid location of all reports and other information pertaining to a specific case.
- C. When analysis results are urgently needed, the OSBI will furnish preliminary reports by telephone or teletype, if requested to do so.

IV. GENERAL INSTRUCTIONS FOR THE COLLECTION AND PRESERVATION OF EVIDENCE -

- A. **CONTAINERS** -

Various types of containers can be used for items of physical evidence. Several different packaging methods are listed here. The investigator should try to suit his container to the sample. Due to bacterial or fungal actions, it is imperative that you **DO NOT PUT EVIDENCE IN PLASTIC BAGS OR OTHER AIRTIGHT CONTAINERS.**

1. Small, unused paper sacks are suitable for small, dry objects.
2. Paper envelopes are suitable for folder paper bundle containing Trace Evidence such as hairs, fibers, soil, powders, etc., if all corners are sealed. Use a different envelope for EACH PAPER bundle.
3. Garments and large exhibits can be placed in paper bags or rolled in paper.
4. Paper can be sealed around the ends of large exhibits such as tools to

Prevent loss of adhering evidence.

5. Loss of adhering evidence on large exhibits such as safes, vehicle bumpers, etc., can be prevented by placing paper over the evidence and sealing it down with tape.
6. Always use CLEAN and NEW containers to prevent contamination.
7. Special precautions regarding containers employed for specific types of evidence are discussed in the various sections of this policy.

B. **SEALING CONTAINERS -**

Preventing loss, contamination, or access by unauthorized persons are of primary importance.

ALSO, DO NOT OVER SEAL AND COMPLICATE OPENING THE CONTAINER IN THE LABORATORY.

C. **KEEP EXHIBITS SEPARATE -**

EACH ITEM should be placed in a separate container. Packaging separately prevents damage through contact and cross contamination.

D. **IDENTIFICATION -**

Both the evidence and its container should be identified by the officer's initials, the date, and the place of collection. This information should be indicated on the outside of the container or package.

V. **SPECIFIC COLLECTING AND PACKING INSTRUCTIONS -**

A. **BLOODSTAINS -**

1. **Fresh Moist Stains -**

- a. The stain **MUST BE AIR DRIED** before it is packaged. **DO NOT USE HEAT TO DRY STAINED MATERIAL OR PLACE IT IN BRIGHT SUNLIGHT TO DRY.** Hang clothing and similar articles in a well ventilated, cool room until dry. **CAUTION:** A fan should not be used since foreign material may be lost.
- b. If not completely dried before packaging, decomposition will occur, which will prevent complete testing.
- c. When the stain is dry, label the item and roll it in paper or place it in a paper bag or box; seal and label the container. **DO NOT PUT STAINED OBJECTS INTO PLASTIC BAGS OR OTHER AIRTIGHT CONTAINERS.**

2. **Dried Stains -**

- a. **On Cloth -**
Label the article and place it in a bag or box; seal and label the container. Do not attempt to remove the stain from the cloth.
- b. **On Small Solid Objects -**
Send the entire stained object to the laboratory after labeling and packing it.
- c. **On Large Solid Objects -**

If it is practical to deliver the whole object to the laboratory, any areas containing dry stains may be covered with paper and the edges sealed down with tape to prevent loss or contamination. If it is impractical to deliver the whole object to the laboratory, cut out the stain or scrape the stain onto a clean piece of paper which can be folded into a bundle and placed in an envelope. Scrape the blood

from the object, using a disposable unused razor blade. Wash and dry the instrument before removing each stain. This will prevent cross contamination of the samples. Seal and mark the container making sure that the razor blade is included.

- d. Do not mix separate dried stains. Place each stain in a separate container.
- e. The heat and humidity associated with the summer months present a serious problem in the preservation of biological evidence obtained from the crime scene. These two factors will cause rapid deterioration of blood samples, thus preventing determination of the blood group. Keep the dried biological specimens cool. **DO NOT** place these items in the car trunk or inside a locked car. They must be transported in an air-conditioned environment.

3. Comparison Specimens -

- a. If the grouping of bloodstains is desired, always obtain fresh known blood samples from ALL subjects involved. The grouping of dried stains seldom has any significance unless the blood groups of the subjects involved in the case are known. Information concerning the blood groups of subjects involved in an investigation also may assist the laboratory in selecting the most suitable test method or methods.
- b. Blood samples from suspects and/or victims will be drawn by qualified medical personnel only. Use ACD (Acid Citrate Dextrose) tubes for known blood samples. An officer should actually witness the blood being drawn for evidentiary purposes. Although a search waiver to obtain blood samples is legal, the preferred method is to obtain a court order for the samples.
- c. Blood samples from deceased persons will be drawn by the medical examiner at the time of the autopsy.

4. Types of Tests Conducted -

- a. Proof of presence of blood
- b. Detection of human origin of blood
- c. Detection of some types of animal bloods
- d. Determination of basic ABO blood groups
- e. It is not possible to prove that a bloodstain came from a specific individual. It may be possible, however, to demonstrate that the blood group present in the stain and in the blood of a subject are alike.
- f. The laboratory will conduct blood grouping whenever necessary for the investigation or prosecution of a criminal case. Such tests, however, are frequently complex, tedious, and time consuming and therefore should be requested only when it appears that the results may have significance.
- g. Transfusions of persons seriously injured will alter their blood chemistry and obscure their true blood groups. In these cases, it is necessary to wait at least sixty days after the transfusion to obtain a valid blood sample.

B. SEMINAL STAINS AND HAIR SAMPLES (RAPE CASES) -

- 1. Semen is the male reproductive fluid. It normally contains spermatozoa, which are reproductive cells, as well as other substances. It is possible to identify dried semen by the microscopic identification of characteristically shaped spermatozoa. Seminal stains are often, but not always, found on clothing, blankets, sheets, or other materials in rape and other sex offenses. When possible, these stains should be circled and initialed by the investigator using a pencil only. This is to insure that older stains previously deposited on the material will not be used as evidence, thus giving erroneous and false information to the investigator.
- 2. Any rape victim should be advised to be examined at the emergency room of a local hospital. If the victim prefers to go to her own doctor, she should be advised to have the physician obtain a rape trauma kit from the hospital so that evidence can be properly collected and preserved.
- 3. The following rules apply for collection of hair samples from a rape suspect:
 - a. Although a search waiver to obtain hair samples is legal, the preferred method is to get a court order for the samples.
 - b. **HAIR SAMPLES MUST BE PULLED AND NOT CUT.**
 - c. The officer should request that the suspect provide the required samples.

- (1.) The officer/investigator must witness the hair removal and should have the suspect place the hair samples in a clean, unused envelope.
- (2.) If the suspect refuses to provide the hair samples on request, the officer/investigator will obtain them through whatever means is necessary.
- d. Pubic hair combings will be obtained using a different sterilized or disposable comb for each person.
- e. A minimum of twenty-four (24) pulled pubic hairs will be obtained for evidence.
- f. A minimum of twenty-four (24) pulled scalp hairs will be obtained for evidence.
4. The officer/investigator will collect items of evidentiary value such as clothing, bedding, etc. and allow them to and dry before sealing them in separate paper sacks.
 - a. All items must be packaged separately, sealed, and properly labeled to be of evidentiary value.
 - b. Due to bacterial or fungal actions, it is imperative that damp or biological evidence is not put in plastic bags or other airtight containers.
 - c. New, unused, clean paper sacks serve as good containers for packaging purposes.

B. FIBERS AND THREADS -

Clothing, rugs, blankets, curtains, and other fabrics are such common articles in modern society that their value as evidence may be overlooked. Although very common, a tremendous variety of animal, vegetable, and synthetic fibers of numerous colors are used. Thus, threads and individual fibers frequently will serve as useful evidence in criminal cases.

1. Fibers and threads often will be found in fabric abrasions, torn metal, in other areas on hit and run vehicles. In burglary cases, such evidence may be located on a torn screen, broken glass, or metal or safes or other locations. Fibers also may be important in incidents of personal contact such as homicide, assault, and rape cases where cross transfers may occur between the clothing of suspects and victims.
 2. Examinations of fibers usually will establish their type and color. Such studies also may indicate they could have originated from such garments of fabric from which the recovered fibers and threads originated.
 3. Fibers and threads also can be compared with clothing of subjects to determine whether or not they could have originated from such garments.
 4. Complete threads or long fibers frequently can be picked up with the fingers or tweezers. When recovered, they should be placed in paper which then is folded into a bundle and sealed. Never place loose fibers directly into mailing envelopes.
 5. If the fibers are short, few in number, or firmly adhering to an exhibit, attempt to remove the complete item containing the fibers and place it in a folded paper bundle. All fibers present may more readily be located and removed from such exhibits in the laboratory.
 6. Never attempt to pick up fibers on gummed tape. Once firmly caught in the gum on the tape, it is almost impossible to remove them for study and the adhesive may interfere with laboratory tests.
 7. Whenever fiber or thread evidence is recovered, submit to the laboratory for comparison purposes all clothing of persons from whom the evidence might have originated.
 8. In sex offenses, assaults, and some other investigations, it may be possible to indicate or demonstrate contact between two individuals or between one individual and some object by comparison transferred fibers. Such examinations are of value only when it is known that no contact occurred between the individual or objects prior to or subsequent to the offense. Extreme care must be taken to keep all articles of clothing and other objects separated. EACH GARMENT SHOULD BE SEPARATELY PACKAGED IN PAPER BAGS. If large, garments may be rolled up in paper. Always mark each exhibit. If the clothing of either subject touches the clothing of the other or is even laid on a table or placed on a car seat previously contacted by the clothing of the other subject, the comparisons may have no value.
9. Fabric impressions which may contain embedded fibers are frequently found in hit and run cases.

If the area containing the impression cannot be conveniently submitted to the laboratory, a photograph should be taken of the area. Always mount the camera on a tripod so that the film is parallel with the impression. Include a ruler next to the impression photographed so that the size or the make can be determined. In such cases, submit all outer clothing of all victims for comparison purposes. When the object containing the fabric impression cannot be removed but is photographed, a search also should be made for fibers. Any fibers located should be removed and placed in a folded paper bundle. In the event that the fibers are difficult to recover and if they are embedded in paint, scrape the paint and fibers onto paper using an unused disposable razor blade which then should be folded into a bundle. Usually, the fibers can be separated from the paint in the laboratory.

D. HAIR -

Although hair is a frequently encountered type of evidence, it has real evidentiary value only in a limited number of cases. Such studies normally require fairly large samples if the laboratory results are to be of real significance.

1. Human Hair -

- a. Hair samples can be identified as human and frequently some indication of the part of the body from which they originated can be established.
- b. Hair color can be determined and some information developed concerning bleaching, dying, or related treatment.
- c. The race of the individual from whom head hairs originated can be determined in many instances.
- d. Study of hairs often can establish whether or not they fell out naturally, were pulled out, or if they have been cut, crushed, or burned.
- e. Presently, it is not possible to prove conclusively that two specimens of hair came from the same individual. In the case of head hair, however, the laboratory may be able to indicate a possible common origin. The value of such studies will vary greatly depending upon the quantity of hair recovered, as well as the characteristics found in the examination.

2. Animal Hair -

- a. Animal hair samples sometimes can be identified as to the genus of animal from which they originated.
- b. While animal hair can be compared with specimens from specific animals, this type of examination will serve only to establish similarities in structure and animal type. It is not possible to prove that recovered animal hairs came from a specific animal.

3. Recovery of Hair Evidence -

- a. If hair is firmly attached, such as in dry blood, or caught in metal or a crack in glass, do not attempt to remove it but, rather, leave the hair intact on the object. If the object is small, mark and seal it in a paper sack. If the object is large, wrap the area containing the hair in paper to prevent loss of the hairs during shipment.
- b. RECOVER ALL HAIR PRESENT - Use the fingers to pick up the hair and place it in a folded paper bundle. do not mix samples recovered at different locations. Label and seal the container. Never use gummed tape to pick up hairs or to adhere them to the paper bundle.

4. Standards for Comparison -

- a. If injuries to a victim suggest a point of origin, obtain hair specimens from as near this location as possible.
- b. When the point of origin is unknown, secure samples from various locations and keep the samples separate. In the case of human head hair, it is important to obtain samples from different areas on the head since variations in structure color of head hair frequently occur in the same individual. Likewise, there is a major difference in human head, pubic, arm, beard, and other hair from different parts of the body. Animal hair secured from different areas on the animal body also will vary greatly in structure.
- c. Whenever possible, obtain large samples from each area. It is desirable that a minimum of twenty- four (24) pulled hairs from both the head and pubic regions

- d. be submitted and at least twelve (12) pulled hairs from other body regions.
- d. PULL OUT standard hair samples which will be used for comparison purposes. DO NOT obtain the hair by cutting.
- e. Always obtain samples from all individuals involved. In many investigations, the laboratory is requested to determine if a sample in questions originated from a specific individual when there are only a limited number of persons from whom the hair could have come. In the case of hair samples from vehicles in accidents, beds in sex offenses and similar investigations, it is important to have standards samples from all possible occupants and not just from the individual from whom the hairs are believed to have originated.

E. PAINT -

Paint is one of the most common types of physical evidence encountered. Paint evidence will be found in the majority of hit and run and burglary cases, where it may prove to have material value. Paint evidence also may be involved in various other types of crimes.

1. Hit and Run Cases -

- a. Paint may be transferred to the clothing of pedestrian victims. Examine all garments, with particular attention being paid to areas showing pressure glaze, tears, or other contact.
- b. If found, do not remove the paint but mark the garment and dry it completely if damp. Then carefully wrap each item separately by rolling in paper or place each garment in a separate paper bag for delivery to the laboratory.
- c. Sometimes, chips of paint will be transferred to the clothing. If these flakes contain several layers and particularly if they came from a repainted car, such evidence may have great value when the responsible car is located.
- d. Chips of paint also may be found on the ground near the point of impact. In some cases, it has been possible to physically match several chips found at accident scenes with paint remaining on the fender of the suspect's vehicle.
 - e. Obtain paint samples from all areas showing fresh damage on suspect vehicles. This is very important since the paint may be different in type or composition in different locations even though the color is the same. If the paint can be flaked off by bending the metal slightly, remove it in this manner. If not, chip the paint off, using a clean unused, disposable razor blade which will be submitted with the sample. DO NOT remove the paint by scraping. In every case, make certain that samples of **ALL LAYERS** down to the metal are collected. Use a clean, unused, disposable razor blade for each sample to prevent cross contamination. Place each sample collected from different areas and the razor blade used to collect it in separate paper bindle.
- f. Cross transfers of paint commonly occur in hit and run cases involving two or more vehicles. If loose paint chips are located in such cases, attempt to remove and place them in paper bindle. If, however, the transfers are smeared on the surface, remove chips of paint from the vehicle, including the transferred paint, as well as the top layer of paint originally on the car. Keep all transfers recovered from different areas in separate containers.
- g. When cross transfers occur, always collect known, uncontaminated samples from each vehicle from area immediately adjacent to each transfer collected. This is of great importance since such specimens permit the laboratory to distinguish between the transferred paint and the paint originally present on the vehicle.

2. Burglary Cases -

- a. Tools used to gain entry into buildings or safes often contain traces of paint, as well as other substances such as plaster, safe insulation, etc. Care must be taken so that this type of trace evidence is not lost. If such transfers may be present, wrap the end of the tool containing the material in paper and seal with tape to prevent loss. In no case should an attempt be made to fit the tool into the marks or impressions. If this is done, transfers of paint or other material might occur and any material later found will have no significance

- as evidence.
 - b. Collect specimens of paint from all areas which the tool may have contacted at the crime scene. These samples should include all paint layers present.
 - c. The tool itself may contain paint or other coatings, traces of which may be left at the crime scene. A careful search should be made of each tool mark for any such evidence..
3. Recovery and Preservation of Paint Specimens -
- a. Keep all samples collected in separate paper bindle.
 - b. If the sample is very small or difficult to remove, send the complete exhibit to the laboratory.
- c. Always chip or otherwise remove samples with contain **ALL LAYERS** OF PAINT or other material present if the complete exhibit containing the paint is not to be submitted to the laboratory.
- d. Paint should be placed on sheets of white paper which then can be folded and sealed to prevent loss. **DO NOT** put paint chips on adhesive tape or loose in an envelope.

F. **GLASS -**

Windows frequently are broken in burglaries, headlights in hit and run cases, and bottles or other objects may break and fragments be left on garments or other property of subjects involved in various types of crimes.

1. Collection and Packaging of Evidence Glass -

- a. The shoes and clothing of suspects, as well as other objects which may have been contaminated with glass, should be marked and wrapped separately to avoid cross contamination.
- b. All glass found at hit and run scenes should be recovered. All glass should be collected because more than one type may be present. In addition, if just a few representative samples are saved, individual pieces that could be physically matched with glass remaining in the headlight shell of the suspected vehicle may be overlooked. The search should not be limited to just the point of impact since other headlight glass may drop off at some distance away as the car leaves the crime scene. Glass from different locations should be kept in separate containers.
- c. Place small glass fragments in folded white paper; seal and mark the container.
- d. Place large glass fragments in paper bags or boxes but separate individual pieces with paper or tissue to prevent breakage or damage to edges during shipment. Large fragments can be marked with grease pencil, adhesive, labels, or a scribe but this is usually not necessary if all are sealed together in a single marked container. When breakage direction determinations will be needed, it will be necessary to mark each glass piece prior to its removal from the window to designate inside and outside surfaces.
- e. The headlight filaments from the broken headlight of a suspect's car may bear significant glass contamination. The absence or presence of fused glass can be determined in the laboratory and may provide evidence as to whether the headlights were on at the time of headlight breakage.

2. Standards for Comparison-

a. Windows -

If a broken window at a crime scene is small, submit the whole window or all glass remaining to the laboratory. If the evidence glass is large enough for physical matching of broken edges or comparing the fracture lines, hackle marks, surface abrasions or contamination, the whole broken window is necessary. When physical matching does not appear possible and a broken window is large, the recovery of several samples from different areas of the window is usually satisfactory. Heat-hardened or tempered glass is commonly encountered in glass doors and automobile side and rear windows. The well-known dice breakage of this kind of glass is commonly encountered in glass doors and automobile side and rear windows. The well-known diced breakage of this kind of glass into typically small, rectangular beads make physical matching impractical in most cases. Several pieces should be collected for comparison of physical properties with evidence glass.

b. Auto Headlights -

All glass remaining in the shell must be recovered if physical matching with fragments from the scene is to be conducted. Remember to consider the potential value of glass on the lamp element as an indicator of whether the headlight was on at the time of breakage. These will be microscopic fragments not normally visible to the unaided eye.

c. Other Glass -

When bottles or other glass objects are broken, recover all glass remaining. Glass on shoes of suspects can be compared with broken bottles at crime scenes and glass from the skull of a murder victim can be compared with a broken bottle used as a weapon.

3. Value of Glass Comparison -

Glass will have the greatest value as evidence only when fragments from two sources can be physically matched together. When this is possible, a common origin can be conclusively established even when the fragments are quite small. In the case of powdered glass and minute fragments, it can be established that the material is, in fact, glass and very accurate common origin usually are not possible. Nevertheless, the latter type of comparisons will establish similarities or differences in samples and thus may prove significant.

4. Other Glass Studies -

Other studies of glass are sometimes of importance. In the case of broken windows or other glass sheets, it often is possible to determine the side to which the force was applied which resulted in breakage. When multiple fractures are present in glass, it also may be possible in some instances to prove the sequence of shots through glass when consecutive bullets penetrate glass from one or both sides. In all instances, it is essential to have available for study all glass remaining in a window, as well as all fragments which broke and fell to the ground. A simple diagram should be made to differentiate and identify the origin of glass samples from the window and from the ground. A copy of this diagram should be submitted with the evidence.

G. OPERATING CONDITION OF LIGHTS -

As part of the investigation of vehicle accidents, it is often of importance to determine whether or not a headlight, taillight, spotlight, turn indicator light, or other unit was on at the time of the accident. Such determinations usually can be made if the lamp bulb has been cracked or broken at the time of the accident. In some instances, such determinations also can be made even if the glass is not broken.

1. Recovery of ALL parts of the broken lamp is of primary importance. Carefully remove the COMPLETE lamp unit if possible. Otherwise, removal ALL PARTS of the unit even if it is completely smashed. The parts recovered should include the socket, glass fragments, filament supports, and the filaments. A thorough search for any portions of the foiled fragments themselves is of great importance since they are very small and fragile and may be overlooked when broken. The recovery of the filaments is of greatest value since more information can be secured from them than from the examination of any other parts of the lamp unit or light bulb.

2. Separated filaments recovered should be protected from further breakage. They may be placed on cotton or on a piece of cardboard which is then sealed in a paper bundle. always prevent any further breakage. DO NOT USE TAPE TO SECURE THE FILAMENT.

3. Broken lamp units and parts which have been recovered should be marked and then packaged in a manner to prevent further damage during shipment.

4. Whenever practical, if the broken unit is one of a pair, attempt to remove and submit to the laboratory the other lamp of the pair. Frequently, such unbroken units will aid in determining the age and condition of both lights prior to the time that one was broken.

5. Check the vehicle at the time the lamps are removed to determine the purpose served by each broken light. While this normally is obvious, occasions do arise in which wiring has been altered. This is particularly true in the case of some motorcycles where occasionally it has been found that tail and stoplight wires have been reversed.

6. In the investigation of accidents where the operating condition of lights is of importance, always check the position of the light switches. Also question all suspects, victims, and witnesses as to their observations concerning the operating condition of lights involved.

7. Advise the laboratory if any attempt has been or may have been to turn on a damaged or broken lamp after the accident occurred.

H. PLASTIC -

Different types of plastics are used in a wide variety of modern products. Periodically, such articles will be broken or otherwise become involved as evidence in various criminal investigations.

1. Parking, turn indicator, guide, taillight lenses on most motor vehicles now are made of plastic. When these are broken at accident, burglary, or other scenes, the fragments recovered frequently

will serve to indicate a specific make, model, or year of vehicle. This generally is possible because different sizes, shapes, designs, and colors of such lenses are used by the various manufacturers on different year or models of vehicles.

2. When fragments of lens plastic of adequate size are recovered, attempts should be made to have them identified by local auto dismantles or new vehicle parts department employees. When such plastic cannot be identified locally, it may be forwarded to the laboratory for additional study.
3. When a suspect vehicle contains broken plastic, remove all portions of the unit remaining. If physical matching of broken edges on fragments from the two sources is possible, a common origin will be conclusively established. In those cases where physical matching of fragments is not possible (usually due to the loss of intervening fragments), analysis to determine the specific type of plastic can be carried out. The latter, however, usually has somewhat limited value since different manufacturers will commonly use the same type of plastic on many different lenses.
4. Various types and widths of plastic tape may be used to bind robbery victims, insulate electrical wire connections, or be employed for other purposes. When such plastic tape is recovered as evidence, it can be compared readily with rolls or strips of tape in the suspect's possession. In some cases, it also has been possible to physically match together cut or torn ends on tape from two sources.
5. Subjects who commit various types of crimes where they are apt to remain at the scene for an extended period will occasionally open cigarette packages and leave parts of torn plastic, foil, or labels at the scene or in a vehicle. When such individuals are apprehended within a short period of time and still have the cigarette package in their possession, it is possible to physically fit together the torn wrapper portions from the two sources. Such findings will establish that the subject was at the crime scene.

I. SOIL -

The comparison of soil or dried mud samples on shoes or clothing of suspects with specimens secured in and about crime scenes is frequently of value in burglaries, sex offenses, homicides, and other investigations. Periodically, soil samples also will fall from under vehicle fenders at hit and run scenes and comparison with specimens recovered from suspect vehicles may aid in placing the vehicle at the scene. Comparison of samples in such investigations may prove useful but to have real significance, it usually is necessary to employ very careful evidence collection procedures to secure numerous samples. naturally occurring soils consist of rock and mineral fragments, material such as clay, decomposed organic matter, living organisms, chemicals, and water. Samples secured from many area also may contain debris resulting from human habitation or industrial operations. The latter type of debris, if sufficiently varied and unique, often will be of greatest value in individualizing a specimen. Proper evaluation of laboratory findings when only naturally occurring soil is present requires the study of sufficient samples to establish the normal distribution of soil in and about the source of the specimen.

1. Firmly Attached Soil Samples -

If the soil is firmly attached to some object, as in the case of dried mud on a shoe, do not remove it. Label the object and place it in a bag or some other appropriate container. Always completely seal the container so no loss of the specimen can occur. Be certain the soil is dry before packaging.

2. Loose Soil on Clothing -

If the soil is loose, in a trouser cuff for example, shake it all out onto a clean piece of paper. Then fold the paper into a bundle and place this in an envelope or other container which can be sealed completely. Label such containers to show the source of the sample.

3. Soil on Other Objects -

In the case of loose soil or mud on the street or in a building, pick up the soil and place the dried sample in a paper bag or box and seal and mark the container. Attempt to collect the soil without other contaminating material.

In the case of hit and run cases, cakes, cakes of dried mud may fall to the pavement or road shoulder from under a vehicle fender. In such cases, if contamination may have occurred, attempt to pick up the upper part of the specimen only, leaving the contaminated underside. Also, advise the laboratory concerning the possibility of contamination.

4. Prevent Contamination -

Great care must be taken to prevent contamination or loss of samples during shipment. Always place samples in sealed containers if possible. Do not use envelopes as they invariably break or

- leak. If boxes are used, line them with clean paper and seal the box.
5. Damp Soil -
Always dry out damp soil specimens or moist objects containing soil or mud prior to packaging. When sealed in a container while damp, mold growth will occur and organic matter in the soil will decompose. Thus altering the sample. Always seal soil containers to prevent loss of sample and place suitable markings on the outside of the container.
 6. Reference Specimens for Comparison -
 - a. Collect reference samples from the suspected source of the specimen in question. Also collect samples from many other locations in the vicinity of the crime scene so that the laboratory can determine how much variation there is in the soil in that area. In the case of a footprint in the ground at a residence burglary, collect reference specimens at several locations in the yard at the scene. Also obtain samples from adjoining property. In cases where comparisons from adjoining property. In cases where comparisons of soil from rural areas are desired, collect specimens from various locations in the fields near the crime scene and also from adjoining farms or fields.
 - b. An excellent method for securing useful reference specimens in open areas is first to take one or more samples from the scene, footprint, tire print, or other similar location; then to collect additional samples at distances of approximately ten, fifty, and one hundred feet in all four compass directions (where soil is present) from the original location. This gives a good picture of the soil conditions and variations in the crime scene area. Include a drawing which shows where the samples were collected in respect to each other. If dried mud is present on a suspect's shoes or clothing, question him as to its source. Obtain soil samples from any alibi areas he may mention.
 - c. **COMPARISON SAMPLES MUST BE REPRESENTATIVE.** If soil on shoes appears to be from the surface where footprints are found, collect surface samples. Do not dig down and collect subsurface specimens which may be quite different. If the soil may be from an excavation of some type, collect numerous specimens at different depths and mark the depth at which each was recovered.
 - d. If soil recovered at a hit and run scene may have dropped from the fender of the responsible vehicle, collect reference specimens from under each fender of suspected vehicle. Keep each sample separate and label it as to its source. Normally in such cases, only lumps of dried mud have much value. Fine silt from under the fenders of vehicles usually cannot be definitely connected with any specific automobile. In some cases where a large lump of dried mud is found at an accident scene, it may contain a characteristic shape which can be compared either with mud remaining under a fender or irregularities in the fender of the responsible vehicle.
 - e. In most soil comparison cases, numerous comparison specimens are necessary.
 - f. Collect comparison samples as soon after the crime is discovered as possible. If delays occur, the soil may be altered by cultivation or contamination and thus no satisfactory comparisons can be made.
 7. Value of Soil Comparisons -
The laboratory conducts a variety of soil analysis to establish the similarity or difference between the samples. If the soil is in any way unusual, the comparisons may have great value. In some cases where similar soil is present over a wide area such as on a river levee or sandy beach, the comparisons may have little value. Definite conclusions cannot be reached unless complete studies of many samples from the crime scene area are possible.

LAWTON POLICE DEPARTMENT

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.30
<i>SUBJECT:</i> EYEWITNESS IDENTIFICATIONS		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

- I. PURPOSE -**
The purpose of this policy is to establish uniform eyewitness identification procedures which are reliable and fair.
- II. DEFINITIONS -**
- A. **LINEUP** - An identification procedure in which a suspect is placed in a live group setting and presented to an eyewitness.
 - B. **SHOWUP** - An identification procedure in which the suspect is presented singly in the field to an eyewitness.
 - C. **PHOTO LINEUP** - An identification procedure in which a group of photographs are displayed together before a witness.
 - D. **INFORMAL IDENTIFICATION** - A procedure in which an officer takes a witness to observe a suspect who is at liberty and usually unaware that he is being observed.
 - E. **WITNESS** - A victim or an eyewitness to a crime.
- III. GENERAL GUIDELINES -**
- A. An eyewitness identification is unnecessary when:
 - 1. The witness would be unable to identify the offender due to a lack of opportunity to view him at the time of the offense.
 - 2. The witness knew the identity of the suspect prior to the commission of the offense or subsequently learned the identity of the suspect after the offense without police assistance.
 - 3. The suspect is arrested while in the act of committing the crime.
 - B. When there are two or more witnesses, each witness shall view the suspect or his likeness (photo, sketch, or composite drawing) separately from any other witnesses.
 - C. A witness will not be allowed to converse or otherwise communicate with the other witness(es) concerning the identification until the identification procedure is completed.
 - D. A complete record of the identification procedure must be made.
 - 1. The time, location, and identity of all those present, including the persons being viewed who are not suspects, must be noted.
 - 2. The record must also include any statements made by witnesses and remarks made by the officer(s), suspect(s), and/or attorney(s) present.
- IV. LINEUPS -**
- A. The preferred method of establishing a suspect's identification, connecting him to a specific crime, is a lineup.

- B. A lineup will be used to establish identification unless:
1. A positive identification has already been established in a Field Identification.
 2. No witnesses can attend the lineup due to:
 - a. Illness or injury.
 - b. Refusal to cooperate with the police.
 - c. An extreme inconvenience for the witness created when the suspect has been arrested locally but the witness and/or crime scene is at a distant location.
 3. The suspect has an appearance so unusual or unique that other persons with similar physical characteristics cannot practically be found for a lineup.
- C. If a suspect is uncooperative or refuses to participate in lineup:
1. He will be advised that he has no legal right to refuse.
 2. A record shall be made of the precise words of the refusal.
 3. He will be asked again to participate in the lineup and if he continues to refuse, the Officer conducting the lineup will determine if forced participation is desirable and/or necessary.
 - a. If the Officer believes that the witness will be extremely intimidated or frightened, another method may be used.
 - b. If the Officer believes that the lineup is necessary, he may force the suspect to participate by obtaining a Court Order.
- D. A suspect does not have a legal right to insist that his attorney be present during a lineup relating to any crime for which he was arrested or is suspected of committing unless he has been arraigned and had identified his attorney or the court has appointed an attorney to represent him.
1. The suspect will be advised that he may have his attorney present for the lineup if one can be contacted and can arrange to be present within a reasonable time.
 2. If a suspect requests an attorney, the lineup will be delayed for a reasonable period of time to allow for the suspect to contact the attorney and to give the attorney time to arrive.
 - a. If the suspect already has an attorney, he will be allowed to notify him.
 - b. If the suspect has no attorney but wishes to retain one, he shall be given a reasonable opportunity and a reasonable amount of time to do so.
 - (1.) Requested phone calls for out-of-town attorneys will not be allowed for lineup purposes, however, they may be honored later at the convenience of the Investigator and/or Jailer.
 - (2.) Three phone calls where an attorney was reached will be considered as reasonable opportunity.
 - c. If the suspect's attorney fails to appear at the scheduled lineup, the lineup should be delayed no longer than thirty (30) minutes. If the attorney still has not appeared, the lineup may be held without the attorney being present.
- E. Before placing a suspect in a lineup, the officer conducting the lineup shall inform the suspect that:
1. He will be placed in a lineup with persons of similar appearance.
 2. He may be required to wear certain clothing, utter certain words, or perform certain acts, but that such appearance, words, or acts during the lineup are for identification purposes only.
- F. Prior to beginning a lineup, the officer in charge of the lineup shall instruct all witnesses, police officers, and any defense counsel present, as to the procedure of the lineup and the responsibilities of all parties.
- G. Attorneys present at the lineup shall be accorded all professional courtesies:
1. Prior to the beginning of the lineup, he shall be given the date, time, place, and nature of the offense involving his client.
 2. Counsel for a suspect in a lineup will not be given the names or addresses of witnesses who will view the lineup.

3. The officer in charge will instruct counsel to direct all comments or inquiries to him outside the presence of the witnesses.
 4. Before the witnesses view the lineup, counsel will be permitted to make suggestions regarding the arrangement and composition of the lineup.
 5. If there are two or more suspects in one lineup, each attorney may move his own client, but only once.
 6. If counsel attempts to obstruct the lineup, he may be ejected from the lineup room.
- H. Prior to viewing the lineup, each witness shall be told that:
1. Neither the witness's identity nor his address will be revealed to the suspect or his counsel.
 2. Witnesses may not verbally communicate with anyone while in the room except to ask specific questions of the officer in charge of conducting the lineup.
 - a. A witness may request that the participants in the lineup to speak certain words, make certain gestures, or assume particular poses.
 - b. All participants will be required to perform the same acts.
 3. He will receive a form to complete in which he should list the number of the identified the suspect.
 4. The purpose of the lineup is as much to exonerate the innocent as it is to identify the suspect
 5. They should look at the lineup carefully and make the identification only if they are reasonable sure that it is the perpetrator.
 6. They are not required to talk to the defense counsel but they may do so, if they desire, after the lineup has been completed.
- I. All lineups must be conducted under circumstances which assure fairness to the suspect. In order the assure such fairness, the following procedures will be followed:
1. If possible, the lineup should consist of at least five participants including the suspect.
 2. All lineup participants should be of the same sex and race with similar physical characteristics such as age, skin color, hair color, height, weight, and hairstyle.
 3. The suspect or his attorney shall be allowed to choose his initial position in the lineup.
 4. The participants in the lineup shall be instructed to conduct themselves so as not to single out the suspect.
- J. A photograph shall be made of the lineup as it appeared to the witness(es).

V. SHOWUP -

- A. If a suspect is arrested within a reasonable time of the offense and within an area reasonably proximate to the scene of the offense, he may be:
1. Held at the location of his arrest for identification by the witness.
 2. Taken to the location of the witness for identification by the witness.
 3. The confrontation must take place as soon as practical after the suspect has been arrested.
 4. If the suspect is not identified, he shall be released unless there is still probable cause to believe he committed the offense.
 5. The suspect does not have the right to counsel for an on-the-scene Showup.
- B. If the suspect grants his permission, the Officer may arrange for a Showup without first arresting the suspect even though there is probable cause to arrest him.
- C. If a suspect is located within one hour of the time an offense was committed and the officer has reasonable suspicion to believe that he is the perpetrator but lacks probable cause, he may request that the suspect submit to a Showup.
1. The witness shall be brought to the scene of detention as soon as possible.
 2. Unless the suspect consents, he shall not be taken to the witness's location.
 3. There is no right to counsel at a Showup held during a temporary detention.
 4. If the suspect refuses to submit to a Showup under these conditions, a Field Interview will be completed on the suspect, and he will be released.

- D. Following the arrest of a suspect, a Show up may be arranged if emergency circumstances are present and if medical authorities approve.
1. Emergency circumstances exist when:
 - a. A witness is in danger of death or blindness.
 - b. The suspect is in danger of death.
 2. A suspect is not entitled to the presence of counsel at an emergency Showup.
- E. If there are two or more witnesses, each witness should view the suspect out of the immediate presence of the other witnesses if at all practical.
- F. Prior to the Showup, the officer must explain that:
1. The purpose of the Showup is as much to exonerate the innocent as to identify the perpetrator.
 2. The fact that the suspect is being presented for identification does not mean that the police have concluded that he is guilty.
 3. If he has any doubts or uncertainties about the suspect's identity as the offender, he must express them.
- G. When presenting a suspect to the witness, the officer shall remain as neutral as possible while maintaining custody and control over the suspect. He shall not say or do anything that would suggest to the witness that the suspect is the guilty party.
- H. The officer shall make a written record of the circumstances of the Showup to include:
1. A description of the place where the suspect was viewed including the lighting conditions.
 2. The distance from which the suspect was viewed.
 3. The number and identity of witnesses who viewed the suspect.
 4. The names of all persons present during the Show up.
 5. Any remarks made by the officer, the suspect, the witness(es), or anyone else during the Showup.

VI. PHOTO LINEUPS -

- A. A Photo Lineup may be used only when a lineup is impractical. Impractical circumstances exist when:
1. There is no suspect.
 2. There is a suspect but probable cause has not been established so that an arrest can be made.
 3. The suspect cannot be located.
 4. The suspect is in custody at a place distant from the location of the witness.
 5. The witness is unable or refuses to attend a lineup.
 6. Persons with physical characteristics similar to that of the subject cannot be found for a lineup.
- B. A mug book or group of individual photographs may be used when there is no particular suspect.
1. The persons depicted in the photographs shall be substantially similar in appearance as to:
 - a. Size
 - b. Build
 - c. Age
 - d. Hair
 - e. Skin color
 2. To assure an accurate identification, a reasonable number of photographs should be shown to the witness, even if the suspect is selected almost immediately.
 3. A series of at least five photographs, only one of which shall be of the suspect, shall be randomly arranged and shown to the witness.
 4. As far as practical, all the photos shall be unmarked and of the same size and nature.
 5. If there are two or more suspects, no two shall be presented to gather in a single group of photographs.
- C. Non-photographic pictorial representations (sketches or composite drawings) may be used only when the use of a mug book has been or is unlikely to be successful.

1. If tentative identification is made by a witness viewing a non-photographic representation, no photograph, composite drawing, or sketch shall be shown to any other witness if probable cause has been established so that the suspect can be arrested and presented in a lineup.
 2. If probable cause has not been established but tentative identification has been made by one witness, the Officer should see if a photograph of the suspect is available and present it to any remaining witnesses as a photo lineup.
- A Photo Lineup shall not be used after the arrest of a suspect unless a lineup is impractical as outlined above.
- E. If a witness fails to identify the offender at a photo lineup, and a second photo lineup is held, some photos from the first group should be repeated with the suspect's picture in the second group.
 - F. When a witness makes positive identification of the suspect from a photograph and thus establishes probable cause to arrest him, no other witnesses should be shown photographs. Lineup procedures should be used if further identifications are desired.
 - G. Neither directly nor indirectly should:
 1. A witness be given assistance in picking out photographs.
 2. Questions be answered relative to the photographs that might in any manner suggest who the suspect is.
 3. The witness be pressured to select a photograph.
 - H. When a witness makes a photographic identification of a suspect, he shall initial the back of the photograph and date it.
 - I. The officer conducting the photo lineup shall keep a written record of the entire procedure including:
 1. The identity of all persons present during the viewing.
 2. All the photographs used.
 3. A record of how the photos were displayed.
 4. All remarks made by the witness in identifying any photos as well as any failure to identify or mistakes in identification.
 5. The amount of time it took the witness to identify the suspect.
 - J. There is not right to counsel at any photographic identification procedure.

VII. INFORMAL IDENTIFICATIONS -

- A. An informal identification procedure may be used only when probable cause to arrest the suspect does not exist.
- B. A witness may be taken to a single public location where the suspect is likely to appear, provided the locale is a place where a large number of people with similar characteristics are likely to be or pass at random.
 1. When no single locale is likely to meet this requirement, the witness may be taken to a minimum of five similar public locations, at one of which the suspect is believed to be.
 2. Only locations where persons with physical characteristics similar to that of the suspect are likely to be present or pass at random may be used.
- C. A detailed record shall be kept of all informal identification procedures including:
 1. The date and time of any observation or identification.
 2. The exact location of any observation or identification.
 3. The approximate number of persons similar in appearance to the suspect that were viewed.
 4. The suspect's reaction if he became aware that he was being viewed.
 5. The witness's reaction upon seeing the suspect.

LAWTON POLICE DEPARTMENT

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.32
SUBJECT: FIELD TRAINING OFFICER (FTO) PROGRAM		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

This policy will establish the regulation of the Lawton Police FTO program.

II. IMPORTANCE -

The FTO program is a unique training process which allows new officers to observe the best and safest methods of professional police tactics from a variety of experienced officers. Effort from the training officers will never to waste, because:

- A. This training will govern the success and safety of a new officer for his entire career.
- B. This program is a proven process for obtaining the best officers and ensuring the successful future of the Lawton Police Department.

III. FIELD TRAINING OFFICER SELECTION -

FTO service is like any other professional duty assignment. Master Officers will be selected for FTO service according to:

- A. Zone, shift, and other schedule requirements of the FTO program.
- B. The needs of the Training program.
- C. The needs of the Lawton Police Department.

IV. FIELD TRAINING OFFICER RESPONSIBILITY -

The FTO must exert maximum professional effort to carry out this duty assignment. The FTO duty assignment will consist of:

- A. Teaching and demonstrating methods, procedures, and FTO course material in a caring and professional manner, having due regard for:
 - 1. The goals and objectives of the Lawton Police Department.
 - 2. Lawton Police Department policy, procedure, rules and regulations.
 - 3. State statutes, city ordinances, and constitutional law.
 - 4. Officer safety.
- B. Maintaining personal hygiene, personal appearance, care of equipment, and other Lawton Police Department standards. The FTO will demand that the new officer will comply with these same standards.
- C. Completing evaluations on new officers in a fair, accurate, complete, impartial, and timely manner. The

evaluation process will:

1. Use the rating method as described in the FTO manual.
 2. Document the new officer's strengths, weaknesses, remedial training needed, and remedial training obtained.
 3. Compliment the new officer for his successes and plan for appropriate training after his failures.
- D. Making prior preparation for each training day with the FTO course material. The FTO will:
1. Ensure that the scheduled material is presented to the new officer.
 2. Ensure that he has the knowledge to make an accurate presentation to the new officer.
- E. Reporting any training problem to the training division and/or his field supervisor. The FTO will pay particular attention to the new officer's:
1. Attitude
 2. Interest in police work
 3. Compliance with LPD policy, procedure, rules and regulations.
 4. Officer safety tactics
 5. Conscientious completion of training assignments and instructions given by the FTO.
 6. OVERALL ABILITY, KNOWLEDGE AND INTEREST IN LEARNING.

LAWTON POLICE DEPARTMENT

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.33
<i>SUBJECT:</i> FIREARMS DISCHARGE, REPORTING AND INVESTIGATIONS FOLLOWING A		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

I. PURPOSE -

The purpose of this policy is to establish procedures for the orderly investigation of firearms discharges.

II. REPORTING FIREARMS DISCHARGES -

- A. Anytime an officer discharges a weapon, he shall report the discharge as soon as possible.
 - 1. An on-duty officer shall notify his immediate supervisor and the dispatcher.
 - 2. An off-duty officer shall notify his immediate supervisor and the dispatcher who will notify an on-duty field supervisor.
 - 3. Officers involved in shooting incidents out of the Lawton City Limits will notify his immediate supervisor as soon as possible.
 - a. These incidents may be investigated in conjunction with the agency having jurisdiction.
 - b. An investigator will be assigned to determine the needs of the department and fulfill the investigative needs of the department.

- B. Written reports will be filed on all weapons discharges.
 - 1. The officer's immediate supervisor will prepare a detailed arrest report and/or offense report from the information supplied by the officer involved in the shooting.
 - 2. The officer's supervisor or the investigating officer will make all other written reports including completion of the Firearms Discharge Report (Form PD-215)
 - a. The completed Firearms Discharge Report will serve as the cover sheet for the investigative packet.
 - b. All documents concerning the shooting should be attached with the investigator's initials on the face of the cover sheet by any appropriate document identified.
 - c. Any document identified on the cover sheet check list that is not included will be marked as N/A (Not applicable).
 - d. All information will be sent forward through the chain of command to the Chief of Police.
 - (1.) In the event that the investigation cannot be completed by the investigator/supervisor before going off duty, a Xerox copy of a completed Firearms Discharge Report will be forwarded with a brief explanation as to when the completed investigative report will be submitted.
 - (2.) In no event will a report be delayed longer than seventy-two (72) hours without the approval of the Chief of Police.

- C. All discharges will be investigated with particular emphasis on the following information to be determined:
 - 1. Details of the shooting including reason for discharge.
 - 2. Identification of those injured or killed.
 - 3. Property damaged.
 - 4. Officer's duty status (on-duty or off-duty).
 - 5. Make, model, and serial number of the weapon.

6. The owner of the weapon.
7. Number of shots fired.
 - a. By the officer.
 - b. By the suspect.
8. The distance between the officer and the suspect.
9. Shooting technique used.
 - a. Cover or concealment utilized.
 - b. One or two handed grip.
 - c. Weak or strong hand position.
 - d. Aimed fire or hip shooting.
 - e. Length of barrel on officer's weapon.
 - f. Single or double action.

III. INVESTIGATION OF FIREARM DISCHARGES -

- A. The manner in which police officers use firearms is an extremely critical issue to the Department; one in which the community and the courts allow little margin for error.
- B. To ensure that proper control in this area is maintained, all discharges of firearms by officers will be thoroughly investigated in-house for the purpose of determining the extent to which officers comply with the laws and Departmental policy.
- C. The investigation will be initiated immediately and completed as soon as possible.
- D. The Chief of Police, or his designee, will notify and invite the Oklahoma State Bureau of Investigation (OSBI) to conduct an independent investigation for every shooting resulting in death or serious injury.

IV. INVESTIGATIVE PROCEDURES -

- A. **DISCHARGE OF FIREARMS - NO INJURY OR SIGNIFICANT PROPERTY DAMAGE INCURRED -**
 1. The officer will report the incident to his immediate supervisor.
 2. The immediate, on-duty supervisor will immediately proceed to the scene, initiate an investigation, and take charge of the scene.
 - a. The supervisor will determine if assistance is needed from the Detective Division.
 - b. If the circumstances warrant it, the supervisor may relieve the officer from street duty immediately pending further investigation.
 - c. The supervisor shall prepare a detailed, written report of the incident to be submitted to the Chief of Police prior to going off duty.
- B. **DISCHARGE OF FIREARMS - INJURY, DEATH, OR SIGNIFICANT PROPERTY DAMAGE INCURRED -**
 1. A member of the Detective Division investigative team shall conduct the investigation of any incident in which an officer is shot, shot at, or discharges his weapon where death, injury, or significant property damage occurs.
 - a. If the officer involved is a detective, the Detective Division Captain will conduct the investigation.
 - b. If a ranking officer is involved, an officer of a superior rank will be assigned to assist the investigator.
 2. The investigating supervisor will act as Review Officer for the purpose of presenting a case to the Firearms Review Board.
 3. Officer's Responsibility - Whenever a department member discharges a firearm which injures or kills another person, he shall immediately:
 - a. Determine if it is safe to proceed using techniques acquired from previous training.
 - b. Render first aid as necessary.
 - c. Notify the dispatcher and the immediate, on-duty supervisor of the shooting and the location.
 - d. Request necessary emergency medical assistance.

- e. Limit further communications concerning the incident to the telephone if possible.
 - f. Secure the shooting scene by sealing off the immediate area and, if possible, removing unauthorized persons.
 - g. Wait for the arrival of the supervisor.
 - (1.) When the supervisor arrives, the officer will relate a brief account of the incident to the supervisor only.
 - (2.) The officer will make no other statements to anyone other than the supervisor and/or investigators assigned to the case.
 - (3.) The supervisor will brief ranking officers requiring administrative information.
 - h. The officer will surrender his weapon to his supervisor, for evidentiary purposes, and will be given a replacement immediately at the scene.
 - i. The officer will then perform duties as directed by the supervisor.
4. Supervisor's responsibility -
- a. Upon notification, the supervisor will immediately respond to any shooting scene.
 - b. The supervisor will immediately assume command of the shooting scene until an investigator arrives.
 - (1.) Care should be given to protect the crime scene.
 - (2.) Assignments should be made after determining the needs at the scene ensuring that uninvolved officers not on assignment at the scene stay out of the area.
 - (3.) The supervisor will ensure that only authorized personnel are admitted to the shooting scene.
 - c. If the supervisor has probable cause to believe the officer (s) involved in a shooting has committed a crime, he should advise the involved officer(s) of their legal right to counsel prior to taking any statements.
 - (1.) If an officer requests counsel, he should be allowed to consult privately with an attorney.
 - (2.) The officer should not be questioned or interviewed about the incident if he requests counsel.
 - (3.) If the officer does not desire counsel, the supervisor should record a narrative account of what happened according to the officer.
 - d. The supervisor will exchange weapons with the officer while they remain in the field.
 - (1.) The officer's weapon will remain in the supervisor's possession until it can be examined in the loaded state by the assigned investigator.
 - (2.) The investigator will take possession of the weapon and will place it on property receipt in an unloaded condition. (The property receipt should reflect the chain of custody.)
 - (3.) The supervisor will arrange to issue the officer a replacement weapon, and the officer will then return the supervisor's weapon.
 - (4.) The officer's weapon is to be returned as soon as the investigation will allow.
 - (5.) If the officer is incapacitated, the supervisor will secure the weapon and have it available for examination by the assigned investigator(s).
 - e. The supervisor will assign a "companion" officer, usually of an equal rank as the involved officer, to serve in a supportive role during the immediate, subsequent events.
 - (1.) The involved officer will be afforded an early opportunity to communicate with family members.
 - (2.) The "companion" officer will escort the involved officer from the scene to the Detective Division for the follow-up investigation.
 - f. The supervisor will arrange for statements from other officers who witnessed the incident.
 - g. The supervisor will arrange for the names and addresses of all witnesses to be secured, as well as making arrangements to have them available for statements to the investigator.
 - h. The supervisor will assign an officer to guard any suspect, injured, or dead, at all times.
 - i. The supervisor will arrange for the guard officer to be relieved at the proper time.
5. Investigator's Responsibility -
- a. The primary function of the investigator at a shooting scene where an officer has been

involved is to conduct a thorough, fair, and impartial investigation of the shooting for the purpose of determining compliance with the laws and departmental policies.

- (1.) The investigator will preserve all evidence as per evidentiary training.
 - (2.) The investigator will take statements from those involved and witnesses to the event.
- b. If the OSBI is participating in the investigation, departmental investigators will serve as assistants performing duties as requested.
- (1.) The OSBI will investigate solely for the purpose of determining compliance with the law.
 - (2.) Departmental investigators will investigate solely for the purpose of determining compliance with departmental policies.
6. Guard Officer's Responsibilities -
- a. The guard officer is responsible for securing and preserving all evidence found on the suspect's person after the suspect has been removed to the hospital or morgue.
 - (1.) The guard officer will remain with the suspect at all times, accompanying him to the hospital in the ambulance when possible.
 - (2.) The guard officer will determine the suspect's condition from the medical staff for the purpose of providing accurate information to the supervisor when requested.
 - (3.) The guard officer will obtain the suspect's clothing at the hospital.
 - (a.) The names of the hospital attendants who removed the clothing should be obtained.
 - (b.) The clothing should be marked in the attendant's presence for evidentiary purposes.
 - (c.) The clothing should be submitted as evidence at the appropriate time.
 - (4.) In the event the suspect is deceased, the guard officer should advise the representatives of both the hospital's and Medical Examiner's staffs that all personal items should be preserved for evidentiary value.
 - a. The guard officer will remain as a guard on the suspect until properly relieved.
 - b. The guard officer will not make statements to news officials but shall refer them to the supervisor.

V. ADMINISTRATIVE LEAVE; REINSTATEMENT -

- A. When an officer fires a weapon resulting in the injury or death of another person, the officer will be relieved of duty without loss of pay until such time that a return to work or disciplinary action is deemed appropriate.
- B. This policy does not imply that the officer acted improperly.
- C. The officer will be relieved of duty by the Division Commander who will make a report of the date and time of such action.
 1. While relieved of official police duties, the officer's duties will be determined by the administration.
 2. The officer shall be available at all times for official interviews and statements regarding the case and shall be subject to recall to duty at any time.
 3. The officer should not discuss the case with anyone except the prosecuting attorney, personal attorney, or authorized departmental personnel.
 4. The officer shall be required to undergo debriefing with a psychologist as soon as possible.
 - a. The psychologist will be selected by the department based upon training and experience in the area of post-trauma shootings.
 - b. The purpose of this debriefing will be to allow the officer to express feelings and to deal with the moral/ethical and/or psychological after-effects of the incident.
 - c. The debriefing shall not be related to any departmental investigation of the incident, and nothing discussed in the debriefing shall be reported to the department.
 - d. The debriefing session shall remain protected by the privileged physician-patient

relationship.

- e. The psychologist will make recommendations to the administration regarding the officer's fitness to return to duty.
- D. The administration will review all available facts before the officer is returned to duty.
- 1. If returned to work before the investigation is completed, the officer may be placed in an assignment that will not likely require police-type duties.
 - 2. Administration shall be able to revoke the return to duty if additional facts should surface that would warrant such action.
- E. The Chief of Police, upon consideration of the investigation and the report from the Firearms Review Board, (SEE POLICY ON FIREARMS REVIEW BOARD.) will determine if disciplinary action is necessary and when the officer may be reinstated.
- 1. The officer, if cleared and so recommended by the psychologist, may be returned to full duty immediately.
 - 2. If disciplined, the officer will comply with this decision and will then be returned to full duty, unless the discipline is termination. An officer who is placed on disciplinary suspension shall not act in an official capacity as a police officer.
 - 3. If charges are filed or pending, the officer may be returned to a non-field assignment pending court action. After charges have been answered and resolved by the court, the administration will decide whether to terminate or reinstate the officer.

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.35
<i>SUBJECT:</i> FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR) TRAINING		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

I. PURPOSE -

The purpose of this policy is to establish guidelines for maintaining current First Aid and Cardiopulmonary (CPR) cards.

II. POLICY -

- A. Officers of the Lawton Police Department, excluding Staff Officers (Majors or above), will maintain current First Aid and CPR cards.
- B. The minimum acceptable training is an eight (8) hour course.
 - 1. Multi-media First Aid cards are valid for three years from the date of course completion.
 - 2. Basic lifesaver CPR cards are valid for one year from the date of course completion.
- C. First Aid and CPR classes will be offered often enough in In-Service Training to keep current cards if attended as scheduled.
 - 1. If In-Service Training on these subjects are missed, an officer will go to the first available class at his own expense and In his own time.
 - 2. Failure to maintain current cards will be grounds for disciplinary action.
- D. Officer will participate fully In the First Aid and CPR classes. Failure to pass the required tests will result In a rescheduling In a subsequent class, on the officer’s own time and at his own expense.

LAWTON POLICE DEPARTMENT

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.39
<i>SUBJECT:</i> HAZARDOUS DEVICES		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

I. PURPOSE -

The purpose of this policy is to establish guidelines in the handling of calls associated with hazardous devices.

II. PROCEDURE -

A. BOMB CALLS OR THREATS -

Upon receiving a bomb threat call, the dispatcher will dispatch the district officer and notify the shift supervisor of the call. If the supervisor determines the need for additional personnel or the need for a Bomb Technician, he will advise the dispatcher to make the necessary assignment.

B. HAZARDOUS DEVICES -

Upon receiving a call that any hazardous device has been found or located, the dispatcher will dispatch the district officer and notify the shift supervisor. The shift supervisor will decide on the corrective action to be taken. The district officer initially assigned to the call will protect the area around the hazardous device until relieved by his supervisor or a Bomb technician. At no time will any officer, other than a Bomb Technician, attempt to move a hazardous device.

III. DISPOSAL OF HAZARDOUS DEVICES -

A. A property receipt will be made for each and every hazardous device retrieved. This includes documenting the final disposition of the device.

B. The Bomb Technician will immediately transport any hazardous device retrieved to a safe, predetermined location and determine if the device should be disposed of or rendered safe for future training purposes.

1. If he determines that the device should be kept for future training purposes and can be safely disarmed without undue risk to his person, others, or to property, the Bomb Technician may disarm the device as per training received in Bomb Disposal schools.

a. The device will then be transported to the Police Department and placed with other Bomb Disposal training paraphernalia.

b. A supervisor will be contacted to sign off on the property receipt documenting that the device has been stored in the proper location.

2. If he determines that the device has no training value or cannot be disarmed safely without undue risk, he will dispose of the device as per training received in Bomb Disposal schools.

a. A supervisor, other than another Bomb Technician, must witness the destruction of any hazardous device.

b. The Bomb Technician and the supervisor will then complete the Property Receipt showing that the device has been destroyed.

IV. MILITARY HAZARDOUS DEVICES OR ORDINANCE -

The procedure is the same as for any hazardous device.

V. **FORT SILL EOD PERSONNEL** -

- A. Ft. Sill EOD Personnel will not be requested to render assistance unless the request is made by a Departmental Bomb Technician or if a Departmental Bomb Technician cannot be contacted for the initial response.

- B. If a Bomb Technician is not available, a supervisor will fill out the property receipt showing Ft. Sill EOD personnel taking custody of the device for disposal.

LAWTON POLICE DEPARTMENT

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.40
SUBJECT: HOMICIDE INVESTIGATIONS		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to establish procedures for handling of all homicide cases to be investigated by the Lawton Police Department.

II. GENERAL PROCEDURES -

A. THE INITIAL OFFICER(S) DISPATCHED TO THE SCENE OF A REPORTED HOMICIDE WILL:

1. Approach the scene carefully, using all due caution to ensure his safety and the safety of others.
2. Determine if the perpetrator is there or has left the scene.
 - a. If the perpetrator is still there, an attempt should be made to secure the perpetrator and his weapon so that others are not endangered.
 - b. If the perpetrator has left, the victim should be checked immediately.
3. Determine if the victim is deceased.
 - a. If vital signs indicate possible life, an ambulance should be called immediately and necessary lifesaving steps should be taken.
 - b. If the victim appears to be deceased, the officer will carefully preserve the crime scene.
 - (1.) The officer's supervisor will be notified, and he will call out a homicide investigator.
 - (2.) Nothing will be handled or removed from the crime scene unless absolutely necessary for safety or preservation purposes.
4. Be responsible for protecting the scene and taking appropriate action until relieved by his supervisor or the homicide investigator.
5. Make out the offense report.

B. THE SUPERVISOR WILL BE RESPONSIBLE FOR:

1. Immediately responding to the scene.
2. Securing the investigative scene until homicide investigator(s) arrive.
3. Calling out the mobile crime lab.
4. Recording and being able to furnish the primary investigator with the following information:
 - a. Names of all persons present at the time of their arrival.
 - b. Names of initial responding officers.
 - c. Time of dispatch.
 - d. Who called in the report.
 - e. Names of persons known or suspected of being present at the time of death.
 - f. Other pertinent information as requested by the investigator(s).

C. THE HOMICIDE INVESTIGATOR WILL:

1. Assume responsibility of the crime scene upon arrival.
 - a. He should determine what additional duties can be performed by uniformed officers and make appropriate assignments.
 - b. If uniformed officers are not needed for crowd control or perimeter security, he should release them back to duty.
2. Make all necessary arrangements for notifications to the:
 - a. Medical examiner.
 - b. District attorney.
 - c. Funeral home.
 - d. Next of kin.
 - e. Others as needed.
3. Conduct and be in charge of the investigation.

D. THE MOBILE CRIME LAB TECHNICIAN WILL BE RESPONSIBLE FOR:

1. Photographing all evidence prior to it being collected.
2. Collecting, marking, and processing all evidence.
3. Assisting the Primary Homicide Investigator as requested.

III. PRESS RELEASES -

- A. Only the primary investigator, his supervisor, or an officer designated by the investigator's supervisor will make any news releases concerning the investigation.
- B. No information will be released that could hinder the investigation in any way.

IV. INSTIGATIVE REPORTS -

- A. A copy of the offense report will be furnished to the news media personnel after it has been determined that the information contained in the report will not damage the investigation.
- B. Other reports will not be furnished to anyone, other than law enforcement agencies who have a need to know, without the specific authorization of the Chief of Police.
- C. Investigative information should not be available to the public prior to its introduction in open court.

LAWTON POLICE DEPARTMENT

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.44
SUBJECT: INSPECTIONS AND FUNERAL PROCEDURES		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

- I. **PURPOSE** -
The purpose of this policy is to establish guidelines for the conduct of inspections and funerals for active or retired Police Officers.

- II. **FORMAL INSPECTIONS** -
 - A. Officers will be given advance notice of the date, time, place, and a list of applicable equipment to being for any formal inspection.

 - B. Formal inspection attire will be hat, full duty uniform, all leather gear, and duty weapon.

 - C. Vehicles and other equipment may be specified as a formal inspection item.

- III. **INSPECTION PROCEDURES** -
 - A. **INSPECTOR/OFFICIAL IN CHARGE** -
formal inspections will be officiated by any or all of the following:
 - 1. The Police Chief.
 - 2. The Assistant Police Chief.
 - 3. A Division Commander.
 - 4. A Shift Commander.
 - 5. Any person who is a part of or acts for City or Police Management.

 - B. **CALL/COMMAND TO ORDER** -
The Senior Ranking Officer, nearest to the rank of the Inspecting Official, will common the officers to order and utilize the following command procedure before and upon the arrival of the Inspecting Official:
 - 1. **Fall In** - Officers will fall in with **UNLOADED** weapons, but with ammunition readily accessible for inspection.
 - a. The Senior Ranking Officer will determine the structure of the formation by:
 - (1.) Considering the number of officers and supervisors present.
 - (2.) Considering the size of the facility or area.
 - (3.) Considering the number of ranks which is most practical and attractive for the conditions.
 - b. The Senior Ranking Officer will order the structure of the formation by observing the following general guidelines:
 - (1.) The Senior Ranking Officer shall take a position forward of the entire formation and prepare to receive the Inspecting Official.
 - (2.) The Senior ranking Officer should place Captains forward of the formation and centered.
 - (3.) The Senior Ranking Officer should place Lieutenants on the corners of the rear of the formation or at the far right end of each rank.
 - (4.) The Senior Ranking Officer should order multiple ranks if there are more than

fifteen (15) officers and space is available.

- (5.) If it is possible to form ranks by squad of officers having the same supervisor, the Senior Ranking Officer should structure each rank by squad with the Lieutenant on the far right end.
2. Dress Right Dress -
 - a. The Senior Ranking Officer will instruct the officer or supervisor on the far right end of each rank to:
 - (1.) Align himself directly behind the officer or supervisor of the forward rank and extend his left arm forward to obtain proper distance between ranks, if the formation contains more than one rank.
 - (2.) To extend his left arm to the side upon the command of “Dress Right Dress”.
 - b. The Senior Ranking Officer will issue the order “Dress Right Dress” and:
 - (1.) The far right officer or supervisor of each rank will extend their left arm to the side and obtain proper distance between officers of each rank.
 - (2.) Each officer from right to left will in turn extend their left arms to obtain proper distance.
 - (3.) Each officer will visually align themselves, from rear to front, with the forward rank.
 - (4.) After movement has ceased, Lieutenants will break formation, check and align formation deficiencies, and return to their position in the formation.
 - c. The Senior ranking Officer will inspect the structure and alignment of the formation and make any needed changes to the structure or alignment of the formation before the Inspecting Official arrives.
3. At Ease - Officers and supervisors assume a military “At Ease” position and remain alert for orders.
4. Advance Instructions - The Senior Ranking Officer will issue orders, in advance, that the formation will follow during the inspection:
 - a. Inspection Arms - Each individual officer will assume the position of “Inspection Arms” when the Inspecting Official stands directly before them. The “Inspection Arms” position consists of:
 - (1.) Come to the military position of “Attention”, upholster empty duty weapon, and place ammunition in the right hand for inspection.
 - (2.) Keep the barrel of the weapon pointed down.
 - (3.) Rotate the cylinder away from the weapon, face the grips forward, hold the weapon through the cylinder housing with the left hand fingers, and point the barrel toward yourself.
 - b. Order Arms - When the Inspecting Official moves to the next man, the individual officer will:
 - (1.) Holster an empty duty weapon and place ammunition in a pocket.
 - (2.) Come to the military position of “Parade Rest”.
5. Attention - When the Inspecting Official enters the area or facility, the Senior Ranking Officer will order “Attention”, and the formation will assume the military position of “Attention”.
6. Present Arms - The Senior Ranking Officer will order “Present Arms”, and the formation will offer a right hand salute in military fashion.
7. Order Arms - The Senior Ranking Officer will order “Order Arms”, after the Inspecting Official has returned the salute, and the formation will lower salutes and return to the military position of “Attention”.
8. Open Ranks March - (FOR MULTIPLE RANKS ONLY) - Just before the Inspector begins, the Senior Ranking Officer will order “Open Ranks March” to allow walking room between the ranks. See below procedure:
 - a. 1st Rank - Take one 30 inch step forward in a two rank formation, take two 30 inch steps forward in a three rank formation.
 - b. 2nd Rank - Remains stationary in a two rank formation, take one 30 inch step forward in a three rank formation.

- c. 3rd Rank - Remains stationary.
- 9. Parade Rest - The Senior Ranking Officer will order “Parade Rest”, and the formation will come to the military position of “Parade Rest”.

C. **CRITICAL EXAMINATION OF OFFICERS -**

- 1. The Inspecting Official will closely examine each officer.
- 2. The Senior ranking Officer will follow the Inspecting Official and be prepared to document any recommendations or violations of the Policy, Procedure, Rules, and Regulations Manual.
- 3. Particular attention will be paid to the following:
 - a. Hair
 - b. Uniform
 - c. Leather gear
 - d. Brass
 - e. Duty weapon
 - f. Ammunition

D. **INSPECTING OFFICIAL’S CLOSING ADDRESS -**

- 1. The Senior Ranking Officer will return to his position at the front of the formation.
- 2. The Inspecting Official will go to the front of the formation, face the men, and make comments about the results of the inspection.
- 3. The Inspecting Official will end his address by calling the rank and name of the Senior Ranking Officer.

E. **CLOSING ORDERS -**

the Senior Ranking Officer will close the inspection by giving the following orders:

- 1. ATTENTION - The formation will assume the military position of “Attention”.
- 2. Close Ranks March - (FOR MULTIPLE RANKS ONLY) -
 - a. 1st Rank - The one 30 inch step backward in a two rank formation, take two 30 inch steps backward in a three rank formation.
 - b. 2nd Rank - Remain stationary in a two rank formation, take one 30 inch step backward in a three rank formation.
 - c. 3rd Rank - Remains stationary.
- 3. The Senior Ranking Officer will offer a right hand salute and hold it until the Inspecting Official returns the salute.
- 4. Fall out - All officers and supervisors will break formation.

IV. **INFORMAL INSPECTIONS -**

Officers will be prepared at all times to stand informal, surprise inspections. Officers will maintain personal appearance, uniform, leather, weapons, vehicle, and equipment standards as outlined in the Policy, Procedure, Rules, and Regulations manual of the Lawton Police Department.

V. **FUNERAL PROCEDURES AND PROTOCOL -**

A. **NOTICE OF DEATH -**

When uniformed officers receive notice of death of an active or retired Lawton Police Officer, or any State of Oklahoma Law Enforcement Officer slain in the line of duty, shirt and coat badges will be draped with black, and remain so until 2400 hours on the date of the funeral.

B. **LIAISON OFFICER -**

A Liaison Officer will be a Captain, or above, and will be appointed by the Police Chief. Whenever an initial call of death is received, the person receiving the call will call the appointed Liaison Officer. The duties of the Liaison Officer are as follows:

- 1. The Liaison Officer will respond to the residence of the deceased person, make his presence known, and make it clear that he is a representative of the Lawton Police Department.
- 2. Before departing from the initial call, the Liaison Officer will leave his City of Lawton Business card with home phone, and try to ascertain a convenient time for the family to make a follow-up

contact.

3. During the follow-up contact, the Liaison Officer will ascertain if the survivors desire police participation at the funeral, and if so to what degree (e.g. - honor guard, honorary pall bearers, pall bearers, police uniform, etc.).
4. After the time, date, place, and requested assistance of the funeral are established, the Liaison Officer will:
 - a. Make contact with the Police Chief to coordinate the degree of assistance requested.
 - b. Place notices on the bulletin boards.
 - c. Send out funeral information on the police teletype to all area Law Enforcement Agencies.
5. The Liaison Officer will be responsible to follow through with all details of the funeral, to include:
 - a. Establish contact with the funeral home to double check the time, date, place, and the size of the facility.
 - b. Contact members of the Honor Guard, if so requested, schedule members for practice and the funeral service, and procure blank ammunition for practice and the funeral service.
 - c. If a uniform is requested for burial, the Liaison Officer will ensure that:
 - (1.) The uniform is long sleeve with tie.
 - (2.) The uniform is clean and has items placed on it in correct order.
 - (3.) The uniform has the proper badge, rank, name tag, and awards.
 - d. After the funeral services are completed, the Liaison Officer will assist the family in collection of any monies due to the deceased officer or other rights due to the family, such as:
 - (1.) Final pay from the City of Lawton.
 - (2.) City of Lawton insurance policies.
 - (3.) Any retirement monies.

C. HONOR GUARD -

1. The Honor Guard will consist of six (6) persons, plus a Commander, making a total of seven (7) persons.
2. The Honor Guard Commander shall be the highest ranking person in the unit. There will be no member of the Honor Guard of a higher rank than the Commander.
3. The uniform for the Honor Gerard shall be:
 - a. Long sleeve shirt with tie and City of Lawton tie bar.
 - b. Hat.
 - c. Correct collar insignia, badge, and name tag.
 - d. Official uniform leather gear and duty weapon.
 - e. Handcuffs in case ONLY.
 - f. NO sunglasses, whistles, keys, night sticks, mace, or any objects showing from shirt pockets.
4. If there is no previously organized Honor Guard on orders, volunteers will be chosen by Police Staff, to include the Honor Guard Commander.
5. Where applicable, all movements of the Honor Guard will be regulated by Department of Army FM 22-5 (1984 Series Drills and Ceremonies), a copy of which will be kept on file in the Chief's Office Library (Section on Funerals starts on page 9-47).

D. FUNERAL HOME PROCEDURES -

1. The Honor Guard, if used, will be seated in the sanctuary of the funeral home as designated by the funeral director.
2. When the body of the deceased leaves the sanctuary/funeral home at the conclusion of the service, the Honor Guard, if used, will be formed with three members on each side facing each other, immediately outside the door, so that they will be the first increment the casket and pall bearers pass through.
3. If the Honor Guard is used, the Honor Guard Commander will be giving all commands at the funeral ceremony and at the grave site. In the absence of an Honor Guard, the Senior Uniformed Lawton

Police Department Officer will give all orders.

4. All uniformed officers, to include visiting law enforcement officers, will form a line of two ranks facing each other, and extending this line to reach to the rear door of the hearse.
5. When the casket is brought out of the door, the designated person will give the following orders:
 - a. Attention - All officers will assume the military position of "Attention".
 - b. Present Arms - All officers will offer a right hand salute and hold the salute.
 - c. Order Arms - After the casket is loaded and the door of the hearse is secured, the designated person will order "Order Arms", and the officers will drop their arms and return to the military position of "Attention".
 - d. Fall Out - Personnel will go to respective vehicles and travel to the burial site.

E. BURIAL SITE PROCEDURES -

1. Upon arrival at the burial site, officers will form a line from the rear door of the hearse to the grave site, in the same manner used at the sanctuary/funeral home.
2. When the casket is removed from the hearse, the Honor Guard Commander or designated person will give the following orders:
 - a. Attention - Officers will assume the military position of "Attention".
 - b. Present Arms - Officers will offer a right hand salute and hold it.
 - c. Order Arms - When the casket is in place at the grave opening, the command of "Order Arms" will be given, and officers will drop their arms and return to the military position of "Attention".
 - d. Fall Out - Attendees will gather around the burial site, EXCEPT FOR THE HONOR GUARD, if used.
3. If an Honor Guard is used, they will form a single straight file approximately ten paces down wind of the burial site and wait in the military position of "Parade Rest" for conclusion of remarks. When the remarks are concluded, the Honor Guard Commander will give the following commands:
 - a. Honor Guard, Attention - The Honor Guard will assume the military position of "Attention".
 - b. If there is a bugler present, the bugler will play TAPS prior to firing of salute volleys.
 - c. Ready - After TAPS, the Honor Guard Commander will give the order "Ready", and the Honor Guard members will face to the right 45 degrees.
 - d. Aim - Honor Guard members will draw weapons from their holsters and elevate them to a position which is half way between vertical and horizontal.
 - e. Fire - The Honor Guard Commander will first make sure that all persons are ready and order "Fire", at which moment the Honor Guard members will fire the first volley in unison. The Honor Guard Commander will not participate in firing, but will come to "Present Arms", remain at "Present Arms", watch members out of the corner of his eyes to determine readiness, and give orders over his shoulder.
 - f. Aim and Fire - The "Aim" command shall alert Honor Guard members that the next volley is about to be fired. The "Aim" command shall be given prior to the firing orders for the second and third volleys. The Honor Guard Commander will first make sure that all person are ready and order "Fire", using the same procedures for all three volleys, to equal a total of eighteen (18) rounds.
 - g. Order Arms - When the final volley is fired, the Honor Guard Commander comes to "Order Arms", turns to face the Honor Guard members, and gives the order, "Order Arms", at which time Honor Guard members will holster their weapons.
4. If there is an American Flag displayed on the casket, the following procedure will be used:
 - a. The Honor Guard Commander will march the Honor Guard to the foot of the casket.
 - b. The Honor Guard will split into two ranks, one on each side of the casket, and facing each other.
 - c. The Honor Guard will fold the American Flag in a manner described in FM 22-5, page 9-51.

- d. The Honor Guard member nearest to the Honor Guard Commander will receive the folded American Flag and present it to the Honor Guard Commander.
- e. The Honor Guard Commander will execute a facing movement in a manner as dictated by seating of the next of kin, and move smartly to a position directly in front of the window, executing a left or right face as necessary, and present the flag.
- f. After the flag presentation, the Honor Guard Commander will:
 - (1.) Execute a left or right face as needed and return to the head of the casket center.
 - (2.) Turn toward the Honor Guard members and march them to a point out of sight.
 - (3.) Issue the orders, "Halt" and "At Ease", when the Honor Guard has reached the appropriate location.
 - (4.) Check each individual member's weapon and extract brass from spent blanks.
 - (5.) Release the Honor Guard members by giving the command, "Fall Out".
 - (6.) Give the spent brass to the Liaison Officer, so that it may be mounted.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.45
SUBJECT: INTERVIEWS AND INTERROGATIONS		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to establish the difference in techniques to be used for interviewing and interrogations.

II. INTERVIEWS -

- A. An interview is a method of obtaining information from people who are willing to cooperate -- usually witnesses or victims.
- B. Interviews should be conducted as soon as possible after the event in question.
- C. Whenever possible, a witness should be only interviewed in private.
- D. Notes should be taken during the interview unless it appears to have an adverse effect on his willingness to talk.
- E. When interviewing an individual, the officer should be constantly evaluating the character of the individual and what he is saying in order to properly weigh his statement and to assess his future value as a witness.
- F. The investigator should arrange to take a formal typewritten statement if the witness's information appears to have any relevant-value.
- G. If a witness should develop into a suspect during the interview, the investigator should stop all questioning and advise the person of his right identified in the Miranda Warning.

III. INTERROGATIONS -

- A. An interrogation is a method of obtaining information from people who are unwilling to cooperate--usually suspects.
- B. If possible, the interrogator should interview all witnesses before questioning the suspect.
- C. Before interrogating a suspect, the officer will advise the suspect of his rights as described in the Miranda Warning.
- D. All legal guidelines should be followed when interrogating a suspect.
- E. Although a confession or statement does not have to be written to be legal, a formal typewritten, signed statement or confession will be obtained from suspects willing to give it.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.46
SUBJECT: JURISDICTION AND ADJOINING PROPERTIES		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: <i>All Officers</i>	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to establish a spirit of cooperation, public service, and mutual assistance between local Law Enforcement agencies. This policy addresses the Lawton Police Department policy, authority, and procedure to be used on County land, Indian land, the Wildlife Refuge, Fort Sill, and Cameron University. This policy is applicable to any and all police work.

II. GENERAL POLICY -

- A. The Lawton Police Department will respond when any enforcement agency and/or any law enforcement officer requests aid or assistance.
- B. The Lawton Police Department will work cases outside the City Limits of Lawton or on any of the adjoining property listed above, if:
 - 1. An officer inadvertently observes or rolls up on a borderline call.
 - 2. The proper law enforcement agency does not have an officer close and requests that the Lawton Police Department take the call.
 - 3. The Lawton Police are dispatched to a call which later turns out to be outside the City Limits of Lawton.

III. NOTIFICATION PROCEDURES FOR A CALL ON ADJOINING PROPERTY -

- A. Upon arrival at the scene, the Lawton Police officer will advise headquarters of the details of the call.
- B. Headquarters will relay the details of the call to the proper enforcement agency.
- C. The Lawton Police will then respond to the request of the proper enforcement agency by:
 - 1. Standing by.
 - 2. Acting as a backup.
 - 3. Assisting as requested.
 - 4. Working the case/collision.
 - 5. Cooperating in any other reasonable manner specified by the proper enforcement agency.
- D. Headquarters will furnish any additional information to the Lawton Police officer as it becomes available.

IV. ENFORCEMENT ACTION PROCEDURE -

- A. Lawton Police officers will follow the notification procedures, if possible and practical, before:
 - 1. Making an arrest.
 - 2. Serving a warrant.
 - 3. Finalizing any enforcement action.

- B. If immediate action is required, Lawton Police officers will act and make notification after the situation is under control.
- C. Lawton Police officers will supply any requested case information to the proper law enforcement agency and cooperate in any other requested and reasonable manner.
- D. Lawton Police officers will file the case with the court having jurisdiction over the property where the offense occurred. Warrant returns will be filed with the issuing courts.

V. ENFORCEMENT ACTION BY INVITATION AND SPECIAL ASSIGNMENT -

- A. By invitation and prior agreement, Lawton Police officers will function within the framework of the host enforcement agency.
- B. Lawton Police officers will file cases in the court of the host enforcement agency and cooperate in any reasonable manner.

VI. SPECIFIC POLICIES REGARDING ADJOINING PROPERTIES OF THE CITY OF LAWTON -

- A. CAMERON UNIVERSITY -
 - 1. If possible and practical, Lawton Police Department business will be conducted in the accompaniment of the Cameron University police.
 - 2. Lawton Police officers should take immediate action to preserve the peace on Cameron University property and make full notification to Cameron University Law Enforcement authorities.
 - 3. Felony warrants may be served at any time and place on Cameron University property.
 - a. If possible and/or practical, Cameron enforcement authorities should be notified prior to any enforcement action.
 - b. If prior notification is not possible, Cameron enforcement authorities must be notified as soon as practical after the action has been taken.
 - 4. Misdemeanor warrants will not be served on a student in class.
 - a. This is to avoid disrupting other students in their effort to further their education.
 - b. Arrangements will be made with Cameron Police to serve the warrant out of the classroom and between classes.
- B. COUNTY LAND (Fairgrounds and land adjoining the City Limits) -
 - 1. Lawton Police officers may serve misdemeanor and felony arrest warrants anywhere in Comanche County. Prior notice should be given to the Comanche County Sheriff's Office, if possible and practical.
 - 2. For any felony offense which occurred within the City Limits, Lawton Police officers may make follow-up investigations anywhere in Comanche County.
 - 3. If Lawton Police Special Operations officers are preparing to take any enforcement action in the county, they must notify the Detective Lieutenant of the Comanche County Sheriff's Department, unless:
 - a. They are working the case with a Sheriff's Deputy, OBN agent, DEA agent, OSBI agent or other agency with jurisdiction which will be responsible for proper notification.
 - b. Exigent circumstances exist and immediate notification is not possible or practical.
- C. FORT SILL -
 - 1. Official police business will be done in the accompaniment of the Military Police and/or Fort Sill CID personnel, if possible.
 - 2. Lawton Police officers will notify the Military Police and/or Fort Sill CID personnel of any warrant which names a person on Fort Sill property.
 - a. The military authorities will advise the method to be used in serving the warrant.

b. Service of the warrant will be a cooperative effort between the agencies.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.48
SUBJECT: LEAVES OTHER THAN NORMAL		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to establish guidelines for all members of the Police Department for excused absences other than normal leaves, sickness, injury, military leave, holidays, etc.

II. PROCEDURE -

- A. If an employee requires an absence above the normal, allowable time off, the following steps must take place:
1. The employee will submit, in writing, a request for said absence through the chain of command to the officer of the Chief of Police. Written requests will state the reason for the absence and the dates of absence.
 2. An employee receiving permission for an absence will be required to use their combined vacation and holiday time balances to the nearest forty hour increment before purchasing other employee's vacation time.
 3. An employee may purchase up to eighty hours of another employee's vacation time after having used his own vacation and holiday combined time balance.
 4. If approved, the employee will prepare the necessary personnel leave forms at least two weeks prior to departure and will submit the complete package through the chain of command to the office of the Chief of Police.
- B. If the employee has purchased the vacation time of another employee and that employee uses sick leave during the vacation time purchased, the sick leave will be charged to the employee who purchased the vacation time.

LAWTON POLICE DEPARTMENT

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.49
SUBJECT: MENTAL HEALTH OFFENDERS		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to outline procedures for dealing with citizens who, because of mental illness, are in danger of injuring themselves, injuring others, or of being injured by others.

II. DEFINITIONS -

- A. **EMERGENCY ORDER OF DETENTION (EOD) -**
A process whereby which a police officer lawfully takes custody of a person and admits them to Taliaferro for observation and treatment when there is reasonable cause to believe that he is mentally ill and in danger of causing injury to himself, others, the property of others, or of being injured by others.
- B. **MENTALLY DEFICIENT PERSON -**
Any person afflicted with mental defectiveness from birth or from an early age to such an extent that he is incapable of managing himself and his affairs, who, for his own welfare or the welfare of others of the community, requires supervision, control, or care and who is not mentally ill or of unsound mind to such an extent as to require his certification to a facility for the mentally ill as provided by the State statutes.
- C. **MENTALLY ILL PERSON -**
Any person afflicted with a substantial disorder of thought, mood, perception, psychological orientation or memory that significantly impairs judgment, behavior, capacity to realize reality or ability to meet the ordinary demands of life.
- D. **PATIENT -**
Any person who is under observation, care, or treatment and has been admitted to Taliaferro or any hospital.
- E. **PERSON REQUIRING TREATMENT -**
Means either:
 - 1. A person who has a demonstrable mental illness and who as a result of that mental illness can be expected within the near future to intentionally or unintentionally seriously and physically injure himself or another person and who has engaged in one or more recent overt acts or made significant recent threats that substantially support that expectation, or;
 - 2. A person who has a demonstrable mental illness and who as a result of that mental illness is unable to attend to those of his basic physical needs such as food, clothing, or shelter that must be attended to in order for him to avoid serious harm in the near future and who has demonstrated such inability by failing to attend to those basic physical needs in the recent past, but;
 - 3. Person requiring treatment shall NOT mean a person whose mental processes have simply been weakened or impaired by reason of advanced years, a mentally deficient person, or a person with epilepsy, unless the person also meets the criteria as set forth in the state law.

- F. **PSYCHIATRIC INTENSIVE CARE (PIC) UNIT -**
The portion of Taliaferro that is dedicated to the treatment, care, and observation of any person admitted on an EOD.
- G. **TALIAFERRO COMMUNITY MENTAL HEALTH CENTER -**
The local mental health facility located at 602 SW 38th, hereinafter referred to as Taliaferro.
- H. **TRIAGE -**
The portion of Taliaferro where patients are evaluated for treatment.
- I. **VOLUNTARY HOSPITALIZATION -**
A procedure by which Taliaferro may admit, as a voluntary patient, any person for whom a proper application is filed and upon determination that the person has symptoms of mental illness and will benefit from hospitalization.

III. SPECIAL CONSIDERATIONS -

- A. Any person alleged to be mentally ill to a degree which warrants institutional treatment or care, and who is not confined for a criminal charge or pending criminal charge, may be admitted at Taliaferro by one of the following admission procedures:
 - 1. Emergency Admission.
 - 2. On voluntary application.
 - 3. On court certification.
 - 4. On application of a parent or guardian of a mentally retarded person as defined by state statutes.
- B. Responding to incidences in which a mentally ill person is involved requires tact, patience, and understanding by the police officer. An officer should:
 - 1. Take time to learn as much as possible about the situation.
 - a. Talk to the family, witnesses, etc.
 - b. Unless absolutely necessary, don't rush the situation which could cause the subject to get easily frightened and make him harder to control.
 - 2. Not abuse, threaten, or create unnecessary excitement for the subject.
 - a. An officer can often control the subject's response by his approach.
 - b. Be objective and understanding in the face of verbal abuse.
 - c. Remember a mentally ill person has extended body space.
 - 3. Not be deceptive unless necessary.
 - a. Future incidents with the same subject may be severely damaged if he is deceived when being taken into custody.
 - b. If the subject trusts the officer, he will be easier to handle.
- C. Incidents arising from the activities of a mentally ill person may be extremely dangerous to officers, bystanders, or the mentally ill person himself.
- D. The degree to which an officer can intervene in situations involving a mentally ill person is limited by law, but the officer must respond and take lawful action in order to:
 - 1. Protect the public from harm which may be caused by the mentally ill person;
 - 2. Protect the mentally ill person from harm which may be caused by himself or others;
 - 3. Provide a stabilizing force as to any conflicts which may arise from the actions of the mentally ill person, and;
 - 4. Aid in acquiring proper medical attention for the mentally ill person.
- E. Mentally ill persons should not be taken into custody if they are not violent and responsible relatives or friends can be located who will ensure their safety.
- F. A mentally ill person, who cannot care for himself and who has no responsible person to care for him, should

be treated in a manner prescribed by law consistent with the particular circumstances when he may be in danger of injuring himself or others.

- G. Insanity or any form of mental illness is not a violation of any law. Officers, therefore, have not authority to arrest a person solely on the basis of his mental condition.

IV. GENERAL PROCEDURE -

- A. Responses to situations involving a mentally ill person should be assigned to two (2) officers.
- B. When encountering a mentally ill person, the officer should use tact and patience while making sure that the situation is under control.
- C. If the mentally ill person is violent and it becomes necessary to restrain him, only the amount of force necessary to control and restrain the subject should be used.
- D. Mentally ill persons who are in need of attention but are not violent nor a threat to themselves, others, or the property of others should be handled in the following manner:
 - 1. An attempt should be made to locate a responsible relative or friend who will attend to the needs of the mentally ill person.
 - 2. If the officer's advise is requested, he may mention to the mentally ill person or the attending friend or relative of the availability of Taliaferro on a voluntary basis.
 - 3. Should the mentally ill person have no friends or relatives who can attend to him and/or he is unwilling to apply for voluntary treatment, the officer should refer the matter to Taliaferro authorities.
- E. When a mentally ill person's behavior is such that confinement is necessary to prevent him from harming himself, others, or the property of others, the officer will:
 - 1. Take the person into custody and transport him to Taliaferro.
 - 2. Fill out an Emergency Order of Detention indicating those specific facts and circumstances which would lead a reasonable mind to believe that the person is mentally ill, and for his own protection and the protection of others, require observation and treatment in a mental facility.
- F. If an officer takes a person who appears to be mentally ill into custody after that person has committed a misdemeanor crime where charges might be filed, he will take the person to Taliaferro, inform the staff at Taliaferro that charges are pending including what the charges are, complete an EOD form, and request that the person be evaluated as soon as possible.
 - 1. If the person is determined to need treatment by Taliaferro, no charges will be filed.
 - 2. If the person is determined not to need treatment, they should call the Department when the person is to be released and he will be taken into custody providing all the requirements for a Misdemeanor Arrest have been met (See policy on Arrest Procedures).
- G. If an officer takes a person who appears to be mentally ill into custody after that person has committed a felony crime, the officer will:
 - 1. Take the person to the City Jail where he will be booked on the appropriate felony charge;
 - 2. Note on the booking card that the person may be a "Possible Mental Case";
 - 3. Notify his supervisor and the Service Division supervisor that he has booked a potential mental case.

V. EMERGENCY ORDER OF DETENTION (EOD) PROCEDURES -

- A. When an officer has determined that a person should receive emergency treatment for a mental problem, he should take custody of the person in the least conspicuous manner and transport him to Taliaferro.
- B. Upon arrival, the officer should take the subject to the door of the Psychiatric Intensive Care (PIC) Unit.

- C. Unless circumstances prevent it (e.g. an officer is currently struggling with the subject to maintain control), the officer will unload his weapon and lock it up in the security box provided in the PIC unit immediately upon entering the unit using the same procedures as used in the City Jail for securing his weapon.
- D. The officer will be required to complete and sign an Emergency Order of Detention.
 - 1. The officer should indicate the basis for his belief that the person requires treatment and the circumstances under which he took the person into custody.
 - a. The most important portion of the admittance is establishing the basis for admission.
 - b. An example of an inappropriate admittance and an appropriate admittance is:
 - (1.) If a person gets angry and destroys the contents of his friend's home, he is not eligible for admittance on an EOD but may be prosecuted on a signed complaint and a Citizen's Arrest of the victim.
 - (2.) If a person destroys the contents of his friend's home and claims that the television told him to do it or is hallucinating or delusional in any other way, he is eligible for admittance on an EOD, however, the report must reflect not only what the person was doing but also the mental illness characteristics that he displayed.
 - 2. The officer shall give a copy of the statement to the person or his attorney upon request of either.
 - 3. If the officer does not make the determination to take an individual into protective custody on the basis of his personal observation, the individual upon whose statement the officer relies shall also sign a written affidavit indicating the basis for his belief that the person is alleged to be a person requiring treatment.
 - a. The officers will fill out an EOD only after the private citizen (including any physician) has completed and signed his affidavit.
 - b. The officer should verify the contents of the citizen's affidavit and then fill out the EOD indicating the citizen's name upon whose information the EOD was prepared, the information provided, and any observations that may have been personally made.
 - c. Officers should not sign an EOD unless these stipulations have been met.
- E. An officer should not take anyone to Taliaferro for treatment if that person is extremely violent and physically capable to be beyond the capacity of the Taliaferro facility to restrain and control the person.
- F. The person will be examined within twelve (12) hours of custody.
 - 1. If a licensed physician determines that the person requires treatment, he shall endorse the officer's affidavit.
 - 2. If the licensed physician determines that the person does not require treatment, Taliaferro will notify the Police Department and the person shall be returned immediately to the point where he was taken into custody and released.
- G. A person can be detained on an EOD for no longer than seventy-two (72) hours, excluding days when the district court is not in session, without receiving authority from the court for extended detention after a hearing.

VI. VOLUNTARY ADMISSIONS -

- A. A person who is eighteen (18) years or older may request and be admitted Taliaferro if he meets the admission criteria as determined by the facility.
- B. A person who is sixteen (16) years or older may request and be admitted to Taliaferro if he meets the admission criteria as determined by the facility and has received the consent of his parent or guardian.
- C. A parent may request and receive treatment for their minor child without the consent of the minor.

VII. REQUEST FOR ASSISTANCE IN TALIAFERRO'S TRIAGE SECTION -

- A. Occasionally, the staff at Taliaferro requires assistance in moving a patient from the Triage Section of their

facilities to the PIC unit.

1. Usually the request entails the hope that the sight of the uniform will establish enough authority to peaceably move the patient without incident where physical force might have to be used otherwise.
 2. If physical assistance is required, however, it will be given.
 3. The request is also necessary since the officer will have to sign and EOD to admit the patient to the PIC unit.
- B. When such a request is made, at least two (2) officers should be dispatched to render assistance.
- C. Although the PIC unit is the only area where a weapon is not permitted, officers should use discretion about taking weapons into the Triage area and might consider locking their weapons in their vehicle's trunks before entering the building.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.50
SUBJECT: MOBILE CRIME LAB, USE OF THE		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to establish guidelines as to when the Mobile Crime Lab will be called out.

II. CALLS REQUIRING THE MOBILE CRIME LAB -

The Mobile Crime Lab will be called out for the following types of calls:

- A. ALL HOMICIDES, without exception.
- B. ALL MAJOR CRIMES where vital evidence may be lost or destroyed if the Lab is not dispatched immediately.
- C. Any accident where a Field Supervisor has determined it necessary that the accident scene be processed.
- D. Any other call that the Field Supervisor deems it necessary due to the nature of the crime and/or evidence.
- E. The Mobile Crime Lab will not be called out to dust for latent prints where time is not of the utmost importance.

III. PROCEDURE FOR CALL-OUT -

- A. When a patrol officer determines that the Mobile Crime Lab will be needed, he will notify his immediate supervisor.
 - 1. If good judgment allows, enough information may be given over the radio on Frequency 2 for the Field Supervisor to determine if the Detective Division should be called out.
 - 2. When the situation or circumstances dictate, the Field Supervisor will go to the scene and make an evaluation before the Mobile Crime Lab will be called out.
- B. After the Field Supervisor has determined that the Mobile Crime Lab should be called out, he will notify the dispatcher and instruct him to call the Crime lab Supervisor.
- C. The Crime Lab Supervisor will determine which Crime Lab Technician will be dispatched.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.52
SUBJECT: OTHER LAW ENFORCEMENT AGENCIES, RELATIONSHIPS WITH		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to provide guidelines for interrelationships with other law enforcement agencies.

II. POLICY -

A. REQUESTS FOR BACKUP AND/OR ASSISTANCE -

1. Requests from other law enforcement agencies, whether local, state, or federal, for backup personnel or other assistance will be honored by the Lawton Police Department whenever the request is of an urgent nature and in non-emergency cases when available manpower permits.
2. In providing such assistance, no police vehicles will be used as part of a roadblock without authorization of a shift supervisor.

B. ARRESTS OUTSIDE THE LAWTON CITY LIMITS -

1. When it becomes necessary for any officer of the Lawton Police Department to enter another jurisdiction to make an arrest, the law enforcement agency for that jurisdiction should be notified.
2. It is advisable to have an officer from the other jurisdiction present when any arrest is made.
3. Similar requests made by other jurisdictional agencies will be honored by the Lawton Police Department.

C. NOTIFICATION OF FEDERAL ENFORCEMENT AGENCIES -

1. In the investigation of offenses which are violations of both state and federal statute, the appropriate federal enforcement agency should be contacted by the investigating officer to inform them of the offense and/or request their assistance.
2. In particular, the FBI will be notified in all kidnaping and bank robbery cases, and the ATF will be notified in all bombing cases.

D. ARRESTS BY SECURITY PATROLS -

Arrests by private security patrols are citizen's arrests and will be handled as such.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.54
SUBJECT: PRISONER SEARCHES		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to establish departmental procedures for the searching of prisoners during the booking process.

II. POLICY -

It shall be the policy of the Lawton Police Department to search prisoners in a manner consistent with the offense for which they were arrested.

III. PROCEDURE -

A. DEFINITIONS -

1. Rub Search -
A rub search shall mean when the hands are rubbed over the prisoner's clothing and when shoes, coats, wigs, and/or hats are removed for searching.
2. Electronic Search -
An electronic search shall mean when the hand held "Search Alert" device is rubbed over the prisoner's clothing.
3. Strip Search -
A strip search shall mean when the prisoner's clothing are totally removed and an examination is made of the prisoner's clothing and body, but shall NOT include entry into any of the prisoner's body cavities.
4. Prisoner -
The term prisoner shall mean both males and/or females taken into custody.
5. Contraband -
The term contraband shall mean evidence or any unlawful or prohibited material.

B. GENERAL PROVISIONS -

1. All prisoners will be searched by either a police officer or a civilian employee of the same sex as the prisoner.
2. All prisoners will be searched and electronically searched prior to entering the cellblock.

C. REGULAR SEARCHES -

1. A prisoner will be "Rub" searched by either the arresting officer or a civilian employee prior to

booking.

2. A prisoner will be “Rub” searched by either the jailer or a civilian employee after booking.
3. A prisoner will be “Electronically” searched by either the jailer or a civilian employee prior to entering the cellblock.

D. STRIP SEARCHES -

1. A prisoner will be “Rub” searched, and “Electronically” searched prior to being “Strip” searched.
2. A prisoner will be “Strip” searched ONLY when probable cause exists that contraband is concealed on their person.
3. A prisoner will be “Strip” searched ONLY after the arresting officer’s supervisor or a Service Division supervisor has authorized it.
4. A prisoner arrest record shall contain the probable cause for the “Strip” search, the name of the supervisor who authorized the “Strip” search, and a record of any contraband or evidence found as a result of the search.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.55
SUBJECT: PRISONER TRANSPORTATION		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to establish guidelines for safe, practical transportation of prisoners from the scene of arrest to the city jail.

II. VEHICLE SEARCHES -

- A. At the beginning of each shift, an officer will search the passenger compartment of his vehicle thoroughly.
- B. After transporting a prisoner, the vehicle will be searched again.
 - 1. This method may be used to establish if a prisoner has hidden any contraband or evidence during transportation.
 - 2. This method also prevents the possibility of weapons being hidden and thus available in subsequent transportation.

III. PRISONER SEARCHES PRIOR TO TRANSPORTATION -

- A. Each prisoner taken into custody must be searched prior to being transported in a police unit.
 - 1. Based on the circumstances, the arresting officer will determine if the suspect is to be searched before being handcuffed or vice versa.
 - 2. The transporting officer will personally search the suspect before placing him in the police unit. Another officer's search will not be depended on for the safety of all involved.
 - 3. In addition to contraband or obvious weapons, the officer will confiscate any article that maybe used as a weapon such as:
 - a. Pens
 - b. Heavy belt buckles
 - c. Hat pens
 - d. High heel shoes
 - e. Heavy purses
- B. Whenever possible, arrestees should be searched by officers of the same sex. The following guidelines are based upon the arresting officer being the opposite sex of the suspect.
 - 1. The prisoner should not be searched about their body without a very good reason.
 - 2. Even if the officer thinks the prisoner may be in possession of a weapon or evidence, it is better to handcuff the prisoner until a search can be made by an officer of the same sex.
 - 3. If a weapon or evidence is seen or obvious, the officer will seize it.
 - 4. If the prisoner is observed hiding evidence or a weapon on or about their person, the officer will retrieve it.
 - 5. An immediate search of the suspect should take place if, and only if, the officer has a strong reason to believe that the suspect has contraband which can be destroyed before an officer of the same sex can conduct the search.
 - 6. It is advisable to have another officer or a responsible witness present during the search for protection against false accusation of misconduct or theft.

- C. Purses, coats, hats, and shoes may be examined for the officer's safety.

IV. RESTRAINT OF PRISONERS -

A. HANDCUFFS -

1. Every individual arrested will be handcuffed before being transported in a police unit.
2. The preferred method of handcuffing is accomplished by having the back of the suspect's hands together with the key hole up.
3. Suspects who are physically unable to be handcuffed behind the back will be handcuffed in front with the chain portion of the handcuffs placed under the suspect's belt or seat belt.
4. Handcuffs should not be excessively tight but tight enough to provide successful restraint.
5. Handcuffs will be double locked to prevent further tightening, slipping, or removal.
6. Handcuffs will not be removed from a prisoner until he reaches the jail booking section unless he is violent, then they will be removed when he is actually placed in the cell.

B. SEAT BELTS -

All prisoners will be further secured by fastening the seat belt around the individual.

C. ADDITIONAL RESTRAINTS -

If necessary, a suspect may be further restrained by securing a belt around the ankles.

V. TRANSPORTATION PROCEDURES -

- A. Once an arrest has been legally made and the suspect has been successfully detained, the arresting officer (if possible) will transport the suspect to the city jail by the most direct route.
- B. Prisoners will be transported in the rear seat of the unit with the safety shield closed.
- C. The officer will advise the dispatcher that he is "10-15". If transporting a prisoner of the opposite sex, the officer will also give the police unit's mileage and request a time check.
- D. Upon arrival at the proper destination, the officer will advise the dispatcher, give necessary mileage information, and verify the time.
- E. If more than one prisoner is transported at the same time, conversation among the prisoners should not be allowed.
- F. During the hours of darkness, the officer should leave the interior light on when transporting prisoners of the opposite sex.
- G. If the suspect becomes violent or destructive when en route to the jail in a one-man car, the officer will immediately call for a back-up and give his location.
 1. The suspect will be restrained to prevent damage to the police unit.
 2. If the back-up unit is another one-man car, the back-up unit will be parked legally out of traffic and locked while both officers transport the subject to jail.
- H. Mace will not be used inside the police unit.

VI. PRISONER PROTECTION -

- A. The transporting officer has a duty to protect his prisoner(s) which includes the exercise of safe driving techniques and compliance with the traffic laws and rules of the road.
- B. Before transporting any obviously injured or unconscious person, the officer will contact his supervisor who will determine if the prisoner should be:

1. Issued a citizen's arrest and released.
2. Transported to the hospital for examination and/or treatment prior to booking.
3. Transported directly to the city jail.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.56
SUBJECT: PROBATIONARY OFFICERS		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to provide guidelines for the duties, responsibilities, activities, restrictions, and expectations of Probationary Officers.

II. LENGTH OF PROBATION -

An Officer is on probation for one year from the date of his employment.

III. PURPOSE OF PROBATION -

- A. A probationary period is established to train and evaluate new Officers.
- B. Probationary Officers will receive training in the area of Law Enforcement by:
 - 1. Participation in a Basic Police Academy.
 - 2. On-the-job training with a Field Training Officer for a minimum of twelve (12) weeks.
 - 3. Closely supervised on-the-job training with the Officer working independently upon completion of the FTO program.
- C. During this probationary period, the Probationary Officer will be closely evaluated for suitability to continue a career with the Department.
 - 1. Input from Supervisors, Field Training Officers, and co-workers will be given careful consideration and will bear heavily in this decision.
 - 2. An Officer may be determined to be unsuitable for different reasons ranging from one or a few significant incidents to a sum total of several incidents that are insignificant if considered independently.
 - 3. Reasonable efforts will be made to ensure that the Probationary Officer is given corrective training and constructive criticism in problem areas.

IV. EVALUATIONS -

Evaluations will be made by:

- A. The Training Staff and Instructors during the Basic Academy.
- B. The Field Training Officer Supervisors, Supervisors, and the Field Training Officers during the FTO training period.
- C. The Field Supervisors during the rest of the probationary period.

V. ASSIGNMENTS -

- A. Probationary Officers will be assigned to varied shifts and days off according to the needs of the Department and the Division assigned.

- B. For the purposes of training, extra assignments may be given requiring participation.

VI. CHAIN OF COMMAND -

- A. During the probationary period, Probationary Officers will have the following immediate supervisors:
 - 1. Training Division supervisors for training matters.
 - 2. Field Supervisors for field activities.
- B. Career counseling and matters concerning retainment of a Probationary Officer will be a shared responsibility between the Training Division and the Probationary Officer's Field Supervisors.

VII. OFF-DUTY EMPLOYMENT RESTRICTIONS -

- A. A Probationary Officer may not engage in off-duty employment related to law enforcement activities during the probationary period unless with and under the direct supervision of a Police Supervisor or an Officer with at least three (3) years' experience.
- B. A Probationary Officer may not engage in off-duty employment of any kind during the Police Academy.
- C. Until the Basic Academy has been completed, a Probationary Officer may not attempt to enforce any laws as an Officer unless as directed by a non-probationary officers.
 - 1. This especially applied to off-duty arrests.
 - 2. This is not intended to restrict the Probationary Officer's rights as a citizen but rather to avoid unnecessary lawsuits when action is taken improperly due to lack of training.

VIII. BASIC ACADEMY REQUIREMENTS -

- A. All Probationary Officers must complete the State Basic Academy within the first year of their employment or have completed the State Basic Academy prior to being hired.
- B. If the academy has been completed within the last three (3) years, the Chief of Police and/or Training Supervisor will determine what portions of the State Academy if any, must be re-taken.
- C. If three (3) years have expired since the Probationary Officer attended the Basic Academy, it shall be repeated in this entirety.
- D. Probationary Officers who have attended out-of-state academies will be required to complete the State Academy.
 - E. Participation and completion of the Department's extension of the Basic Academy and FTO program is mandatory for all Probationary Officers.

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.58
<i>SUBJECT:</i> PROWLER CALLS		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

I. PURPOSE -

The purpose of this policy is to provide guidelines for answering prowler calls realizing that a prowler call may be a progressive step toward a burglary, rape, etc.

II. RECEPTION OF CALL -

When the dispatcher receives a prowler call, he will obtain as much information as possible on the suspect including:

- A. PHYSICAL DESCRIPTION.
- B. LOCATION OR DIRECTION OF TRAVEL.
- C. CLOTHING DESCRIPTION.
- D. WEAPONS OR TOOLS.
- E. VEHICLE.
- F. MANNERISMS.
- G. OTHER INFORMATION WHICH MAY HELP IN APPREHENSION.

III. RESPONSE TO CALL -

Response to a prowler call should be made as quickly as conditions permit. If possible, two units should respond. If possible, two units should respond. Progressive response will be as follows:

- A. If two units respond, both will switch to frequency two for coordination of arrival and the planning of a possible apprehension.
- B. When approximately three (3) blocks away, the responding Officer(s) should slow the unit(s) to eliminate road noise, tire squeal, etc.
- C. At night time if safety factors permit, the unit's lights should be extinguished approximately two (2) blocks away.
- D. If two units are available, the Officers should approach from opposite directions. One unit should establish a stationary position and serve as an apprehension unit.
- E. Officers should approach the house with their personal safety in mind. The Officers should consider:
 - 1. The resident might have a weapon and is probably scared.
 - 2. An "In-Progress" crime might be occurring.
 - 3. The resident might not be aware that his neighbor has reported a prowler.
 - 4. The prowler might be armed and waiting in ambush for the Officer(s).

IV. SEARCH OF THE AREA -

- A. Responding Officers should check the perimeter of the residence and note anything unusual such as:
 - 1. Broken windows.
 - 2. Cut or pried screens.
 - 3. Foot prints in mud or snow.
 - 4. Movement within shrubbery.
 - 5. Broken shrubbery near entrances or under windows.
 - 6. Pry marks or doors/windows.
 - 7. Wet footprints on the porch/sidewalks or in the grass when dew is present.

- B. If the complainant has indicated that they desire contact to be made with them, the Officers should check with them to:
 - 1. See if further information is available.
 - 2. Ensure that the complainant is safe and reassured.

- C. After completing the call, the Officers should check the immediate neighborhood, being observant for:
 - 1. Dogs barking.
 - 2. Noises in alleys and around fences.
 - 3. Vehicles starting up.
 - 4. Vehicles with warm engines or clear windows (especially in cooler weather).

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.60
SUBJECT: RADIO PROCEDURES		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to establish guidelines for the proper use of the police radio.

II. RADIO CODES -

Due to air time problems, there is an essential need for clear, precise, and abbreviated communications. If a code is available to communicate a specific need, the code will be exclusively used.

III. PROCEDURE FOR HEADQUARTERS GENERATED CALLS -

- A. Headquarters will call a field officer by the unit call sign.
- B. The field officer will answer by:
 1. Keying his mike and pausing for one second to engage the carrier.
 2. Giving his unit call sign and his current location.
- C. The field officer will then prepare to copy any call information.
- D. In a clear, precise, and brief manner, headquarters will give only the needed call information.
- E. The field officer will copy the call information on the first transmission.
- F. The field officer will acknowledge the call by repeating his call sign and stating, "Clear". (Example: "Adam 1, Clear.")

IV. PROCEDURE FOR FIELD OFFICER GENERATED CALLS -

- A. The Field Officer will call headquarters by:
 1. Keying his mike and pausing one second for the carrier to engage.
 2. Giving his unit call sign and code if applicable. See the following examples:
 - a. "Tap 5 to Headquarters, 10-75".
 - b. "George 10 to Headquarters, 10-74".
 - c. "Adam 1 to Headquarters" (No code applicable)
 3. The field officer will then wait for acknowledgment from headquarters.
 4. Headquarters will respond with the unit call sign and say "Go Ahead", indicating that they are ready to copy information.
 5. The field officer will then provide coded or other brief information to include the following:
 - a. The type of call (Using the proper code if not already given).
 - b. The location of the call.
 - c. Other brief needed information, such as tag numbers.
 - d. The need for a backup unit, if applicable.

V. TIMES -

Each officer will be responsible for time accounting as follows:

- A. Maintaining a personal method of determining the time.
- B. Personal logging of priority call times for later use on reports.
- C. In time, out time, etc. will not be requested over the radio unless emergency circumstances eliminated the officer's opportunity to look at his time piece.

VI. COURT DATES -

- A. Each officer will be responsible for their own court date calculations.
- B. An officer will not ask for court dates over the radio.

VII. COMMUNICATION FAILURES -

Communication failures can be blamed on both headquarters and the field officer. Both are responsible for working on the following problems:

- A. **TOO MUCH UNNEEDED INFORMATION -**
Each employee is responsible for reducing radio traffic to brief, precise, and coded necessary information.
- B. **TOO LITTLE INFORMATION -**
All adequate call information should be obtained before getting on the radio, unless an emergency or circumstances dictate otherwise.
- C. **TALKING BEFORE THE MIKE KEY SENDS THE CARRIER -**
Each employee should develop the habit of pausing a second, after keying the mike, to allow the entire transmission to be heard.
- D. **BACKGROUND NOISE OVERRIDE -**
Each employee should be aware that the mikes are sensitive and will pick up all surrounding noise. Care should be taken to reduce the background noise before transmitting.
- E. **UNCLEAR SPEECH OR IMPROPER DISTANCE FROM THE MIKE -**
Extra care should be taken to speak clearly and professionally over the radio. The mike should be held in three to five inches from the mouth. The transmission is difficult or impossible to understand if the mike is held too close or too far away.
- F. **USE OF SLANG OR JARGON -**
Slang or jargon will not be used over the radio.

VIII. SERVICE STATUS -

- A. All Departmental personnel, in all divisions, is responsible for providing accurate and valid service status to headquarters at all times.
- B. The following rules apply to any and all personnel on the Lawton Police Department who use city vehicles and participate in field operations of any type:
 - 1. All officers will notify headquarters of the proper code or circumstances when they get out of the car, unless emergency circumstances prevent the officer from properly going out over the radio.
 - 2. "10-8" means that the officer is in the car and available for calls. All personnel shall advise, "10-8" upon completion of a call.
 - 3. If headquarters lists an officer as being "10-8", that officer shall be responsible for answering his radio promptly at all times.
 - 4. If a "10-8" officer is given a call, the officer will respond with a unit call sign and "clear" without excuse or argument.

5. "10-97" shall mean that an officer has arrived at a call and will be out, unless the officer states otherwise.
6. "10-10" shall mean that an officer is carefully monitoring his radio and is accepting calls; even though he may also be involved in some police service.
7. "10-7" shall mean that an officer is off duty and not available for a call. All officers who go off duty shall advise headquarters in the following manner:
 - a. Example 1: When an officer goes off duty with no relief, the proper method is illustrated as:
"Adam 1 to headquarters", pause after headquarter's acknowledgment, "Adam 1, 10-7 with no relief".
 - b. Example 2: When an officer goes off duty and is dropped off by his relief, the proper method is illustrated as:
"Adam 1 to headquarters", pause after headquarter's acknowledgment, "Adam 1, 10-7, Delta 1, 10-8".

IX. BACKUP ASSIGNMENTS -

- A. Backup assignments will be made by headquarters to eliminate confusion.
- B. Headquarters shall observe the following priorities in descending order when making the assignments:
 1. A "10-8" zone unit will be assigned, unless the zone unit is out of the zone and unable to respond within a reasonable period of time.
 2. A "10-8" all-zones unit will be assigned, unless the all-zones unit is a long distance away and unable to respond within a reasonable period of time.
 3. A "10-8" adjoining zone unit will be assigned from a non-critical zone. Critical zones shall mean:
 - a. Zones 1 and 5 when any other adjoining zone to the call has a "10-8" unit.
 - b. Any zone with only one "10-8" unit when any other adjoining zone has two or mor "10-8" units.
 4. Headquarters may ask for the closest unit if it is not practical to observe steps 1-3 especially during times of emergency or during any confusion that might be created by shift change.
 5. A field officer may volunteer to take a high priority call only with the following circumstances:
 - a. It becomes apparent that headquarters is having trouble finding a unit to send and he is close enough to respond within a reasonable time frame.
 - b. There is a life and death call given and he is significantly closer than the unit assigned.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.61
SUBJECT: RANGES, USE OF		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to provide guidelines for the use of the Indoor Pistol Range and /or the Outdoor Firearms Range.

II. PERSONNEL AUTHORIZED TO USE THE RANGES -

- A. The use of either Range is restricted to Law Enforcement personnel from the following agencies:
 - 1. Lawton Police Department
 - 2. Comanche County Sheriff's Office
 - 3. Oklahoma Highway Patrol
 - 4. Oklahoma State Bureau of Investigation
 - 5. Federal Bureau of Investigation
 - 6. Fort Sill Military Police
 - 7. Others as approved by the Chief of Police upon request from that agency's Chief.
- B. Civilian personnel are not authorized to shoot on either Range unless a Departmental Firearms Instructor is present.

III. REQUIRED SAFETY EQUIPMENT -

- A. **EAR PROTECTION** -
 - 1. Personnel using the Indoor Pistol Range must wear Ear Muffs. Ear plugs are NOT acceptable by themselves but may be worn in addition to the Muffs. Ear protection must be worn over the ears anytime a weapon is discharged or during the course of fire.
 - 2. Personnel using the Outdoor Firearms Range may wear either Ear Muffs or approved Ear Plugs. All personnel not wearing ear protection will remain behind the firing line under the South awning or beyond at anytime there is shooting in progress.
 - 3. Spent cartridges, cigarette butts, etc. are not acceptable for use as ear protection.
- B. **EYE PROTECTION** -

Regular eyeglasses, sunglasses, or shooter's glasses will be worn by any person on or near the firing line while shooting is in progress.
- C. **FAILURE TO WEAR REQUIRED SAFETY EQUIPMENT** -
 - 1. Anyone who fails to wear the required safety equipment may be required to leave the respective Range.
 - 2. Continued or repetitive violators from other agencies will be banned from the use of the Range.
 - 3. Disciplinary action will be taken against continual or repetitive violators from this Department.

IV. INDOOR PISTOL RANGE -

- A. **RESTRICTIONS** -
 - 1. The Indoor Pistol Range is for the use of handguns only.

2. Only .38 caliber wad-cutter loads may be fired. There will be NO armor piercing, magnum, tracer, or service loads fired.

B. **TIME OF OPERATION -**

Any Officer desiring to use the Indoor Pistol Range may do so at any time providing there are no unusual circumstances which would prevent it.

C. **KEY CONTROL -**

The key to the Indoor Pistol Range must be controlled at all times. The following procedure will be strictly adhered to and will be enforced.

STEP ONE : Secure the key from the on-duty Front Desk personnel. The Front Desk personnel will log the key out to the Officer using the range by noting the : Time, Date, Weapon Caliber, and Officer's Name.

STEP TWO: The Officer will proceed to the Range and check the Range for any unsafe condition. If any unsafe condition is found, the Officer will immediately notify the Front Desk personnel who will notify a Firearms instructor as soon as practical. The Range will not be used until declared to be safe by a Firearms Instructor. If no unsafe conditions are found, the Officer may proceed to Step Three.

STEP THREE: The Officer will then put on the required eye and ear protection. The fan switches for both the front and rear fans must be turned on before any rounds are fired.

STEP FOUR: The Officer will continually observe all safety rules, as he has been instructed in Firearms Training, when he is setting up his target and firing.

STEP FIVE: After firing, the Officer may clean his weapon, if desired. He will then fill out a "Usage Card" and clean up the Range. All used targets will be taken down and used cleaning patches will be placed in the trash can. All lights and fans will be turned off and the Range will be secured.

STEP SIX: The Officer will then returned to the front desk with the key and a completed Usage Card. The Usage Card must be signed by both the Officer and the Front Desk personnel receiving the card.

D. **ENTRANCE WITHOUT A KEY -**

In the event some officer has already checked out the key and is using the Range, the Officer will proceed to the Range and knock on the door. Upon admittance, he will follow Steps Two through Six. The last officer out will return the key and secure the Range.

V. **OUTDOOR FIREARMS RANGE -**

A. **RESTRICTIONS -**

1. Only handguns or shotguns may be used for normal training purposes.
2. Use of rifles are strictly prohibited except under the following conditions:
 - a. Under close supervision of a Firearms Instructor when sighting a rifle.
 - b. Tact Team training under close supervision of the Tact Team Commander.
3. Due to the location and the necessity for a strict adherence to safety rules, a Departmental Firearms Instructor must be present anytime the Outdoor Firearms Range is used for practice or qualification.
4. At least two (2) persons must be present for the Outdoor Firearms Range to be used. In case of an accident, this method will provide for someone to be present and render First Aid and/or seek emergency medical assistance.

B. **DAYS OF OPERATION -**

1. The Outdoor Firearms Range will be open for practice by off-duty officers.
2. The Outdoor Firearms Range schedule applies from April to November.
3. The following monthly schedule will be utilized for regular operation:
 - a. The first Monday of each month.
 - b. The second Tuesday of each month.
 - c. The third Friday of each month.
 - d. The fourth Saturday of each month.
 - e. Other days as noted on the bulletin boards.
 - f. The Range will NOT be open on Holidays or during inclement weather.
4. Special arrangements must be made through the Training Division or any Firearms Instructor to use the Range at times other than those regularly scheduled.

C. **TIME OF OPERATION -**

The Outdoor Firearms Range will be open for practice from 10:00 A.M. to 6:00 P.M. during the normal schedule.

VI. AMMUNITION TO BE PROVIDED -

- A. The Department will provide fifty (50) rounds of wad-cutters for any officer who shoots on the practice days.
 1. The ammunition will be issued at the Outdoor Firearms Range during the months it is in operation.
 2. For winter months when the Outdoor Firearms Range is closed and on inclement days when it would otherwise be open, ammunition will be issued from the Arms Room to be used on the Indoor Pistol Range.
- B. Upon request, the Department will also issue ten (10) rounds of shotgun skeet rounds and ten (10) skeet targets for use at the Outdoor Firearms Range.
- C. all ammunition and targets issued must be shot at the respective Range. The brass must be turned in before leaving.
- D. Additional pistol ammunition will be available at the Range and may be purchased from the F.O.P., if more practice is desired. However, additional shotgun ammunition or targets will not be available for practice purposes unless the Officer brings his own.

VII. RESPONSIBILITY OF SHOOTERS -

- A. Each shooter is responsible for the continued practice of safe shooting techniques. SAFETY IS A MUST AT ALL TIMES.
- B. Each Shooter is responsible for policing the area when he has finished shooting. Additionally, he will also police other areas of the range that may be assigned on the Qualification Shoots.
- C. Each shooter is responsible for making a diligent effort to keep staples and foreign brass out of the brass collection buckets. This effort is necessary so that the life of the reloading machinery can be extended.
- D. Each shooter is responsible for seeing that the issued equipment (Shooter's glasses, staple guns, buckets, etc.) is in good working condition and is turned in before leaving the Range. If a piece of equipment is not functioning properly, it will be reported to a Range officer immediately.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.62
SUBJECT: RAPE INVESTIGATION PROCEDURES		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to establish departmental procedures for the handling of rape cases. The objective of this policy is to help the victim both physically and emotionally and to conduct a thorough investigation in order to arrest and convict the offender.

II. GENERAL PROCEDURES -

- A. The officer should attempt to gain the victim's confidence and establish a relationship of trust with her and her family.
- B. The officer should let the victim know that his concern for helping her is as great as his interest in arresting and prosecuting the offender.
- C. The officer should treat the victim with compassion, consideration, understanding, and patience though such sympathy should not prevent him from collecting evidence and asking necessary questions.
- D. When talking to the victim, the officer should use language appropriate to the victim's age, intelligence, and social class.
- E. If the victim can understand their meaning, the officer should use medical terms when referring to various parts of the body (e.g. penis, vagina, etc.).
- F. The officer should never unnecessarily ask the victim to relate details of the offense.
- G. The officer should not ask any embarrassing or personal questions which are irrelevant to the investigation.
- H. During the course of an investigation, an officer should not express any personal opinions to the victim regarding whether or not a sex offense has been committed.
- I. An officer must never undertake a physical examination of a rape victim.

III. DUTIES OF INITIAL OFFICER AT THE SCENE OF A RAPE -

- A. The first officer on the scene will determine the location and condition of the victim.
 1. If the victim requires immediate medical attention, he will render first aid and summon an ambulance.
 2. If immediate medical attention is not needed, he will have the victim remain at the scene until the assigned investigator arrives, provided one is summoned.
- B. The first officer to respond to a rape complaint is responsible for the preliminary investigation and the notification of his supervisor of enough details so that an investigator may be called out if necessary.
 1. The victim's name and details of the rape will not be given out over the radio.
 2. Preliminary questioning of the victim should be conducted by one officer who should speak to her

- privately, away from witnesses and on lookers.
3. The officer should not question the victim in detail about the incident, but should briefly interview her to:
 - a. Determine the type of crime that has occurred.
 - b. Obtain a description of the offender and broadcast the information, if appropriate.
 - c. Obtain the basic information for beginning an investigation (e.g. name, address, age, etc.).
 4. He will take the offense report filling out only enough information to establish that the elements of a rape are present.
 5. Details of the rape will be reported on a follow-up only.
 6. If the victim must be taken to the hospital for emergency treatment, the first officer on the scene should make arrangements to secure the scene with another officer and then he should accompany the victim to the hospital.
 - a. The officer should notify the dispatcher of his activity.
 - b. The officer should request that the dispatcher notify "New Directions" so that a Rape Crisis counselor can respond.
 - c. The victim should be advised where she is going and what is going to transpire so that she does not have to encounter any surprises at the hospital.
 - d. The victim should be advised to take a complete change of clothing, including under-clothing, to the hospital.
 - e. Transportation of the victim to the hospital for medical treatment and collection of medical evidence of a sexual assault should be made as soon as possible so that perishable biological evidence is not irretrievably lost.
 7. If the victim specifically and spontaneously requests to speak to a female officer, she should be provided one if possible.
- C. The on-duty Field Supervisor will evaluate the situation and determine if a Technical Investigator is needed.
1. If one is to be called out, the Field Supervisor will notify the proper Detective supervisor, who will assign the proper Technical Investigator, and then secure the crime scene allowing NOBODY to violate the security until the Technical Investigator arrives and determines what must remain secured.
 2. In the event that the Field Supervisor determines that a Technical Investigator is not needed, the first officer dispatched to the scene will collect the evidence as prescribed in the evidence check list.
 - a. He should ensure that the Medical personnel follow the directions on the rape kit in detail.
 - b. The victim should be advised to come to the Police Station at 9:00 A.M. on the next working day if during the week. If the next day is a weekend, the victim should be advised to phone the station the following day and contact the Detective on-duty.

IV. DUTIES OF THE TECHNICAL INVESTIGATOR/DETECTIVE ASSIGNED TO THE CASE -

- A. A detective should be assigned to handle a rape case as soon as practical after the initial complaint. He will remain with the case from the time of assignment until the close of the investigation.
- B. Prior to interviewing the victim, the detective should obtain the basic investigative information from the officer who conducted the preliminary investigation.
- C. The investigator should conduct a brief interview with the victim in private.
 1. The victim should be allowed to tell her own story in her own words without interruption.
 2. The investigator should avoid asking questions that encourage a "yes" or "no" answer.
- D. The investigator should expect that the victim may omit embarrassing details about the crime and should be prepared to explain that certain information must be discussed in order to satisfy the legal aspects of establishing that a rape did occur and in order to pursue the investigation.
- E. The investigator should not question the victim extensively prior to the medical examination. Instead, he should concentrate on calming her and attempting to minimize her emotional strain.

- F. Until a Rape Crisis counselor arrives, the investigator should ensure that the victim is never left alone, except during the actual medical examination. She should always be accompanied by a friend, relative, or the investigator.
- G. The Technical Investigator assigned to the case will be responsible for collecting all the evidence.

V. MEDICAL EXAMINATIONS -

- A. The victim should be asked to undergo a physical examination after explaining:
 - 1. The importance of the evidence that may be obtained as a result of the examination.
 - 2. The possibility of medical treatment being required for possible pregnancy, disease, or injury.
- B. A medical examination is unnecessary when the circumstances surrounding the rape are such that no evidence will be obtained from the examination. However, the victim should be advised that she may still require medical treatment.
- C. Although the victim has the right to be examined by the doctor of her choice, she should be encouraged to have the examination performed at a medical facility where arrangements have already been made to see that the Rape Kit is used properly.
- D. Though not mandatory, it is preferred that the victim be examined by a gynecologist or Emergency Room doctor experienced in handling rape cases.
- E. Prior to the examination and out of the victim's presence, the investigator should inform the examining physician of the details of the offense.
- F. If the physician is not familiar with the proper procedure to use for the handling of rape cases, the investigator should ensure that the doctor properly utilizes the rape kit by informing him of its contents and the need for evidence to corroborate the offense report.

VI. IN-DEPTH INTERVIEW BY THE DETECTIVE ASSIGNED THE CASE -

- A. Following the medical examination, the investigator should arrange for an in-depth interview with the victim which will include the obtaining of a written statement from her.
- B. The interview should be held as soon as practical after the medical examination, if one is given.
- C. If the victim is emotionally distraught, the investigator should delay the interview until she is calm and has regained her composure.
- D. Only the investigator and/or a Rape Crisis counselor should be present with the victim at the interview.
- E. The investigator should try to obtain all the necessary information at this one interview. Unless necessary for the investigation, he should not conduct a follow-up interview with the victim.
- F. The investigator should try to explain to the victim that some of the questions he may ask during the interview may seem embarrassing or even insulting, but that they are necessary because:
 - 1. His questions may help him uncover the identity and/or modus operandi of the offender.
 - 2. The successful prosecution of a rape suspect is extremely difficult.
 - 3. He must determine whether there is sufficient evidence to merit prosecution.
 - 4. The victim will be subjected to thorough questioning when she is confronted by defense counsel

in court.

- G. After the victim has given her uninterrupted account of the incident, she should be questioned about relevant details for the purpose of uncovering important details which may have been omitted such as:
 - 1. The time of the offense.

2. The offender's modus operandi.
 3. Words spoken by the offender.
 4. Whether the offender had a weapon.
 5. Whether there were accomplices, etc.
- H. The investigator should tactfully inquire:
1. If the victim has been acquainted with the offender and, if so, for how long.
 2. The extent of any previous relationship, including any prior sexual relations, with the offender.
- I. If the victim indicates that she does not wish to prosecute, the investigator should try to persuade her to cooperate so that:
1. The offender might be identified.
 2. Information might be obtained that might help solve other similar cases.
- J. If the victim has any bruises or other externally visible signs that she was assaulted, the investigator should ensure that they are photographed.
- K. If the victim has to remove any clothing for the photograph, the picture should be taken by a female officer/employee.
- L. The investigator should appraise the victim of the possibility of future interviews, identification procedures, court appearances, etc., and encourage her continued cooperation.

VII. SUBSEQUENT INVESTIGATIONS BY THE DETECTIVE ASSIGNED TO THE CASE -

- A. As new information presents itself, the investigator should keep the victim informed as to the progress of the case.
- B. Ordinarily, the victim will not be required nor requested to take a polygraph test.
- C. The decision to prosecute a rape complaint should rest upon the probability of conviction as determined by the District Attorney's office. Some factors to be considered in establishing the lack of prosecutive merit include:
1. Evidence that the victim was intoxicated at the time of the alleged rape.
 2. A substantial delay between when the alleged assault occurred and when it was reported.
 3. A lack of physical evidence to support the allegation.
 4. Problems with the victim's age or emotional stability.
 5. A refusal by the victim to submit to a medical examination.
 6. A previous relationship between the victim and the offender.
 7. The victim's reputation for unchastity.
 8. The victim's failure to cooperate with the police investigation.
 9. The victim's past history of filing unsubstantiated rape complaints.
- D. If the District Attorney refuses to prosecute the case as a rape complaint, the investigator may seek to file another charge if evidence supports it (e.g. assault).
- E. If the District Attorney refuses to prosecute the case as a rape complaint, the investigator should advise the victim of the decision and emphasize why the decision was made.

VIII. IDENTIFYING, COLLECTING, AND PRESERVING EVIDENCE AT THE RAPE SCENE -

- A. GENERAL RULES -
1. Safeguard the crime scene.
 2. Use caution not to damage or contaminate the evidence.

3. Document the chain of evidence throughout the investigation.
 4. The evidence should be handled, identified, collected, and preserved as described in the policy, "Evidence Submitted to the OSBI".
- B. **SPECIFIC ITEMS TO LOOK FOR AT RAPE SCENES -**
1. Fingerprints and/or footprints.
 2. Stains and/or clothing, bedding, or towels that may contain biological evidence.
 3. Material used to bind the victim/witnesses.
 4. Weapons.
 5. Tool marks at forced entries.
 6. Injuries to the victim (s) and or witness (es).
 7. Fibers and hairs.
 8. Rugs or carpeting that might contain stains.
 9. Broken objects which would tend to prove forcible compulsion.
 10. Wash cloths or towels which the suspect and/or victim may have used to cleanse his private parts.
 11. Objects which may have been handled by the suspect including cigarette butts, bottles, paper, glasses, etc.
 12. Foreign items at the scene such as buttons, pieces of torn clothing, etc.
 13. Soil samples, vegetation samples, cast of footprints, etc., for crimes which occur outdoors.
 14. Sweepings from the seats, floor mats, seat covers, and blankets etc. for stains and/or hair where the crime occurred in an auto; also check the door handles for hair and/or prints.
 15. Broken glass samples, paint samples, etc., if forced entry was used to enter the victim's residence.
- C. A photograph should be taken of the crime scene, particularly where physical evidence is in view and where evidence of a struggle is present (e.g. furniture overturned, broken lamp present, etc.).
- D. A sketch should be made of the crime scene showing the location of the evidence before it was collected.

IX. WHEN A SUSPECT IS TAKEN INTO CUSTODY -

- A. Any spontaneous statements by the suspect should be recorded.
- B. The suspect(s) should be separated immediately and must not be allowed to use the restroom or consume beverages until the secreteer test and a public combing is obtained.
- C. The suspect(s) must not be permitted into the crime scene area. If an arrest is made at the crime scene, he should be removed from the scene immediately.
- D. Communication between the victim, suspect(s), and witnesses must be prevented unless it is necessary in very rare cases.
- E. If there is evidence of injury or torn/stained clothing, the suspect(s) must be photographed immediately.
- F. Evidence found on the suspect's person (e.g. semen/blood stains, stolen property, clothing, etc.) must be collected and preserved immediately.
- G. If the suspect is wearing clothing similar to that described by the victim and/or witnesses, it should be removed and submitted as evidence.
- H. Following the obtaining of a search warrant and or a search waiver, samples of the suspect's head hair and public hair will be collected for evidence.
- I. After a court order has been obtained, blood and urine samples should be taken for alcohol and drug analysis.
- J. Any alibis that the suspect offers should be recorded and checked out at the investigator's earliest possible opportunity.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.63
SUBJECT: RESIDENCE CHECKS		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to provide guidelines for procedures to be used when making residence checks for citizens when they will be out of town.

II. POLICY -

It is recognized that a proper relationship between the police and the citizens of the community is essential for effective law enforcement. This department desires to present a standard of excellence in the field of law enforcement for giving the public the best possible service. Although residence checks will not take priority over other police services, departmental personnel are expected to provide this service as time permits.

III. PROCEDURE -

A. METHOD FOR REQUESTING A RESIDENCE CHECK -

1. Citizens may request a residence check by:
 - a. Calling the Police Station.
 - b. Coming to the Police Station.
2. Upon the receipt of the request, the Police Department employee receiving the request will:
 - a. Determine if the request meets the criteria for residence checks. The following examples do not meet the criteria for special services and will be checked by routine patrol only:
 - (1.) Where the home owner is gone but has employed a house sitter.
 - (2.) Where a spouse is out of town.
 - (3.) A new home under construction.
 - (4.) Simply because of previous crime activity in the area.
 - b. Determine the length of time the checks are requested.
 - (1.) A request for three (3) days or less will be processed by taking the information and placing it on a follow-up dispatch card for zone units to check. A residence check form will not be completed.
 - (2.) A request for more than three (3) days but less than thirty (30) days will constitute the need for a residence check form to be completed and processed as outlined below.
 - (3.) A request for more than thirty days exceeds the time frame for making residence checks feasible.
 - (a.) The citizen making the request will be advised that we will make the scheduled checks for up to thirty days.
 - (b.) Subsequent checks will be sporadic and only performed as part of routine patrol by District units.
 - c. Fill out the Residence Check Request Form for those which meet the criteria previously outlined.
 - (1.) The form must be completed in its entirety.
 - (2.) The following information will be placed on the form by police personnel, not the citizen making the request:
 - (a.) The Citizen's name, social security number and date of birth.

- (b.) The address to be checked while the party is away.
- (c.) The requested start and stop dates.
- (3.) Special emphasis will be given to:
 - (a.) Where the resident or a responsible party can be contacted in case of an emergency.
 - (b.) Who, if anyone, will have a key to the residence.
 - (c.) Descriptions of neighbors, relatives, or friends who may also be checking the residence to pick up the mail, water the dogs, etc.
 - (d.) Any information regarding what lights will be on inside the residence including lights on timers.
 - (e.) Dogs or other animals that may be in the house or yard.
 - (f.) The resident's vehicles that may be left parked in the garage, driveway, etc.
 - (g.) Vehicles that belong to a relative, neighbor, or friend who may also be checking the residence.
 - (h.) Any information that the receiving personnel believes to be pertinent for the safety of the field officer performing the service.
- d. Print his name at the lower right corner of the request form.
- e. Provide specific instructions to the resident in the event that he should return earlier than planned.
 - (1.) They should be told to contact the Department immediately.
 - (2.) They should also be instructed not to enter the house until they call the Police if they return and find something suspicious.

B. ASSIGNMENT OF RESIDENCE CHECKS -

- 1. Upon receipt of a residence check form, it shall be immediately delivered to the assigned Patrol Division Supervisor or Assistant Patrol Division Commander who shall perform the following:
 - a. Ensure that each form provides the required information and meets the criteria for a residence check.
 - b. Ensure the requesting party is in the record system Law Master.
- c. If the requesting party is not in the Law Master, the form will be forwarded to the on duty clerk who will build a Law Master file as per policy of the Service Division Commander.
- d. After the file is established or located, the assigned Patrol Division Supervisor or the Assistant Patrol Division Commander will perform the following:
 - (1.) Enter the Law Master file information under the requesting party's name.
 - (2.) Assign the request to a unit assigned to the zone that the residence is in.
 - (a.) Preferably the unit will have Officers assigned on all three shifts.
 - (b.) Short term assignments should be made based on when the request is to start in order to provide better service.
 - (3.) Add the summary information to the computer file including:
 - (a.) The date issued to the zone unit.
 - (b.) The zone unit assigned.
 - (c.) Under Offense, insert "Residence Check".
 - (d.) In the upper left corner of the form, indicate the call letters of the unit assigned to make the check.
 - (4.) Place the request form in the appropriate unit mail box.
- e. The supervisor making the assignments need not maintain a log of which units are assigned to make the residence checks but should review the requests regularly.

C. CHECKING THE RESIDENCE -

- 1. Requests for residence checks will be honored by the Officer assigned to that zone.
- 2. Although residence checks will not take priority over other patrol calls, assigned Officers should check the residence at least once per shift.
- 3. The following procedures will be followed when making a residence check:
 - a. The officer will notify the dispatcher that he will be busy on a follow up in the block location of the request. (i.e. "Headquarters, Henry 6, 10-6, 10-81, 1800 NW 82nd).

- b. The officer will make a walk around inspection of the residence, if possible. The officer is not expected to climb fences or other obstacles to check all exterior areas of the dwelling.
- c. After the check is complete, the officer will note the time and date of the check along with his initials.
- d. The officer will also make notations on the back of the request form concerning suspicious vehicles, persons, activities, etc. in the area and will include the time that the notation was made.

D. CANCELLATION OF REQUEST -

- 1. When an residence owner requests a cancellation for further checks, personnel will obtain a residence check form and obtain only the caller's name, address, and social security number. In the remarks section, the personnel receiving the call will enter, "CANCEL, OWNER RETURNED HOME" or "10-22". The following steps will then be taken:
 - a. The cancellation information will be given to the assigned Patrol Lieutenant or Assistant Patrol Division Commander.
 - b. The unit assigned will be determined from the Law Master file and placed on the cancellation form in the appropriate place.
 - c. The cancellation form will be placed in the appropriate mail box.
- 2. A patrol officer can cancel a residence check in one of the following ways:
 - a. The time period simply expires.
 - b. The citizen returns home and advises the officer.
 - c. The officer receives a "CANCELLATION" form advising the officer that the citizen has called in and requested the cancellation.
- 3. When a cancellation is received, the officer will complete the form in the officer's return area and then submit the completed form to the assigned Patrol Lieutenant.
- 4. Upon receiving the completed cancellation form, the assigned Patrol Lieutenant or Assistant Patrol Division Commander will:
 - a. Enter the final return on the Law Master file.
 - b. Update the Summary by placing "CL" in disposition box and the date the form is cleared in the date box.
 - c. Dispose of the residence check card.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.65
SUBJECT: SEARCH AND SEIZURE PROCEDURES		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to establish guidelines for when a search may be conducted, under what circumstances a search may be conducted, where the search may be conducted, and how the search is to be conducted.

II. DEFINITIONS -

- A. **EVIDENCE COLLECTOR** -
A member of the search team designated by the lead investigator or supervisor in charge to take possession of, package, seal, and/or mark all items seized at a search site.
- B. **EXIGENT CIRCUMSTANCES** -
A situation that needs immediate attention or may be considered an emergency. An example of a search based on exigent circumstances might be a case where Officers are in foot pursuit of a person who is suspected of just committing an Armed Robbery, and;
 - 1. The officers pursue the suspect into a house and conduct a search of the premises, and;
 - 2. The suspect is subsequently found as well as a weapon and the clothing that he had been wearing at the time of the crime.
- C. **FRISK** -
A limited, protective search for concealed weapons or dangerous instruments.
- D. **LEAD INVESTIGATOR** -
The search team member most knowledgeable about the case and most responsible for the investigation. He will be in charge of the execution of the warrant itself unless a supervisor is present and takes charge himself.
- E. **REASONABLE SUSPICION** -
More than a hunch but less than probable cause.
- F. **SEARCH SITE** -
The place to be searched as describe in a search warrant.
- G. **SEARCH TEAM** -
Those officers taking part in the execution of a particular search warrant.
- H. **SIZEABLE ITEMS** -
Contraband, loot, anything used in committing a crime, or other evidence of a crime.

III. SEARCHES WITHOUT WARRANTS -

SEARCHES MAY BE MADE WITHOUT WARRANTS WHEN:

- A. **IT IS INCIDENT TO A LAWFUL ARREST.**
 - 1. The search must be made immediately following the arrest and can only extend to the immediate area where the arrestee has control and where the arrest occurred.

2. Searches incident to an arrest may be made for Fruits of a Crime, when:
 - a. An officer has reason to believe that a FELONY crime, has been committed and the person being searched has the evidence on his person. (e.g. upon completion of a drug buy from the suspect).
 - b. The search follows a felony arrest and it is:
 - (1.) For the contents of the passenger compartment of a suspect's vehicle when it has been stopped within a short time after a crime has occurred and the search is incidental to the arrest of the suspect. The arrest must be made prior to and immediately preceding the search of the vehicle.
 - (2.) Incidental to an arrest within a house or building.
 - (a.) Searches of drawers, sealed containers, etc. would not be included.
 - (b.) The search cannot be expanded to other rooms.
- B. IT FALLS UNDER THE CATEGORY OF AUTO EXCEPTIONS.
1. An automobile may be searched without a warrant where probable cause exists that is sufficient to obtain a search warrant if time permitted.
 2. The Courts have recognized that, since vehicles are mobile, an automobile could easily depart the area of jurisdiction if time was taken to obtain a warrant.
 3. In some cases, it would be advisable to seize the vehicle and then obtain a search warrant such as in cases where the trunk area of the vehicle is believed to contain the evidence or contraband.
 4. In all cases where it is practical, a search warrant should be obtained prior to the search.
- C. IT FALLS UNDER THE CATEGORY OF EXIGENT CIRCUMSTANCES.
1. Exigent circumstances searches can be conducted when there may be Immediate Danger, such as when:
 - a. An officer has reason to believe that a person has a weapon or weapons on his person. (Stop and Frisk.)
 - b. A person has been detained in a vehicle and the officer has reason to believe that the person may have a weapon in his immediate vicinity.
 - c. An officer has reason to believe that a bomb may concealed and is set to go off before a search warrant could be obtained.
 2. An officer cannot create his own emergency.
- D. THERE IS EVIDENCE OR CONTRABAND IN PLAIN VIEW.
1. The key issue that must be settled for this search to be valid is that the officer had a legal right to be where he was at the time he observed the contraband or evidence in plain view.
 2. Examples would include:
 - a. A traffic stop is made and the officer observes some marijuana in the floorboard as he looks inside the vehicle.
 - b. An officer is invited into a house to conduct an interview and he observes a stolen TV from another case.
- E. CONSENT HAS BEEN GIVEN BY THE PERSON IN CONTROL OF AND/OR OWNING THE AREA TO BE SEARCHED.
1. Consent must be given voluntarily.
 2. The person giving the consent must understand that he has a right to refuse the search.
 3. The person giving the consent must have the right to do so.
 - a. A parent cannot give consent for a juvenile's room if he has total control of that room and others do not go in his room without his permission.
 - b. A landlord cannot give consent for a tenant renting from him.
 4. A search waiver should be signed before the search is initiated.
- F. THE OFFICER IS CONDUCTING A STOP AND FRISK.
1. In situations where enough probable cause to arrest is lacking but the officer has justification to believe that an individual is acting in a suspicious manner, the officer has a legal right to stop the

- suspect and may also legally conduct a frisk of the suspect to protect himself and other potential victims from violence.
2. There must be reasonable suspicion to justify a frisk.
 3. The following list contains some factors which, alone or in combination, may be sufficient to create reasonable suspicion for a frisk.
 - a. The person's appearance:
Does his clothes bulge in a manner suggesting the presence of any object capable of inflicting injury?
 - b. The person's actions:
Did he make a furtive move as if to hide a weapon as he was approached? Is he excessively nervous during the course of the investigative detention? Are his words or actions threatening?
 - c. The officer's prior knowledge:
Does the officer know if the person has a police record for weapons offenses? Does the officer know if the person has a police record for assaults on police officers or others? Does the officer know that the person has a reputation for carrying weapons or for violent behavior?
 - d. The location of the stop:
Is the area known for criminal activity or as being a "High Crime" area? Is the area sufficiently isolated so that the officer is unlikely to receive aid if he is attacked?
 - e. The time of the stop:
Is the confrontation taking place at night? Does this contribute to the likelihood that the officer will be attacked?
 - f. What the police purpose is for the stop:
Does the officer suspect the person of being involved in a serious and violent crime? Does the officer suspect the person of being involved in an armed offense? (If so, the same factors justifying the stop also justifies the frisk.)
 - g. Companions present:
Has the officer detained a number of people at the same time? Has a frisk of a companion revealed a weapon? Does the officer have assistance immediately available to handle the number of persons he has stopped?
 1. Every officer who conducts a frisk must be prepared to cite those specific factors which led him to conclude that reasonable suspicion existed before the frisk began.
 2. A frisk can be conducted immediately upon making the stop or at any time during the stop when information is learned or circumstances develop which would justify it.
 3. Officers will not use a frisk to conduct a full scale search designed to produce contraband or other incriminating items.
 4. A frisk does not include going inside someone's pockets unless the object felt is believed to be a weapon.
 - a. Obviously, if an officer is frisking someone for a weapon and he feels what he believes to be a baggie with marijuana in it, he may not seize the baggie as a result of the frisk.
 - b. If probable cause develops to believe that a felony is being committed, the officer should make an arrest and conduct a more thorough search incident to the arrest.
 5. General procedures when conducting a frisk include:
 - a. Securing possessions which can be separated from the suspect (e.g. purses, shopping bags, briefcases).
 - (1.) The officer should not immediately look inside the object.
 - (2.) The object should be placed in a secure location out of the suspect's reach for the duration of the investigative detention.
 - b. Beginning the frisk at the part of the suspect's apparel which is most

likely to contain a dangerous instrument or weapon. Frisks are limited to a pat-down of a person's outer clothing unless:

- (1.) The outer clothing is too bulky to allow the officer to determine if a weapon or dangerous instrument may be concealed underneath. In this event, outer clothing such as overcoats and jackets may be opened to allow a pat-down directly on the inner clothing such as shirts, trousers, etc.
 - (2.) The officer has a reasonable belief, based upon reliable information or his own knowledge and observations, that a weapon or dangerous instrument is concealed at a particular location on the person such as his pocket, waistband, sleeve, etc.
 - (a.) The officer may proceed directly into the suspected area.
 - (b.) When this occurs, the officer must be prepared to cite the precise factors which led him to forgo the normal pat-down procedure.
 - c. Securing the area within the reach of the suspect where the officer has reason to believe that it might contain a weapon or other dangerous instrument.
 - d. Conducting a thorough field search of the suspect before transporting if he should be arrested later.
9. When conducting a frisk, if an officer feels an object which he reasonably believes to be a weapon or dangerous instrument or an object which might contain a weapon or dangerous instrument, he may remove the object for further inspection to ensure his safety.
- a. If the object turns out to be a weapon, dangerous instrument, or any object which is illegal to possess, the officer may seize the object and arrest the person.
 - b. The officer should then conduct a full custody search.
10. When conducting a frisk, if an officer feels an object which he does not reasonably believe to be a weapon or dangerous instrument but does believe to be a suspicious item, he may NOT take further steps to examine the item based on his authority to frisk.
- a. However, if the nature of the object felt, alone or in combination with other factors, creates probable cause to believe that a crime is being committed in his presence, the officer should tell the person is under arrest for that crime.
 - b. Once he has informed the suspect that he is under arrest, the officer may then conduct a full custody search incidental to the arrest.
 - c. An officer must NOT take any steps to examine the object before making the arrest.
11. If the frisk discloses nothing that appears to be a weapon, a dangerous instrument, or a suspicious object, the officer may continue to detain the person for a reasonable period of time while he conducts his investigation.
12. Adequate records of stop and frisk activity will serve to ensure the proper exercise of law enforcement activity.
- a. Records are vital for:
 - (1.) Greatly enhancing an officer's ability to reconstruct the factors which occasioned the stop or frisk and what took place during the confrontation.
 - (2.) When a stop and frisk results in an immediate arrest.
 - (3.) Serving as valuable leads for other investigations.

- (4.) Serving as protection against groundless civil suits.
- b. Records will be kept for every time an officer stops and frisks a suspect by:
 - (1.) Promptly completing a field interview form and submitting it with the daily paperwork.
 - (2.) Recording any unusual circumstances occurring during the stop and frisk, including why the stop was initiated, on the back side of the original copy of the Field Interview card.

IV. SEARCHES WITH A WARRANT -

A. TIME REQUIREMENTS -

- 1. Subjects to the limitations on nighttime searches, a search warrant should be executed as soon as practical.
- 2. A search warrant must be executed and returned to the magistrate by whom it was issued within ten (10) days from the time it was issued.
 - a. After the ten (10) days has expired, the warrant is void if it has not been executed.
 - b. Since a judge may limit the number of days that a warrant is valid to less than ten (10) days, an officer should always read the warrant to see how long it is valid.
- 3. If the investigating officers believe that the search is likely to be, or should be delayed, they should postpone obtaining the warrant and then execute the warrant promptly after obtaining it.
- 4. Unless the magistrate inserts a direction that a search warrant may be served at any time of the day or night, it must be served within daytime hours.
 - a. Daytime hours is considered to be from sunup to sundown.
 - b. If a search warrant is to be executed at night, approval of the immediate supervisor must be obtained.

B. KNOCK AND NOTICE -

- 1. The purpose of an officer knocking or announcing his presence before entering a residence is to:
 - a. Protect the officer because the householder then knows he has no right to resist.
 - b. Protect the occupant's privacy from unnecessary sudden and forceful entry.
 - c. Prevent needless destruction of property since the occupant can open the door for peaceable entry.
- 2. The lead investigator or a uniformed officer should knock on the door loudly enough for the occupants to hear. Use of a doorbell should be avoided since it may not work.
- 3. The lead investigator or a uniformed officer will notify the occupants inside the search site of the teams presence and will announce in a loud voice that he:
 - a. Is a police officer.
 - b. Has a search warrant.
 - c. Demands admission to the premises at once.
- 4. When the occupant opens the door, the officer should reiterate that he is in possession of a search warrant and requests entry.
 - a. The officer should note the length of time between the announcement and the entry.
 - b. If the door is not opened within a reasonable time, the officer may force entry.
- 5. If an officer is refused entry after giving notice of his authority and his purpose in serving a Search Warrant, he may then break open an outer or inner door, or window, or anything therein to execute the warrant.
 - a. The officer should always note the exact words or means that the occupant refused entry.
 - b. An officer must not use any unnecessary force in executing the warrant.
- 6. If the occupant responds with a valid reason for delay (e.g. "Just a minute, I'm in the bathroom", "I'm putting may clothes on", etc.) , a reasonable, additional amount of time should be allowed for him to respond.
 - a. The officer should again knock loudly and state urge the occupant to promptly open the door.

- b. If the occupant does not respond within a reasonable time allowing for the delay, the officer may have to force entry.
- 7. Exceptions are made to the Knock and Notice requirements where the announcement of authority and purpose need not be made if the importance of the particular search outweighs the severe intrusion on privacy and the danger of armed resistance that unannounced entry might entail and the search team has probable cause to believe that either:
 - a. Such announcement will jeopardize the safety of the search team or others.
 - b. The items listed in the warrant will be destroyed if announcement is made.
- 8. In cases where exceptions are made to the Knock and Notice requirements, the officers must be prepared to cite the probable cause which lead them to believe that such conditions existed. Approval must be obtained from the supervisor in charge before entry can be made without proper announcement.
- 9. In cases where formal Knock and Notice would entail danger, escape, or destruction of evidence, an officer may use a ruse to get the door open and get inside.

C. EXECUTION OF THE SEARCH WARRANT -

- 1. The search team will include at least one uniformed officer at all times.
- 2. All non-uniformed officers should wear some distinctive item of clothing prominently marked so that it would readily identify them as police officers (e.g. jackets, hats, arm bands, etc.).
- 3. Necessary precautions should be taken prior to the execution of the warrant to lessen the danger to the officers involved and to alleviate any needless friction or controversy between the search team and those persons occupying the search site.
- 4. The lead investigator shall take every reasonable precaution to ensure that the premises listed in the warrant are, in fact, the premises sought to be searched.
- 5. The lead investigator should ensure that the premises about to be entered are, in fact, the premises listed on the warrant.
- 6. One member of the search team should be appointed to record, in writing or on cassette tape, the entire execution of a search warrant beginning with a statement of the time before approaching the search site and continuing until the search team has left the search site.
- 7. The search team should be positioned by:
 - a. Stationing officers at the exits for the premises for security.
 - b. Making the uniformed officer(s) the most visible member(s) of the team.
 - c. Ensuring that members of the search team who are clad in a manner not conventional for a law enforcement officer are the least visible members of the team and the last to enter the search site.
- 8. Entering the premises to conduct a search shall be done in as courteous and non-destructive manner as is practicable.
- 9. Firearms should not be displayed by the search team unless the lead investigator or other supervisor reasonably feels the team is endangered.

D. ENTRY TO VACANT PREMISES -

- 1. Entry into a vacant search site is permissible, if:
 - a. There is reason to believe the occupants will not be returning to the premises for an extended period of time, or;
 - b. The investigation is likely to be frustrated or hampered if the premises are not immediately searched, or;
 - c. Returning to serve the warrant at another time will cause substantial inconvenience to the search team and will improperly waste manpower.
- 2. When entry into a vacant search site is permissible, the search team should determine whether a key to the premises is readily available in order to avoid destruction of property needlessly.
- 3. If the property appears to be vacant and if a responsible person claiming to be in charge of the property that was searched has not returned by the time the search team completes the search, a copy of the warrant will be posted in a conspicuous place so that it will be readily seen by any occupants who may later return to the site.

E. CONDUCTING THE SEARCH -

1. There are three broad categories of persons who may be present at the search site--occupants, persons visiting the occupants, and visitors who come after the search has commenced.
2. Immediately after entry is obtained, all occupants and visitors (if any) will be escorted to a single room in the building and at least one officer will be assigned to watch them.
 - a. If the lead investigator determines that the occupants are too numerous and would constitute a hindrance to the search, he may order them off the premises during the search or face arrest for interfering.
 - b. One occupant may be allowed to stay on the premises to observe the search so that he can see that the officers are not needlessly taking or destroying any property.
 - c. Occupants of the premises must be treated with as much restraint and courtesy as possible under the circumstances.
 - (1.) Any person on the premises may be searched if it reasonably appears that an item listed in the warrant may be concealed upon his person. However, mere presence at a search site is not sufficient to search an occupant except for a frisk for weapons.
 - (2.) Any person on the premises may be frisked if a member of the search team reasonably suspects that the individual may have a concealed weapon or other dangerous weapon concealed on his person and that a frisk is necessary for the protection of the search team members.
 - (3.) Restriction on the movements of any person at the search site may be imposed:
 - (a.) To prevent interference with the search.
 - (b.) If an item listed in the warrant may be readily concealed or destroyed.
 - (4.) Restriction of any person's movement must end:
 - (a.) When the items have been found.
 - (b.) The search has been completed and the security of the search team is assured.
 - (c.) The person(s) is subjected to a full-custody arrest.
 - d. Visitors who are at the search site but obviously not connected to the search in any way should be ordered from the premises.
 - e. Visitors who come to the premises during the search should be turned away unless they can convince the lead investigator or his supervisor that he has urgent business on the premises.
 - (1.) Not only do the search team members have a right to refuse entry, but the occupant also has a right to refuse entry (e.g. news media personnel who are not welcome).
 - (2.) If an attorney shows up claiming to represent the occupant, he will be treated courteously but just as another visitor.
 - (a.) He has no right to interfere or direct your search.
 - (b.) The search team is not bound to answer any questions nor even show him a copy of the warrant.
 - (c.) If he threatens or harasses the search team, he should be ordered from the premises and arrested for obstruction if he fails to leave.
 - f. If probable cause to arrest a person at the search site develops during the execution of the search warrant, a search incidental to that arrest but independent of the warrant may be conducted.
3. If a responsible adult is present at the time the warrant is executed, a copy of the warrant will be served (handed) to the occupant who seems to be in charge of the property.
4. The search will be executed in an orderly and progressive manner using as few officers as practical doing the actual searching in order to keep down the court time and maintain the chain of custody. If the officer in charge sees that he has an excess of officers for the search, he should return the excess back to other duties.
5. Formal interrogation of any occupant suspected of a crime should be preceded by a full admonition of Miranda Warnings.

6. If sizable items not listed in the warrant are discovered during the search, such items will be confiscated and listed on the return.
 7. The search will be terminated when:
 - a. All items listed in the warrant have been found.
 - b. It reasonable appears that the items are listed on the warrant are not on the premises.
 8. If the search has been terminated but probable cause exists to believe additional sizable items are at the search site in areas not entered by the search team, another search warrant should be obtained unless there are exceptional circumstances requiring immediate action.
- F. SCOPE OF THE SEARCH -
1. The area of the search is limited by the description of the premises in the warrant.
 2. The scope of the search within that area is limited by the type of items to be searched for as listed in the warrant.
- G. EVIDENCE COLLECTING -
1. Only the officer designated as the Technical Investigator or as the evidence collector should take any sizable item into custody.
 2. Any other search team member who discovers a sizable item should not handle it more than is absolutely necessary and should alert the evidence collector to its presence as soon as practical.
 3. The duties of the evidence collector include:
 - a. Properly packaging, sealing, marking, and tagging each item seized.
 - b. Identifying each item by the date, time, place, and circumstances under which it was seized along with the name of the search team member who first discovered the item and who collected it.
 - c. Compiling a list of all items seized during the search whether the items were described in the warrant or not.
 - d. Maintaining custody of the seized items until possession of the items is submitted to:
 - (1.) The departmental property custodian.
 - (2.) A laboratory for analysis.
- H. PROPER CONDUCT DURING THE SEARCH -
1. The search will be conducted in as courteous and non-destructive manner as possible. Rules of conduct include:
 - a. Not smoking on the premises without permission.
 - b. Emptying any ashtrays that are used.
 - c. Eating outside unless invited to eat inside.
 - d. Picking up and emptying trash generated by the search team.
 - e. Picking up the empty film packs and used flashbulbs if photographs are taken.
 - f. Not allowing anyone to enter the premises without the permission of both the search team leader and the occupant.
 - g. Not destroying property needlessly.
 - h. Giving the occupant an opportunity to open locked doors or compartments before they are opened with force.
 - i. Keeping any discussions about the case out of the hearing of the occupant(s).
 - j. Leaving the premises as clean and secure as it was found.
 2. If damage occurs during entry to premises that will be left vacant and the damage is sufficient to jeopardize the security of the premises, the search team shall make arrangements to protect the premises until they can be secured by the proprietor.
 3. Any disarray caused by the search will be minimized before the search team leaves.
 4. If the time and place of the search are such as to arouse the public's curiosity, a uniformed officer should be assigned to answer inquiries and control access to the search site.
- I. ERRONEOUS SEARCH -
1. If the search team believes that a search was the result of a law enforcement error, the lead

investigator should apologize to the occupants for the inconvenience.

2. The apology should not include any admission of liability or indication that any governmental agency will compensate monetarily for the intrusion.
- J. RETURNING THE WARRANT -
1. The lead investigator will ensure that the warrant is returned to the issuing authority as soon as practical after the search has been completed.
 2. A copy of the list of the items seized during the execution of the warrant shall accompany the warrant.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.66
SUBJECT: STATEMENTS AND CONFESSIONS		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to provide guidelines for the taking of statements and confessions.

II. GENERAL PROCEDURES -

- A. Any officer can take and preserve the statement of any witness provided he follows the basic rules of law.
- B. As with interviewing a witness, no warning of rights is necessary for an ordinary witness unless the witness becomes a suspect of the crime itself.
 - 1. At that point, the statement may become a confession and the person making the confession must be warned of his rights.
 - 2. A suspect should be advised of his Miranda rights and asked to sign a rights waiver. (See policy on Interviews and Interrogations.)
- C. Confessions or statements will be recorded in writing using a question and answer format.
 - 1. The questions should avoid requiring an obvious “Yes” or “No” answer.
 - 2. Leading questions must be avoided.
 - 3. As close as possible, the response should be recorded word for word.
- D. A notation should be made on the statement or confession of the time, date, and place that it was taken.
- E. The confession or statement should conclude with a statement that the witness or suspect has not been threatened in any way nor promised anything for his cooperation, and then signed by the witness or suspect.
 - 1. If for any reason the witness or suspect does not want to sign the confession or statement, he should not be pressed to do so because the information is still admissible in court as an oral statement or confession.
 - 2. If possible, witnesses to the statement or confession should be present and sign as a witness.
- F. Each statement or confession should be recorded independently of any other statement or confessions. Mixing of statements or confessions on the same document is strictly forbidden.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.67
SUBJECT: SUPERVISOR RESPONSIBILITIES		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to establish the responsibilities of the supervisors within the Department.

II. GENERAL RESPONSIBILITIES -

- A. Each supervisor is directly responsible to his ranking officer within his division.
- B. Each supervisor is in control of and responsible for his immediate subordinates.
- C. Each and every supervisor is responsible for enforcing all sections of this Manual at all times unless rescinded by proper authority.
 1. Violations by subordinates will be handled immediately.
 2. Violations by anyone under another supervisor's command will be reported in writing to the violator's immediate supervisor and his division commander.
 - a. The reporting supervisor will be given a written response of any disciplinary action taken or other disposition as deemed appropriate.
 - b. Any supervisor will immediately take appropriate action for violations that endanger the officer or others.
- D. All supervisors are responsible for instilling pride, maintaining high morale, and developing esprit de corps within the Department.
- E. All supervisors are expected to assist in the planning, coordination of efforts, and training within the Department.
- F. Each supervisor shall review and evaluate the work performance of his subordinates.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.70
SUBJECT: TRAFFIC CITATIONS		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to describe methods and procedures to be used in processing traffic citations.

II. VIOLATION CODES AND UNIFORM VIOLATION WORDING -

The Lawton Police Department will furnish every Officer with a current list of violation codes and uniform wording. Accuracy is a must, and each Officer shall:

- A. List the proper code and paragraph in the center blank portion of the citation by:
 - 1. Careful selection of the proper charge and due regard for the differences between similar charges.
 - 2. Ensuring that any paragraph letter distinction is a part of the code number used.
- B. Check-mark the correct violation box on the citation, or label the furnished uniform violation wording in the center blank portion of the citation.

III. GENERAL PROCEDURES FOR WRITING A CITATION -

- A. The Officer will use black ink only, print in a very legible manner, and push down hard enough to make all copies readable. The hard/citizen's copy must be readable, even if the Officer has to redo it in ink.
- B. The top blanks of the citation are reserved for use by the court clerk. Officers will not write in this area.
- C. The Officers must fill in all of the blanks above the violator's identification area, except the block number.
 - 1. County number is "16".
 - 2. City number is "40".
 - 3. Block number will be filled in by Service Division Personnel.
 - 4. District number is the zone.
 - 5. Shift number is the shift on which the violation occurred.
- D. The Officer will use judgment and various confirmation methods to ensure that accurate information is obtained to ensure that accurate information is obtained for the violator and vehicle identification blocks.
- E. Section II. will be used exclusively to label the violation blocks.
- F. The area to the left of the Officer identification blocks will be left blank.
- G. The last four numbers of the Officer's employee number must appear to the right of the Officer's signature.
- H. "Dist. No.", under the Officer's signature, is the radio call sign of the Officer.

- I. The court appearance blocks are not filled in when the violator is incarcerated. In cases where there is no incarceration, the Officer should select a court date which is at least two weeks after the violation date, not on a Saturday or Sunday, and not in conflict with any holiday which is observed by the Court Section. Court appearance times are set at 0900 AM.
- J. The Officer may allow the violator to sign the citation as a promise to appear in court, if:
 - 1. The Officer has reasonable grounds to believe that he has accurate violator identification information.
 - 2. The Officer has reasonable grounds to believe that the violator will appear in court.
 - 3. The violator lives in Lawton, works in Lawton, or lives within 50 miles of Lawton.
- K. The Officer will carefully check all of the applicable boxes in the conditions block at the bottom of the citation.
- L. The violator's social security number must appear vertically on the left edge of the citation, even if the D.L. number is the same.
- M. All other violation information will appear in the Officer's remarks section, on the reverse side of the citation. The Officer will write on one copy ONLY and protect the other copies from carbon obliteration. This information should include:
 - 1. Specific elements of the offense.
 - 2. Directions of travel for Officer and violator.
 - 3. Mode of observation (moving or stationary).
 - 4. Violator comments and attitude.

IV. MANDATORY COURT APPEARANCES -

COURT APPEARANCE IS MANDATORY FOR THE FOLLOWING CHARGES:

- A. DUI, DWI, APC, AND TOC CHARGES.
- B. LEAVING THE SCENE OF AN ACCIDENT.
- C. ACCIDENT WITH PERSONAL INJURY.
- D. D.L. SUSPENDED OR REVOKED.
- E. RECKLESS DRIVING.

V. VOLUNTARY COURT APPEARANCES -

On all but mandatory court appearance cases, Officers will explain that violators may take care of the citation 24 hours per day and 7 days per week, 72 hours after the violation and up to the court appearance time and date.

VI. BONDING PROCEDURES -

- A. JUVENILE VIOLATORS -
(See the provisions of the Juvenile Section in the DUI policy.)
 - 1. The Officer will allow the juvenile to sign, as a promise to appear in court, if the provisions of Section IV., Paragraph J have been met.
 - 2. The Officer will allow the parent or guardian to sign as a promise to appear in court.
 - 3. The Officer may require that a cash bond be posted for the juvenile.
 - 4. The Officer will advise the Juvenile Bureau of any special circumstances.
 - 5. The Officer will not incarcerate a juvenile without specific instructions from the Juvenile Bureau.

B. ADULT VIOLATORS -

1. The Officer may require a cash bond, if warranted under the provisions of Section IV., Paragraph J.
2. The violator will be given an opportunity to post a cash bond:
 - a. In the Court Clerk's Office, if it is open.
 - b. At the Front Desk of the Lawton Police Department, if the Court Clerk's Office is closed.
3. The violator will be incarcerated if they are unable or refuse to post the cash bond.

VII. PROCESSING OF TRAFFIC CITATIONS -

OFFICERS MUST DELIVER ALL CITATIONS TO THE LAWTON POLICE DEPARTMENT FOR PROCESSING WITHIN 10 HOURS FROM THE TIME THE CITATION WAS WRITTEN.

<i>EFFECTIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i> 3.73
<i>SUBJECT:</i> TRUSTEES, USE OF		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>

I. PURPOSE -

The purpose of this policy is to provide guidelines for the use of Trustees from the Municipal Jail.

II. AUTHORIZED USE -

- A. Each trustee will be evaluated for capabilities and skills possessed.
 - 1. Before using a trustee to perform a task requiring any degree of skill, he should be questioned as to his capabilities and limitations.
 - 2. Once his limitations have been established, he should not be given any task beyond what he is physically capable of performing.
- B. Trustees may be used for any of the following activities:
 - 1. Building cleanup or maintenance.
 - 2. Police vehicle cleanup. (Note: Trustees will not wash vehicles when the temperature is 40 F or Below.)
 - 3. Grounds keeping.
 - 4. Property loading and/or unloading.
 - 5. Range cleanup or maintenance.
 - 6. Other tasks specifically authorized by a Service Division Supervisor.

III. PROCEDURES FOR USING TRUSTEES -

- A. Officers, the custodian, or the maintenance supervisor will check with the jailer to see if any trustees are available.
 - 1. The on-duty jailer will determine if a prisoner is suitable for trustee duty.
 - 2. A Service Division Supervisor is the only one authorized to override a jailer's determination.
 - 3. If a trustee is needed and none are available in the Jail Section but is on another assignment, he may be temporarily taken away from a previous assignment, if and only if, the previous assignment is of lower priority in nature. He will be returned to his previous assignment as soon as the priority task is completed.
- B. All trustees will be closely supervised while performing their assignments. Exceptions must be approved by a Service Division Supervisor based upon personal knowledge and past performance.
 - 1. During regular business hours (7 A.M. to 4 P. M.), available trustees not on assignment will remain in the Jail Section or in the garage area of the basement.
 - 2. Any officer who observes a trustee engaged in an unauthorized activity or in an unauthorized area without supervision should report the incident to a Service Division Supervisor immediately.
- C. After completing their assignments, trustees will be returned to the Jail Section by the person who

made the initial request for trustee assistance unless the trustee is directly turned over to another officer or department employee for further assignments.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.74
SUBJECT: UNIFORM VIOLATION COMPLAINT FORM, USE OF		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to provide guidelines for the completion and use of the Uniform Violation Complaint Form.

II. GENERAL PROCEDURE -

A. CHECKING OUT FORMS -

1. An officer will be issued a Uniform Violation Complaint book by requesting it at the Service Division Front Desk.
2. The book will consist of twenty (20) complaint forms.
3. The maximum number of books to be issued at any given time is one for all officers except TAP officers who may get two books at one time.
4. An officer may not check out books for anyone except himself.
5. This is a controlled document which is audited. All voided, spoiled, or ruined documents must be turned in.

B. ISSUANCE OF UNIFORM VIOLATION COMPLAINTS - Uniform Violation Complaint Forms will be issued for:

1. All traffic violations. The court date should not be scheduled until two weeks later.
2. All misdemeanor criminal arrests which are filed in municipal court, regardless of whether he is immediately incarcerated or released to reappear (Arrest and Summons). He should not be scheduled to appear in court sooner than seventy-two hours later excluding holidays and weekends.
3. Any juvenile offender who is released to appear at the Juvenile Bureau at a later time (at least seventy-two hours later excluding holidays and weekends). The address of the Court listed on the face of the form should be lined out and "Comanche County Courthouse, Room 200" should be inserted above it.
4. The only time a Uniform Violation Complaint Form will NOT be used is for
 - a. Any felony arrest.
 - b. Any request for a municipal court warrant to be issued such as when a suspect is not present and a citizen signs a complaint in the field or at the front desk.

C. COMPLETION OF THE UNIFORM VIOLATION COMPLAINT FORM -

1. Each and every block of the form, excluding the block number, will be completed including:
 - a. The person's middle name.
 - b. The zip code.
2. When applicable, the vehicle's model will be included to the left of the block designated for the vehicle's make.
3. When the person's driver's license number and social security number are different, the social security number will be printed along the left margin of the complaint. If the person refuses to give his social security number, the officer should write, "Refused to Give SSN" where the social security

- number would ordinarily be listed.
4. When using the form to issue a traffic citation that is listed on the face of the form, the appropriate block will be checked and the numerical designation of the City Code violation will be listed on the blank lines provided.
 5. When using the form to issue a traffic citation not listed on the face of the form or for arrest and summons involving municipal misdemeanor criminal violations, the proper title and numerical listing as determined by the City Ordinance book will be listed on the blank lines provided.
 6. The officer will list the last four numbers of his employee number in the block designated for the district number beneath the officer's signature block.
 7. When the form is used for arrest and summons situations, the complainant will sign where the officer normally signs and the officer will sign to the left of the complainant's signature.
 8. All complaints issued by an officer will be reviewed by a supervisor and countersigned to the left of the officer's signature.
 9. If the form is used as a traffic citation or an arrest and summons, the violator will sign in the appropriate block. If the violator is to be taken to jail, the officer will write, "In Jail" in the violator's signature block.
 10. The violator will receive the hard copy of the completed form, and the officer will turn in the remaining portion of the form at the appropriate location.
 - a. The forms will be turned in at the jail section for violators who are incarcerated.
 - b. The forms will be turned in the Division Intake box for all other violators.
- D. A traffic violator may pay his fine in advance for any traffic citation, except Driving Under the Influence (DUI), Driving Under Suspension (DUS), Driving While Impaired (DWI), Actual Physical Control (APC), Reckless Driving, Leaving the Scene of an Accident, Attempting to Elude, Transporting an Open Container (TOC), or when involved in a Personal Injury Accident.
1. Instructions for advance payment are on the back of the hard copy of the form.
 2. All municipal misdemeanor criminal violators must appear before the Court and cannot pay in advance.

EFFECTIVE DATE:		GENERAL ORDER NUMBER: 3.79
SUBJECT: NARCOTICS CANINE UNIT (OBSOLETE)		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE:	NUMBER OF PAGES:

I. PURPOSE -

The purpose of this policy is to provide guidelines for the utilization of the Lawton Police Department Narcotics Canine Unit.

II. REASON FOR UTILIZATION -

The canine unit should be utilized in the following situations:

A. DURING EXECUTION OF SEARCH WARRANTS

1. The Special Operations Supervisor or the highest ranking on-duty field Supervisor will make the determination if a canine unit should be called to the scene where a Search Warrant is being executed.
2. If no canine units are on duty and when possible, a Supervisor will call a canine handler and advise them of the situation so that a determination can be made if a canine unit should respond to the scene.
3. Once a canine unit has arrived at the scene, the requesting Supervisor will confer with the handler and apprise him of the circumstances.
4. Request for utilization of a canine unit by an outside Law Enforcement Agency will be made through the Special Operations Supervisor.

B. VEHICLE SEARCHES

1. The Special Operations Supervisor or the highest ranking on-duty field Supervisor will make the determination if a canine unit should be called to the scene of a vehicle stop where narcotics are suspected.
2. Once a canine unit has arrived at the scene, the requesting Supervisor will confer with the handler and apprise him of the circumstances.

C. SEARCHES

1. When a canine unit is to be used for a building or residence search all parties must be contained in an area other than that to be searched. The canine unit should be the first to enter the premises to be searched so as not to confuse to scent.
2. When a canine unit is to be used for a vehicle search, all parties will be removed from the vehicle and no one will be allowed inside to make a search before the canine unit so as not to confuse the scent.
3. When a canine unit is to be used for searching an open field, all persons not authorized by the handler will be cleared from the area to be searched.
4. When the Unit is to be used in public places:
 - a. The dogs will not be taken into crowded public areas (i.e. bars, theaters) without approval of a Supervisor at the scene.
 - b. In cases where the dogs must be utilized in public places, the handler will make every effort

to clear the location.

- c. The dogs shall be kept on a leash when in crowded places.

D. DETERMINATION OF USAGE LEGALITY

- 1. The dog handler shall be responsible for ensuring the legality of the use of a dog in Police operations and should be ever-mindful of the liabilities involved in working the dog in a Police operation.

III. **CHAIN OF COMMAND** -

- A. The K-9 Unit has been organizationally placed in the Criminal Investigation Division under the command of the Major of the Criminal Investigation Division.
- B. Operationally, the K-9 Unit is under the direct control of the Special Operations Supervisor or the highest ranking on-duty Supervisor.

IV. **DEPLOYMENT** -

- A. Shift hours: One team of the K-9 Unit will be primarily assigned to work day shift (0800 - 1700) and one team will be primarily assigned to work the evening shift (1600 - 2400).
- B. The K-9 Unit(s) will be subject to twenty-four (24) hour call-out, seven (7) days a week.
- C. K-9 Units are subject to a change of shift to meet the demands of the Department.

V. **SUPPORT** -

- A. The K-9 Unit's mission is to supplement and support the department in such action as may require a canine.

VI. **THE POLICE DOG HANDLER** -

- A. The handler should make himself and his dog available when reasonably requested.
- B. The Police dog is a Law Enforcement tool to be used with the restraint applicable to any other method designed to uphold the law.
- C. The dog handler must constantly strive to maintain good relationships with other members of the Department.

VII. **DOG CARE** -

- A. It shall be the duty and responsibility of the dog handler to keep the canine in such physical condition that it is able to perform the duties expected of Police service dogs.
- B. Any indication that the dog is not in good condition shall be immediately reported to the handler's immediate Supervisor or the Division Commander and will be so noted.
- C. The canine shall be fed its daily meal at the completion of the day or when the handler deems necessary due to other circumstances.
- D. The canine shall be groomed daily.
- E. The canine, upon completion of grooming, is to be thoroughly examined by its handler.
- F. All veterinary attention, not of an emergency nature, shall be coordinated by the canine handler.
- G. In the event emergency medical services are required for the canine, the handler will submit a report to his immediate Supervisor at the first opportunity following the emergency.

VIII. **HOME KENNELING** -

- A. The canine shall be kept at the home of its handler in kennels or quarters which have been approved. The

kennels will be kept in a clean and sanitary condition and shall be inspected weekly by the Special Operations Supervisor.

- B. The canine will be securely kenneled or under the direct control of its handler while off-duty.
- C. The canine handler is not to involve himself in any off-duty activities with the canine without prior approval.
- D. Care and handling of the dog must meet approved standards. The handler must realize that the Police dog placed in his care is a (24) hour responsibility, seven (7) days a week. The dog must not be able to roam at will. While the dog must be kenneled, it should be allowed to socialize in the home.

IX. GENERAL HANDLING -

- A. The canine will be kept on leash in areas where the public has access unless being actually used for specific police purposes for which it has been trained off leash.
- B. The canine shall not be left unattended in a manner in which it may have contact with the public.
- C. The handler will not involve himself in any outside activity with his dog unless previously authorized by the Special Operations Supervisor or the Division Commander.

X. PUBLIC RELATIONS -

A. REQUESTS FROM THE PUBLIC

- 1. All requests for programs and or demonstrations must be screened and approved by the Special Operations Supervisor who will promptly inform the Chief of Police through the Chain of Command.
- 2. All information and statistics on the canine performance for public use will be cleared or approved by the Chief of Police.
- 3. Records will be maintained and submitted to the Training and Education Division on a monthly basis. These records will include:
 - a. What group or organization requesting the program.
 - b. The number of attendees.
 - c. The date of the program.

B. PRIVATE CONTRACTING

- 1. Any request to use the dogs for narcotic detection outside the scope of law enforcement must be approved by the Chief of Police.
- 2. Honoring requests by other Law Enforcement Agencies for canine assistance must be approved by the Chief of Police.

XI. DUTIES -

- A. When the K-9 Unit is assigned to public relations duties, the handler shall prepare himself, his dog, and all K - 9 equipment in such a manner as to present a professional image to their audience.
- B. While the K-9 Unit will be available for public relations work, the option of canceling at any time will remain if the Department needs the services for official business.

XII. REPORTING PROCEDURES -

A. CANINE LOGS

- 1. Training: The handler and his canine will train a minimum of eight (8) hours each week.
- 2. The handler shall maintain a log indicating the time and type of training and provide copies to the Training and Education Division.

B. MISCELLANEOUS REPORTING

- 1. The handler shall keep a log of responses with the canine whether an arrest was made or not. If an arrest was made or the possibility of charges being filed at a later date, the handler will submit a

- report on the Departmental Supplemental Report Form.
2. Equipment shall be inspected daily and kept in good working order with any faulty equipment being reported to the Special Operations Supervisor as soon as possible.
 3. The canine vehicle is to be kept in good operating condition; the interior clean, vacuumed, and disinfected.
 4. All other regulations pertaining to departmental vehicles shall apply to the vehicle assigned to the handlers in the K-9 Unit.
 5. The K - 9 vehicles will be kept at the handler's residence.

XIII. UNIFORMS -

- A. The handler will wear a uniform approved by the Department while working the dog or a public demonstration.

XIV. ACCIDENTS -

- A. In the event a canine should harm a suspect that became physical toward the dog or handler, or the canine harm any other person while on-duty or off-duty, the handler will report the incident immediately to his Supervisor or the highest ranking on-duty Supervisor.
- B. The handler will record all details of hospital or medical care.
- C. The handler will have photographs taken of the injuries to the person.
- D. All necessary paper work and reports of the incident shall be turned in to the handler's immediate Supervisor within (24) hours of the incident.

XV. RETIREMENT OF K - 9 -

- A. The police dog shall be retired at the time it is found to be permanently incapable of performing its duties based on performance standards due to:
 1. Old age;
 2. Illness;
 3. Injury;
 4. Any other incapacitating occurrences.
- B. At the time the K - 9 is found to be permanently incapable of performing its duties to any of the above listed causes, the K - 9 handler shall have first option of ownership of the dog.

This policy is effective as of February 1, 1989; it supersedes all previous references to this subject matter and shall be considered an addendum to the Policy and Procedure Manual of the Lawton Police Department.

EFFECTIVE DATE: MARCH 2004		GENERAL DIRECTIVE NUMBER: 11-5.015
SUBJECT: COFFEE AND MEAL BREAKS		REPLACES POLICY NUMBER: 11-5.015
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: ALL OFFICERS	REEVALUATION DATE: MARCH 2006	NUMBER OF PAGES: 2

I. PURPOSE-

The purpose of this policy is to establish guidelines for taking coffee and/or meal breaks.

II. COFFEE BREAKS-

- A. Coffee breaks will be taken on a standby basis.
- B. Coffee breaks should be taken in the assigned zone.
- C. Coffee breaks will not be taken during the first and last hour of the tour of duty.
- D. Coffee breaks will not be taken in combination with meal breaks.
- E. Coffee break duration will be designated by the division commander.
- F. There is one coffee break authorized per shift unless otherwise authorized by supervisory personnel.
- G. Officers must give the location they are taking their coffee breaks.

III. MEAL BREAKS-

- A. Meal breaks are on an "In-Service Busy" basis.
- B. Officers on a meal break will not be called out unless there is an emergency and there are no other units (including supervisory units) available to respond.
- C. Meal breaks should be taken in the assigned district if practical. All meal breaks will be taken within the City Limits.
 - 1. If taken at a business, the location and name of the business will be given to the dispatcher.
 - 2. If taken at a residence, other than the officer's residence, the numerical street listing will be given to the dispatcher
- D. Meal breaks are forty (40) minutes in duration.
- E. There is one meal break per shift.

IV. RESTRICTIONS-

- A. No more than two (2) marked units will be at one public place for any combination of coffee and/or meal breaks.
- B. No more than four (4) uniformed officers will be at one public place for any combination of coffee and/or meal breaks.
- C. No more than two (2) unmarked units and four (4) plain-clothed officers will be present in a public place for coffee and/or meal breaks.
- D. Supervisors may vary the guidelines if they determine a need because of extenuating circumstances.
- E. Radios will be monitored during ALL breaks.

EFFECTIVE DATE: August 1, 2011		GENERAL DIRECTIVE NUMBER 11-5.030
SUBJECT: ARREST PROCEDURES		REPLACES POLICY NUMBER 11-5.030
REFERENCE: S 22-196, S 21-1289.25		SPECIAL INSTRUCTIONS:
DISTRIBUTION: ALL OFFICERS	RE-EVALUATION DATE August 1, 2013	NUMBER OF PAGES: 11

I. PURPOSE-

The purpose of this policy is to provide guidelines for use when making an arrest.

II. ELEMENTS OF AN ARREST-

To make a valid arrest, there must be:

- A. Authority to make the arrest.
- B. Actual seizure and detention of the arrested party or submission of the arrested party to the officer's will and control.
- C. An understanding by the arrested party that he is being arrested, unless the party is incapable of so understanding.

III. FORCE TO BE USED-

(See policy on Force, Use of)

IV. WITH A WARRANT-

A. GENERAL PROCEDURES-

Before executing an arrest warrant, the arresting officer will make every reasonable effort to ensure that the warrant is valid.

1. In executing any warrants, an officer shall announce to the person being arrested the arrest is being made pursuant to a warrant.
2. If the officer has the warrant in his possession, he shall show it to the arrestee.
3. If the officer does not have the warrant, he shall inform the arrestee as to where the warrant is.
4. If requested the arrestee shall be shown a copy of the warrant or its equivalent as soon as circumstances allow.
5. The arrestee will be informed of the charge.
6. The arrestee will be advised of his Miranda Rights if he is to be questioned about a crime.

B. FELONY WARRANTS-

When a person is arrested for a felony warrant, the arresting officer will process the arrestee through the City Jail booking system. When practical, the arresting officers will notify the Detective Division of the arrest. The arrestee will be transferred to the County Jail for arraignment as soon as the circumstances allow.

C. CITY/COUNTY MISDEMEANOR WARRANTS -

1. When a person is arrested for a Misdemeanor City Warrant, he will be booked into the City Jail. A records check will be run for additional warrants. If no other warrants are found and after the booking procedure has been completed, the arrestee may post bond, in accordance with the policy set out by the Municipal Judge and state law. City warrants will not be executed outside the city limits unless the officer is involved in hot pursuit.

2. When the warrant is for a Misdemeanor County Warrant, the Arresting Officer will process the arrestee through the City Jail booking system. The arrestee will be transferred to the County Jail for arraignment as soon as the circumstances allow. An officer shall not go outside the city limits to serve Misdemeanor County Warrants unless:
 - a. He is in hot pursuit of the person to be arrested.
 - b. He is acting in conjunction with an officer of the jurisdiction where the warrant is to be executed.
 3. Lawton Police Officers shall not become involved in the execution of misdemeanor warrants issued by Municipal Judges other than those of the City of Lawton unless the warrant from the other jurisdiction is executed along with a City of Lawton or County Warrant.
 4. Misdemeanor Warrants issued by District Judges outside Comanche County, but within the state of Oklahoma, may be served provided:
 - a. The warrant is confirmed by teletype as being outstanding.
 - b. The agency holding the warrant agrees to pick up the arrestee within a reasonable period of time.
 - c. The agency holding the warrant shall provide a teletype and/or faxed copy of the warrant as soon as the circumstances allow.
 - d. Persons arrested on these warrants shall be booked into the City Jail and transported to the Comanche County Jail as soon as the circumstances allow.
 5. Lawton Police Officers shall not execute or become involved in the execution of misdemeanor warrants, which have been issued by an out of state jurisdiction.
- D. **FELONY WARRANTS FROM OTHER JURISDICTIONS-**
 When any Officer of this Department has received information that another jurisdiction holds a felony arrest warrant for a person found, or known to be within the local jurisdiction, the Officer shall:
1. Personally verify (an NCIC hit is not sufficient verification), or have verified, the identity of the jurisdiction holding the warrant, and the current validity of any such warrant, any warrant number and any identifiers of the suspect as well as whether the jurisdiction holding the warrant will make the proper arrangements to pick-up the arrestee.
 2. Arrest and book the arrestee on the warrant using the procedures previously outlined in section IV-B.
 3. Notify the jurisdiction holding the warrant that the warrant has been executed and the location of the arrestee.
- E. **CHANCE ENCOUNTERS-**
 Concurrent with a lawful stop or detention, an officer may initiate a records check to determine if any warrants are outstanding.
1. For routine records checks by radio, telephone, teletype, or computer terminal, the detention should be kept as brief as possible.
 2. A person who is being detained may be prevented from leaving the officer's presence while a warrants check is being conducted.
 3. The person will be frisked for weapons if the officer reasonably suspects that he may be armed.
- F. **EXECUTIONS OF WARRANTS-**
1. Before serving an arrest warrant, the Officer should consider:
 - a. The charge on the warrant.
 - b. Whether the warrant is for a misdemeanor or a felony.
 - c. Available information concerning the suspect's activity, past arrest history, current whereabouts, and likely movements.
 - e. An appropriate location for an arrest to minimize risk to the officer, the suspect, and others.
 - f. An appropriate time to make the arrest as defined by limitations on the warrant.
 2. Except for warrants specifically marked as a "Day or Night" warrant, misdemeanor warrants will only be served from 6:00 a.m. to 10:00 p.m.
 3. A warrant (misdemeanor or felony) may be served at any time of the day or night if the defendant is in a public place or on a public roadway.

4. A misdemeanor warrant should not be executed where the suspect is employed until attempts at other locations have been made.
5. A felony warrant may be served at any time, day or night, and generally at any place where the suspect is believed to be located.
6. Absent exigent circumstances or consent by the person in control of the premises, if a felony warrant is to be served upon an individual who is in the home of another person, a search warrant shall be obtained before entering the residence.
7. Whenever it is necessary for officers to enter private property to execute an arrest warrant, before entering, they shall announce their identity, purpose, and demand admittance where circumstances allow.
8. Where the officers reasonably believe that exigent circumstances exist which would unduly jeopardize their safety or the security of others, including the person sought, it shall not be necessary to announce their identity and purpose before entering private premises to execute a felony warrant.
9. If a search warrant is required to execute a felony arrest warrant, the officer shall announce their identity and purpose before entering the private premises of another, unless a no-knock search warrant was obtained.
10. When officers are refused entry after giving notice of their authority, purpose and demanding admittance, or when exigent circumstances exist, the officers may forcibly enter the premises in order to execute a warrant. Forcible entry may include the breaking of an outer or inner door or window or such other means as may be necessary.
11. Whenever it is necessary to forcibly enter private property to execute an arrest warrant, the officer in charge of the operation will ensure that enough officers are present to adequately protect the safety of all persons present.
 - a. In addition to other measures as may be necessary, a uniformed officer will be included to adequately identify the group as members of the Police Department.
 - b. In normal circumstances, the uniformed officer shall enter the premises ahead of any non-uniformed officers.
12. After forcibly entering private property to execute a felony arrest warrant, officers shall immediately conduct a reasonable security check of the premises by locating all persons and objects, which may present a threat to the safety of the officers.
13. If force must be used to enter private property, it is the responsibility of the officer in charge to reasonably secure the premises if it will be left unoccupied.
14. Whenever an arrest warrant is executed by this department, it is the responsibility of the officer serving the warrant to ensure that all information held by this department regarding the existence of that warrant is canceled and action is initiated to notify other appropriate law enforcement agencies.

V. WITHOUT A WARRANT-

A. FELONY ARRESTS-

1. An officer may arrest anyone committing a felony in his presence.
2. An officer may arrest anyone for a felony crime if probable cause has been established. Rules regarding probable cause are:
 - a. Probable cause exists if, at the time the arrest was made, the facts and circumstances known to the arresting officer would lead a reasonable prudent person to believe an offense has been committed and the person arrested committed the offense.
 - b. The officer shall employ his training, skills and experience as a police officer in determining whether probable cause exists.
 - c. The officer may consider all the lawfully acquired information available to him at the moment of the arrest, regardless of its admissibility at trial.
 - d. As soon as is practical, the officer shall record all the facts and surrounding circumstances available to him at the time of the arrest.
 - e. Though an officer may not rely solely on a mere hunch, speculation, or reasonable suspicion to justify an arrest, he may use these factors as an initial step in establishing probable cause.

- f. Generally, suspicious conduct not suggesting any specific kind of criminal conduct is insufficient, by itself, to establish probable cause.
- g. When the existence of probable cause is in doubt, the officer shall investigate further before making an arrest.
- h. To establish probable cause, the officer does not need the amount of evidence required to prove beyond a reasonable doubt that a person is guilty of committing an offense.
- i. When information from a confidential informant leads to probable cause, the officer must be able to articulate the totality of the circumstances and the other independent information available upon which probable cause was determined to exist. Including:
 - (1.) His reason(s) for believing the informant to be reliable, and;
 - (2.) The factual basis upon which the informant concluded that the offense was committed and that a particular person committed it.

B. TRAFFIC AND/OR MISDEMEANOR ARREST AND SUMMONS-

1. If a resident, or nonresident, of Lawton is arrested for violation of any traffic ordinance, or is arrested for the violation of a non-traffic ordinance, other than those offenses listed under V.B.10, the officer shall immediately release said person if the person acknowledges receipt of the citation by signing it or if unable to write by an alternate method of acknowledgment. Provided, however, this directive shall not apply:
 - a. If it reasonably appears to the officer that the person may cause injury to himself or others if released;
 - b. The person may damage property, if released;
 - c. If it reasonably appears the person will not appear on the citation, or
 - d. If the person has committed an offense against a person or property. (Reference 11 O.S. §27-117.A.)
2. The officer is required to fill out all applicable blanks on the Uniform Violation Complaint Form except the signature required of the violator.
3. The officer is responsible for explaining the court date and time, where the court is located, and that failure to appear will result in another charge and the suspension of the offender's driver's license.
4. For all citations, the officer should write the phone number to the court on the back of the citation so the person can inquire as the amount of the fine and other information.
5. The officer will then issue the hard copy of the Uniform Violations Complaint Form to the violator.
6. The officer should record pertinent information regarding the incident in the Remarks section of the Uniform Violation Complaint Form including information regarding probable cause if not otherwise apparent on the face of the complaint.
7. Regardless of whether the violator is an adult or a juvenile, an arrest report, other than the Uniform Violation Complaint Form, is not required unless the offender is actually incarcerated or the offense is a class "A" offense according to the Oklahoma State Bureau of Investigation incident base reporting guide.
8. A juvenile violator will be processed the same as an adult violator except as outlined in the "Juvenile Procedures" policy.
9. Traffic offenders and misdemeanants who would otherwise be released, but fail or refuses to provide sufficient identification or other information to establish their identity, may be incarcerated.
 - a. Identification cards with a picture (such as a driver's license, military ID card, etc.) are independently sufficient to establish identity unless there is further information that would cause the officer to believe that they are false or invalid.
 - b. If picture identification is not available, the officer should make reasonable efforts to establish identity before resorting to incarceration.
 - (1) Where practical, the officer should obtain the violator's name, address, date of birth, and the state of residence to see if a driver's license may have been issued that would establish identity.
 - (2) The officer should then have the Communications Section attempt to confirm the information.

- (a) If a return reasonably establishes identification, the violator should be issued the proper citation.
 - (b) If a return indicates deception, the violator should be incarcerated unless further investigation adequately establishes identity.
10. Custodial arrests are authorized for the following offenses:
- a. Negligent homicides,
 - b. Driving Under the Influence of Alcohol or Drugs (DUI),
 - c. Driving While Impaired (DWI),
 - d. Actual Physical Control of a Motor Vehicle While Intoxicated or Impaired (APC),
 - e. Misdemeanor Eluding or Attempting to Elude a Law Enforcement Officer,
 - f. Operating a motor vehicle without having been issued a valid driver's license, or while the license is under suspension, revocation, denial, or cancellation, or an arrest based upon an outstanding warrant.
 - g. A traffic violation coupled with any offense stated in subparagraphs a through f of this paragraph, or
(Reference 200 O.S. § 1115.1, A.4)
11. A violator who refuses to sign the Uniform Violation Complaint Form, affirming that the court appearance will be honored, may be arrested and required to post bond.. The officer will make every reasonable effort to obtain the signature by assuring the violator that the required signature is not an admission of guilt but a promise to appear in court at the designated time.
12. When considering the necessity of a custodial arrest, the arresting officer should:
- a. Determine if it reasonably appears to the officer that the violator will not cause injury to himself or others or damage to property if released.
 - b. The arresting officer is not required to place a misdemeanor into custody:
 - (1) Who is injured, disabled, or otherwise incapacitated.
 - (2) If custodial arrest may require impoundment of a vehicle containing livestock, perishable cargo, or items requiring special care or maintenance.
 - (3) If extraordinary circumstances exist, which in the judgment of the arresting officer, would suggest that custodial arrest should not be made.

C. CITIZEN'S ARRESTS-

- 1. An officer should use discretion when determining if custody is necessary for a Citizen's Arrest.
- 2. A citizen may make a Citizen's Arrest for a public offense, without a warrant, committed or attempted in his presence.
- 3. The following provisions apply to an officer's involvement in a Citizen's Arrest:
 - a. The suspect must have been placed under arrest by the citizen and still be at the scene.
 - b. Before making the arrest, the citizen must inform the person to be arrested of the cause of the arrest.
 - c. The officer does not have to witness the crime to assume custody when a Citizen's Arrest is made.
 - d. The officer will conduct enough independent investigation to establish probable cause to believe that a crime has been committed.
 - e. The Citizen's Arrest Form must be completed for all custodial arrests. (Exceptions would be for a person who is illiterate or physically unable to do so as in f-3)
 - f. The "Statement" form is then filled out as completely as possible.
 - (1) The complainant must describe the offense committed in detail.
 - (2) The officer should ensure that the charge (listed as the description of offense on the top portion of the form) correlates with the details of the offense.
 - (3) The officer may have to explain what details need to be put in the statement but may not write the statement for the complainant (exceptions would be for a person who is illiterate or physically unable to complete the form due to injuries or disability).
 - (4) The person who actually witnessed the offense occur must be the person who signs the Citizen's Arrest form.
 - (5) If the person who witnessed the crime is not available to fill out and sign the Citizen's Arrest form, the officer will not assume custody.

- a. A Uniform Violations Complaint Form will then be completed by the officer and signed by the complainant with the officer countersigning to the right of the complainant's signature.
 - b. If the officer reasonably believes the citizen's arrest and detention is warranted, the officer may assume custody of the suspect at this time. The complainant must inform the suspect that he is under citizen's arrest.
 - c. If the officer determines that incarceration is unnecessary, he will assign a court date and issue the hard copy of the citation to the offender.
- D. NARCOTICS ARRESTS-
(See policy on Narcotics Arrest.)
 - E. DOMESTIC ABUSE-
(See policy on Domestic Abuse.)

VI. IMMUNITY FROM ARREST -

- A. DIPLOMATIC IMMUNITY - If an officer stops a person who claims diplomatic immunity, the officer should contact the District Attorney or the F.B.I. immediately. They will check the validity of the claim. The person's name and the type of diplomatic immunity claimed (minister, ambassador, etc.) should be given.
- B. VOTERS ON ELECTION DAY - Voters are exempt from arrest on a misdemeanor charge except for breach of peace. This exemption applies while the voter is going to or returning from a site where ballots are cast.
- C. STATE LEGISLATORS- these officials are exempt from arrest on a misdemeanor charge except for breach of peace while the legislature is in session or while they are going to or returning from attendance at the legislative session. Note: Senators and Congressmen of the United States are not exempt from arrest for misdemeanor criminal offenses.
- D. MEMBERS OF THE NATIONAL GUARD- National Guard (not Reservists) members are exempt from arrest on a misdemeanor charge except for breach of peace while in attendance at or going to or returning from drills, parades, inspections, encampments, or while on active duty. They may be arrested, however, for felonies and treason. (44 O.S. § 223)
- E. PERSONS LAWFULLY DEFENDING THEMSELVES – Persons lawfully defending themselves or others cannot be arrested and are immune from prosecution. (Title 21-1289.25):
 - 1. A person is presumed to have held a reasonable fear of imminent peril of death or great bodily harm to himself or herself or another when using defensive force that is intended or likely to cause death or great bodily harm to another if:
 - a. The person against whom the defensive force was used was in the process of unlawfully and forcefully entering, or had unlawfully and forcibly entered, a dwelling, residence, or occupied vehicle, or if that person had removed or was attempting to remove another against the will of that person from the dwelling, residence, or occupied vehicle; and
 - b. The person who uses defensive force knew or had reason to believe that an unlawful and forcible entry or unlawful and forcible act was occurring or had occurred.
 - 2. The presumption set forth in section 1 of this section does not apply if:
 - a. The person against whom the defensive force is used has the right to be in or is a lawful resident of the dwelling, residence, or vehicle, such as an owner, lessee, or titleholder, and there is not a protective order from domestic violence in effect or a written pretrial supervision order of no contact against that person;

- b. The person or persons sought to be removed are children or grandchildren, or are otherwise in the lawful custody or under the lawful guardianship of, the person against whom the defensive force is used; or
 - c. The person who uses defensive force is engaged in an unlawful activity or is using the dwelling, residence, or occupied vehicle to further an unlawful activity.
3. A person who is not engaged in an unlawful activity and who is attacked in any other place where he or she has a right to be has no duty to retreat and has the right to stand his or her ground and meet force with force, including deadly force, if he or she reasonably believes it is necessary to do so to prevent death or great bodily harm to himself or herself or another or to prevent the commission of a forcible felony.
 4. A person who unlawfully and by force enters or attempts to enter the dwelling, residence, or occupied vehicle of another person is presumed to be doing so with the intent to commit an unlawful act involving force or violence.
 5. A person who uses force, as permitted pursuant to the provisions of subsections 1 and 3 of this section, is justified in using such force and is immune from criminal prosecution and civil action for the use of such force.
 6. A law enforcement agency may use standard procedures for investigating the use of force, but the law enforcement agency may not arrest the person for using force unless it determines that there is probable cause that the force that was used was unlawful.
 7. The provisions of this section and the provisions of the Oklahoma Self-Defense Act shall not be construed to require any person using a pistol pursuant to the provisions of this section to be licensed in any manner.
 8. As used in this section:
 - a. "Dwelling" means a building or conveyance of any kind, including any attached porch, whether the building or conveyance is temporary or permanent, mobile or immobile, which has a roof over it, including a tent, and is designed to be occupied by people;
 - b. "Residence" means a dwelling in which a person resides either temporarily or permanently or is visiting as an invited guest; and
 - c. "Vehicle" means a conveyance of any kind, whether or not motorized, which is designed to transport people or property"

Note: DEFINITION-BREACH OF PEACE - Willfully or maliciously disturbing, either by day or night, the peace and quiet of any city of the first class, town, village, neighborhood, family or person by loud or unusual noise, or by abusive, violent, obscene or profane language, whether addressed to the party so disturbed or some other person, or by threatening to kill, doing bodily harm or injury, destroying property, or by quarreling or challenging to fight, or fighting, or shooting off any firearms, or brandishing the same, or by running any horse at unusual speed along any street, alley, highway or public road. (21 O.S. § 1362).

VII. STACKING CHARGES- An officer will refrain from stacking charges.

EFFECTIVE DATE: MARCH 2004		GENERAL DIRECTIVE NUMBER: 11-5.035
SUBJECT: RACIAL PROFILING		REPLACES POLICY NUMBER: 11-5.035
REFERENCE: TITLE 22 O.S.§ 34.3		SPECIAL INSTRUCTIONS:
DISTRIBUTION: ALL OFFICERS	RE-EVALUATION DATE: MARCH 2006	NUMBER OF PAGES: 1

I. PURPOSE-

The purpose of this policy is to define and prohibit "racial profiling" by members of the Lawton Police Department.

II. DEFINITION-

For the purpose of this policy, "racial profiling" means the detention, interdiction or other disparate treatment of an individual solely on the basis of the racial or ethnic status of such individual.

III. PROHIBITIONS-

- A. No officer of the Lawton Police Department shall engage in racial profiling.
- B. The race or ethnicity of an individual shall not be the sole factor in determining the existence of probable cause to take into custody or to arrest an individual or in constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual or the investigatory stop of a motor vehicle.
- C. If the investigation of a complaint of racial profiling reveals the officer was in direct violation of this policy, the department shall take appropriate action.

<i>EFFECTIVE DATE:</i> March 2014		<i>GENERAL DIRECTIVE NUMBER:</i> 11-5.050
<i>SUBJECT:</i> AUTHORIZED FIREARMS FOR DUTY		<i>REPLACES POLICY NUMBER:</i> 11-5.050
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>RE-EVALUATION DATE:</i> MARCH 2016	<i>NUMBER OF PAGES:</i> 8

II. PURPOSE-

The purpose of this policy is to provide standards for selection and carrying of firearms and ammunition. Officers must comply with the Use of Force policy.

III. POLICY-

An officer is only authorized to carry firearms when a criterion as outlined below has been met.

IV. GENERAL PROVISIONS FOR ALL OFFICERS –

- A. An officer must qualify with any approved firearm, before he can carry it on or off duty.
 - 1. The firearm’s serial number, make, model, and the date of qualification will be maintained in the departmental firearms training records.
 - 2. An officer must have qualified with his shotgun, rifle, and primary handgun at the most recent departmental firearms qualification training.
- B. **ALL** handguns will be carried in a safe and secure manner in an approved holster.
- C. All firearms will be handled and carried with proper safety precautions taken.
- D. Harassment, jokes, and tricks involving firearms are absolutely prohibited.

V. DEPARTMENTAL CONTROL OF HANDGUNS –

- A. All commissioned officers must carry authorized department issued handguns as their primary weapon while on duty, except those persons specifically excluded by the Chief of Police.
- B. A department approved handgun (on-duty, off-duty, and/or backup) intended for official use by any police officer must meet the following requirements:
 - 1. The handgun must be loaded only with ammunition authorized by the Chief of Police and/or the departmental armorer.
 - 2. The handgun must be inspected and certified safe by a departmental armorer.
 - 3. The handgun must be registered with the department by make, model, and serial number
 - 4. “Trigger shoes” are forbidden and any other modifications must be certified safe by a departmental armorer.
 - 5. On-duty, off-duty, and back-up holster models must be approved by the Chief of Police or his designee.

VI. FIREARMS TRAINING –

- A. The departmental firearms training program will include comprehensive instruction on:
 - 1. Departmental policy on use of force,
 - 2. Legal issues,
 - 3. Moral and ethical responsibilities of carrying a firearm,
 - 4. Firearms safety, and;
 - 5. Firearms proficiency.

- B. The firearms proficiency training will as closely as possible reflect those circumstances and conditions that our police officers are most likely to confront in real life use of force situations.
- C. The officer's duty firearm shall be used for firearms training.
- D. The following guidelines will be followed while at the range:
 - 1. Firearms will remain holstered at all times until otherwise instructed by the firearms instructor and/or the departmental armorer.
 - 2. Firearms will be pointed in a safe direction at all times when not holstered.
 - 3. Officers will load and unload firearms on the line and at the direction of the firearms instructor and/or the departmental armorer.
 - 4. Officers will exercise caution and practice safe handling of all firearms at the range.
 - 5. The senior ranking instructor shall have absolute authority over firearms training while at the range in order to maintain proper discipline and ensure safety.
- E. The departmental armorer shall classify each officer following qualification training. By averaging the top three (3) qualifying scores, the classifications will be as follows:
 - 1. Master- 5 consecutive years qualified as an expert
 - 2. Average of 90 - 100 - Expert
 - 3. Average of 80 - 89 - Sharpshooter
 - 4. Average of 70 - 79 - Marksman
 - 5. Average below 70 - Not qualified for a shooters badge.
- F. The departmental armorer will maintain a record of qualifications, stating the type of firearm, serial number brand name, and caliber.
- G. Ammunition for qualification of primary duty weapons will be provided by the department.
- H. Officers will provide their own ammunition for qualification and transitional training for off-duty and/or backup firearms.

VII. FIREARMS QUALIFICATION –

- A. All officers shall be "Qualified" with their assigned shotgun, rifle and their primary, off-duty, and backup handguns.
- B. Firearms "Qualification" shall, at a minimum, be annually. Every commissioned officer must qualify each year as a condition of continued employment.
- C. In the event of any accidental discharge, the officer involved must undergo immediate re-qualification training prior to returning to full duty.
- D. Officers must re-qualify with their primary duty handgun, shotgun, and rifle under the following terms:
 - 1. Officers scoring seventy (70%) or above in the use of their primary duty handgun, backup handgun and off duty handgun shall be qualified. Officers scoring seventy percent (70%) with their shotgun will be qualified. Officers scoring eighty percent (80%) with their rifle shall be qualified.
 - 2. Officers scoring below seventy percent (70%) with their duty handgun will be temporarily assigned to a non-field assignment. An officer will not return to full duty until he can demonstrate a seventy percent (70%) proficiency in the use of that duty handgun. Officers scoring below a seventy percent (70%) with their backup handgun or off duty handgun will not be allowed to carry said firearm(s) until he can demonstrate a seventy percent (70%) proficiency in the use of said firearm(s). Officers scoring below seventy percent (70%) with their shotgun will not be allowed to carry said shotgun until he can demonstrate a seventy percent (70%) proficiency with said shotgun. Officers scoring below an eighty percent (80%) with their rifle will not be allowed to carry said rifle until he can demonstrate an eighty percent (80%) proficiency in the use of said rifle.
 - 3. Any officer who fails to qualify under this policy shall be prohibited from carrying the unqualified firearm, except to transport the firearm to and from the firing range for training. Additionally, the officer shall be prohibited from wearing the Lawton Police Department uniform, on or off duty, until requalification, with the duty handgun is achieved.
 - 4. Within ten (10) days of failing to qualify in his initial attempt during re-qualification training, an officer must qualify with his duty handgun and shotgun. Failure to do so shall be grounds for disciplinary action up to and including dismissal.

5. Officers not meeting the requirements of obtaining a Shooters badge shall be required to attend additional training.

VIII. DEPARTMENTAL FIREARMS –

- A. Departmental issued handguns will be carried on duty as a primary firearm.
- B. All newly purchased departmental handguns, shotguns, and rifles, will be inspected, adjusted as necessary, and test fired by a departmental armorer before being issued.
- C. No modifications to departmental firearms are permitted without specific authorization of the department armorer.

IX. PRIMARY DUTY HANDGUNS –

- A. The primary service handgun for officers shall be the departmentally issued semi-automatic pistol.
- B. A non-uniformed officer must have an approved non-uniform duty holster and also an approved uniform duty holster and magazine carrier.
- C. While in plain clothes, an officer should carry his handgun in such a manner which will not allow the firearm to be seen by the public. If the firearm can be seen by the public, the officer shall have a badge displayed next to the firearm.

X. BACKUP FIREARMS –

- A. Backup handguns are optional and may be carried in conjunction with the primary handgun.
- B. The backup handgun is to be used in emergency situations only (i.e. the primary firearm has malfunctioned or its use has become impractical).
- C. Backup handguns will be carried in an approved holster where they remain out of the view of the public
- D. The smallest backup handgun is a .380 double-action semi-automatic of a reputable make, as authorized by the Chief of Police and/or the department armorer.

XI. OFF-DUTY HANDGUNS –

- A. An officer may carry a handgun when off-duty provided he has qualified with it as described above.
- B. Off-duty handguns must meet criteria as set forth in the description of the primary or backup handgun for either uniformed or non-uniformed personnel with the exception they can be single action or double action pistols. Off duty handguns shall be concealed from the view of the public and carried in a department approved holster.
- C. The State Statutes governing the carrying of firearms while officers are off-duty will be adhered to at all times.

XII. SPECIAL ASSIGNMENT FIREARMS –

Officers in undercover or special assignments that require a less conspicuous firearm than previously described may carry such firearm with the authorization of the Chief of Police or his designee.

XIII. HANDGUN MAINTENANCE –

- A. Handguns should be regularly inspected by the officer carrying the firearm for the following:
 1. Cracks,
 2. Rust or pitting,
 3. Smoothness of operation,
 4. Barrel obstructions,
 5. Cleanliness, and
 6. Any other abnormality.
- B. Any handgun presenting a possible problem will be repaired as soon as possible and will not be carried until it has been repaired.
- C. Only departmental armorers are authorized to repair or perform adjustment maintenance on departmental handguns except in cases where the armorer deems major parts to be necessary and authorizes the return of the firearm to its manufacturer for repair.
 1. Cost for repair of departmental handguns will be paid by the officer if it is determined that the necessity for repair has been caused by unauthorized work or modification or in cases of negligent maintenance of the handgun.

2. Repairs, not necessitated by unauthorized work or modification or negligent maintenance, will be made without charge to the officer.
- D. Officers who own their own handguns may choose any person or firm to perform the repair and maintenance on their handguns at no expense to the city. However, the firearm must pass any safety and/or functional inspection performed by the departmental armorer.
- E. All officers will maintain their handgun by periodically cleaning it, oiling it, and maintaining the firearm in good working condition.

XIV. AMMUNITION –

Only departmentally authorized duty ammunition may be used in a duty capacity.

XV. SHOTGUNS –

- A. The only authorized duty shotguns are those owned and issued by the department or those personal shotguns approved by the Chief of Police or his designee.
- B. Shotguns will be clean and well maintained at all times.
- C. At the beginning of each shift, an officer will inspect his shotgun.
 1. Discretion will be used in determining a location for inspection.
 2. The shotgun will be inspected for working condition, cleanliness, proper ammunition, and proper state of readiness.
 3. The shotgun should have a full magazine, an empty chamber, and safety engaged.
 4. If the shotgun is dirty, it should be cleaned as soon as practical.
 5. If the shotgun malfunctions, it should be reported to the officer's immediate supervisor and then turned in for repair or replacement.
- D. Any time a shotgun is removed from the unit, the officer will ensure the shotgun is in the proper state of readiness before returning it to the unit.
- E. "00" Buck is the only authorized round to be carried in the shotguns for normal duty purposes
 1. The ammunition will be completely unloaded and the shotgun reloaded with appropriate ammunition for destruction of animals.
 2. Use of shotgun slugs may only be utilized by officers who have successfully completed the Defensive Shotgun Course.
- F. All newly purchased shotguns will be inspected, adjusted as necessary, and test fired by the armorer before being issued

XVI. RIFLES

- A. The only authorized duty rifles are those owned and issued by the department or those personal rifles approved by the Chief of Police or his designee.
- B. Officers must have successfully completed the Lawton Police Department Basic Rifle Course.
- C. Rifles will be clean and well maintained at all times.
- D. At the beginning of each shift, an officer will inspect his rifle.
 1. Discretion will be used in determining a location for the inspection
 2. The rifle will be inspected for working condition, cleanliness, proper ammunition, and proper state of readiness.
 3. The rifle should have a full magazine, a closed blot on an empty chamber, and the safety engaged.
 4. If the rifle is dirty, it should be cleaned as soon as practical.
 5. If the rifle malfunctions, it should be reported to the officer's immediate supervisor and then turned in for repair or replacement.
- E. Any time a rifle is removed from the unit, the officer will ensure the rifle is in the proper state of readiness before returning it to the unit.
- F. Only duty ammunition issued by the department is to be carried in the rifles for normal duty purposes.
- G. All newly purchased rifles will be inspected, adjusted as necessary, and test fired by the armorer before being issued.
- H. Only sighting systems approved by the Lawton Police Department, Rifle Committee, and installed by or approved by the departmental armorer, may be used on approved duty rifles.

XVII. SPECIAL WEAPONS & AMMUNITION – (Including but not limited to: Fully Automatic Weapons, Sniper Rifles, and Gas Guns)

- A. Tact team members and officers authorized by the Chief of Police are the only individuals authorized to use special weapons for police purposes.
- B. The only authorized special weapons are those owned by the department and authorized by the Chief of Police.
- C. Only officers authorized by the Chief of Police may have “fully automatic” weapons for duty.
- D. Only sighting systems approved by the Lawton Police Department, Rifle Committee, and installed by or approved by departmental armor, may be used on approved special weapons.
- E. Authorized officers must have successfully completed an approved course of instruction on the special weapon before carrying the weapon on duty.
- F. Authorized officers must be qualified with the special weapon before utilizing it for police purposes.
- G. Special weapons shall be properly maintained and kept in a state of readiness with the chamber empty and safety engaged.
- H. Only ammunition purchased or obtained by the department is authorized to be used.
- I.

XVIII. GENERAL WEAPONS SAFETY –

Any and all weapons being brought into the station for training purposes, evidentiary purposes, or for the purpose of maintenance or storage shall be made safe as follows:

- A. Semi-automatic handguns will have the magazines removed, slide locked to the rear or a piece of paper inserted into the injection port to obstruct firing and to show people it is safe,
- B. Revolvers will be carried with the cylinder open and the ammunition removed and carried as such.
- C. Shotguns and Rifle magazines when equipped shall be removed, magazines built into the weapon shall be empty and the action open, and carried at port arms with the ejection port visible.
- D. If any officer is unfamiliar with the weapon, a supervisor will be notified and attempts will be made to contact a firearms instructor or armorer for assistance.
- E.

XIX. SECURITY OF WEAPONS –

- A. Any officer who has been issued a City-owned weapon will keep the weapon locked up in a safe place without access to unauthorized persons when not actually being carried.
- B. When an officer will be absent from his residence for more than ten (10) calendar days, any City-issued weapon will be turned into Arms Room for security and will be reissued when the officer returns.
- C. Any rifle or shotgun within a departmental vehicle, on or off duty, will be secured in a mount or in the trunk unless otherwise authorized by the Chief of Police or his designee.

LAWTON POLICE DEPARTMENT

<i>EFFECTIVE DATE:</i> February 2005		<i>GENERAL DIRECTIVE NUMBER:</i> 11-5.055
<i>SUBJECT:</i> Video/DVD/Digital Images/Audio Rec Evidence		<i>REPLACES POLICY NUMBER:</i> 11-5.055
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>RE-EVALUATION DATE:</i> February 2007	<i>NUMBER OF PAGES:</i> 4

I. PURPOSE

The intent of this policy is to establish guidelines for members of the Lawton Police Department in the handling of Digital Images, Video/DVD and Audio recorded evidence.

II. VIDEO/DVD RECORDINGS

- A. The Officer/Investigator who records the video/DVD evidence will be responsible for placing it on a property receipt.
 - 1. All video/DVD evidence will be accounted for on property receipt.
 - 2. A chain of custody commences when the evidence is discovered or created and continues until the recordings are presented to the court.
 - 3. Any person, who handles, collects, examines, or stores an original video/DVD recording, must be accounted for on a property receipt.
 - 4. The person receiving the evidence must sign for the evidence on the property receipt.
 - 5. When the evidence is returned, it should be reviewed to ensure it is the same evidence.
 - 6. All other chain of custody guidelines shall be followed as outlined in the Lawton Police Department Policy and Procedure Manual, Policy #3.14 for evidence on property receipt.
 - 7. Original video/DVD recordings being held by the Lawton Police Department as evidence SHALL NOT leave the department unless special circumstances exists and with the prior approval of supervision.

- B. The following procedure will be used to get a copy of video/DVD evidence.
 - 1. The Officer/Investigator will submit a request for a copy of the video/DVD evidence to the individual designated by the CID Commander utilizing the Request for a Duplicate of Video Tape/DVD/Audio Tape form. A duplicate will be created using the equipment provided in the Criminal Investigation Division. The copy will be given to the Officer/Investigator and the original will be returned to the property section.
 - 2. If another agency, i.e. district attorney's office, city prosecutor's office, etc. requests a video/DVD recording being held by the Lawton Police Department, a duplicate will be created using the equipment provided in the Criminal Investigation Division and the duplicate will be given to the requesting agency. If special circumstances exists and the original video/DVD recording leaves the department, a duplicate will be created and maintained at the Lawton Police Department property room until the original recording is returned.
 - 3. When a duplicate or original video/DVD recording is provided to an outside agency, a notation will be made in the investigator's follow-up report. The follow-up should state the reason for providing the recording, to whom it was given, the time and date and if applicable, the name of the

supervisor who authorized the release of an original recording. (Note: A property receipt WILL NOT be needed for a duplicate recording).

III. AUDIO RECORDINGS

- A. The Officer/Investigator who makes an audio digital recording will be responsible for downloading it to the "H" drive.
1. The audio digital recording will be placed on the "H" drive within the folder of the Officer/Investigator's name.
 2. A new folder will be made within the folder of the Officer/Investigator and named whatever the case number is of the crime being investigated, (ie.2002-01168).
 3. The digital recording will be named after the person being interviewed and placed within the folder of the case number.
 4. The Officer/Investigator will e-mail the individual designated by the CID Commander, telling them a recording has been placed on the "H" drive.
 5. The individual designated by the CID Commander will be responsible for moving the digital recording to the departmental folder for the crime the person was interviewed about.
- B. The following procedure will be used to get a copy of the audio digital recorded evidence.
1. The Officer/Investigator will submit a request for a copy of the audio digital recorded evidence to the individual designated by the CID Commander utilizing the Request for a Duplicate of DVD/ Video Tape/Audio Tape form. A duplicate will be created using the equipment provided in the Criminal Investigation Division. The copy will be given to the Officer/Investigator.
 2. If another agency, i.e. district attorney's office, city prosecutor's office, etc. requests a copy of the audio digital recording being held by the Lawton Police Department, a duplicate will be created using the equipment provided in the Criminal Investigation Division and will be given to the requesting agency.
 3. When a copy of an audio digital recording is provided to an outside agency, a notation will be made in the investigator's follow-up report. The follow-up should state the reason for providing the recording, to whom it was given, the time and date and if applicable, the name of the supervisor who authorized the release of the recording. (Note: A property receipt WILL NOT be needed for a duplicate recording).
- C. The Officer/Investigator who creates an audio recording on cassette tape will be responsible for placing it on property receipt.
1. All audiocassette tape evidence will be accounted for on property receipt.
 2. A chain of custody commences when the evidence is discovered or created and continues until the recordings are presented to the court.
 3. Any person, who handles, collects, examines, or stores an audiocassette tape recording, must be accounted for on a property receipt.
 4. The person receiving the evidence must sign for the evidence on the property receipt.
 5. When the evidence is returned, it should be reviewed to ensure it is the same evidence.
 6. All other chain of custody guidelines shall be followed as outlined in the Lawton Police Department Policy and Procedure Manual, Policy #3.14 for evidence on property receipt.
 7. Original audio cassette recordings being held by the Lawton Police Department as evidence SHALL NOT leave the department unless special circumstances exists and with the prior approval of supervision.
- D. The following procedure will be used to get a copy of the audiocassette evidence.

1. The Officer/Investigator will submit a request for a copy of the audio evidence to the individual designated by the CID Commander utilizing the Request for a Duplicate of DVD/Video Tape/Audio Tape form. A duplicate will be created using the equipment provided in the Criminal Investigation Division. The copy will be given to the Officer/Investigator and the original will be returned to the property section.
2. If another agency, i.e. district attorney's office, city prosecutor's office, etc. requests a audio cassette recording being held by the Lawton Police Department, a duplicate will be created using the equipment provided in the Criminal Investigation Division and the duplicate will be given to the requesting agency.
3. If special circumstances exists and the original audiocassette recording leaves the department, a duplicate will be created and maintained at the Lawton Police Department property room until the original recording is returned.
4. When a duplicate or original audiocassette recording is provided to an outside agency, a notation will be made in the investigator's follow-up report. The follow-up should state the reason for providing the recording, to whom it was given, the time and date and if applicable, the name of the supervisor who authorized the release of an original recording. (Note: A property receipt WILL NOT be needed for a duplicate recording).

IV. DIGITAL IMAGES

- A. The Officer/Investigator who takes the images will be responsible for submitting them in a "Digital Image" evidence envelope for processing.
 1. The Uniform Operations Deputy Chief or his designee will designate the storage location of these envelopes for Uniform Operations.
 2. The Non-Uniform Operations Deputy Chief or his designee will designate the storage location of these envelopes for Non-Uniform Operations.
- B. The Officer/Investigator taking the images will label each disk and envelope with labels as provided. More than one disk, pertaining to the same case, can be submitted in one envelope. The information will be legible and in the following format.
 1. Case Number, when possible (offense, arrest or accident).
 2. Victim/Suspect last name, first name and middle initial.
 3. The date the images were taken.
 4. The location at which the images were taken.
 5. The printed rank, name and last four of the person taking the images.
 6. The initials of the officer taking the images.
 7. Information listed in 1 through 4 will also be noted in the appropriate related report/s.
 8. The envelope will be appropriately sealed and placed in the Digital Images Box in the patrol office.
- C. The Officer/Investigator will complete a digital image submittal form.
 1. The information required on the form will be legible.
 2. The submittal form will be submitted with the appropriate report.
 3. Technical Service Division personnel will place the report number for that case on the submittal form and then place the form in the CID box within the Technical Service Division.
 4. CID supervisors or designee will give the form to the individual/s responsible for uploading the images to the "H" drive.
- D. The individual designated by the CID Commander will be responsible for gathering the digital images from the box.
 1. The person obtaining the images from the box will fill out the digital image submittal form legibly in the appropriate section.

2. The person who uploads the images to the "H" drive will fill out the digital image submittal form legibly in the appropriate section.
 3. The digital image submittal form will then be placed in the original case file in the records section as the chain of custody.
- E. The Criminal Investigation Division Commander or his designee will be responsible for any processing and duplication of images submitted. Upon completion of processing, the submittal envelope and disks will be destroyed.
- F. These procedures will be followed when requesting digital images to be printed or copied.
1. Any officer, upon receipt of a subpoena or notification that digital images are needed, shall notify their immediate supervisor. All supervisors can access the "H" drive and print out images for their personnel.
 2. Images are stored on the "H" drive for the previous and current calendar year. All images prior to this will be stored on CD. Contact the Criminal Investigation Division secretary via the Request of Prints of Digital Images form for those images stored on CD. Indicate on the form which images are needed.
 3. If the prosecutor prefers to review all photographs pertaining to a case, the officer may contact the Criminal Investigation Division secretary via the Request for Prints of Digital Images form. The officer will indicate on the form that all images are needed on disk or CD (Depending on number of images) for review. A disk/CD will be prepared and provided to the requesting officer with the requested images.

V. FORMS

All forms previously mentioned in this policy can be obtained on the computer "H" drive.

VI. COMPLAINTS/INTERNAL INVESTIGATIONS

For the handling of the aforementioned evidence as it pertains to complaints/internal investigations see LPD Complaints Policy #11-5.130.

<i>EFFECTIVE DATE:</i> September 2019		<i>GENERAL DIRECTIVE NUMBER:</i> 11-5.058
<i>SUBJECT:</i> Mobile & Body Cam Video/Audio Recording Systems		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>RE-EVALUATION DATE:</i> September 2021	<i>NUMBER OF PAGES:</i> 18

I. PURPOSE

The purpose of this policy is to establish standardized procedures regarding the use of the Mobile (in-car) video/audio and Body Worn Camera Systems designed to record field activity in the course of the on-duty police officer's shift. These camera systems provide recordings of events that officers encounter. These recordings may provide valuable evidence for prosecution, assist officers with completing reports and protect officers from false allegations and enhance the public's trust in the form of video and audio recordings. Body-worn camera recordings will only be used for official purposes and shall never be used to embarrass, exploit or harass an employee or the public.

II. Scope

The following procedures govern the use and management of mobile and body-worn camera systems. These procedures do not apply to the undercover investigations and/or court ordered or court authorized electronic surveillance.

Oklahoma is a one-party consent state; therefore, when an officer is a party to a recorded conversation he or she is not violating state law.

III. Definitions

BODY-WORN CAMERA SYSTEM - The hardware and software that comprises an audio and video recording system.

BODY-WORN CAMERA - A camera that is worn on the person of an officer to capture audio and video recordings.

CATERGORIZE - The process of labeling a recording for retention purposes.

FAILURE TO ACTIVATE - When an officer does not activate the BWC as required by this policy.

FUNCTIONS TEST - The process of verifying the mobile / body-worn camera is operating properly. This includes a visual inspection for any obvious damage, ensuring the LCD screen is properly displaying camera information, recording a short video, uploading the video and reviewing the video to verify the camera is recording properly.

HEALTHCARE FACILITY - Any public or private authority, corporation or business where healthcare services are provided. Examples may include, but are not limited to, a hospital emergency room, ambulance, health clinic, doctor's office, nursing home, pharmacy, dental office, drug or alcohol treatment facility or mental health facility.

INDIVIDUALLY IDENTIFIABLE HEALTH INFORMATION - Any personal medical information whether oral or recorded in any form or medium, including demographic information collected from an individual that is created or received by a healthcare provider, health plan, employer or healthcare clearing house and relates to the past, present or future physical or mental health or condition of an individual, the provision of healthcare to an individual or the past, present or future payment for the provision of healthcare to an individual and identifies the individual or there is a reasonable basis to believe that the information can be used to identify the individual.

LAW ENFORCEMENT ACTIVITY – Any activity performed by an officer in an official capacity for the purpose of maintaining public order and enforcing the law, particularly the activities of prevention, detection and investigation of crime and the apprehension of criminals.

OFFICIAL PURPOSE - Actions consistent with the duties and responsibilities of a police employee while adhering to the written directives of the police department. Other parties such as prosecuting or municipal attorneys and/or their staff will have access to body-worn camera recordings to carry out their official duties.

OPERATIONAL PURPOSE - Review of an incident where a specific officer's performance is not the basis for the review.

TAG - The process of labeling a recording (identification parameters).

TECHNICAL SERVICES - The division of Information Technology services (ITS) and Police Department staff assigned to manage and oversee the video / audio recording systems used by the Lawton Police Department, to include the Police Department's mobile and body camera video / audio recording systems. Technical Services is responsible for the management of the audio and video recordings obtained from such equipment. Technical Services' duties also includes, but is not limited to: copying, redacting or deleting the audio and/or video recordings, as well as responding to subpoenas and records requests for audio and video recordings.

UNDERCOVER OFFICER - An officer requiring anonymity based upon current law enforcement assignment where identifying the officer could jeopardize his or her safety and/or an on-going investigation.

USAGE AUDIT- An audit may be performed once a month on a randomly selected date, in which officers' activity is compared against body-worn camera recordings to verify compliance with recording requirements.

VOLUNTARY CONTACT - A consensual encounter by a police officer with a person for official purposes. A voluntary contact can be initiated by an officer in a place where the public and the officer have a lawful right to be or in a place where a person has a reasonable expectation of privacy, such as a person's home. Consent by the person can be expressed or implied and must be freely and voluntarily given and be free of coercion. "Free of coercion" means a reasonable person would believe they are free to leave or not respond to the officer's questions and deny the officer's request. Consent can be revoked by the person at any point during the course of a voluntary contact.

IV. GENERAL

- A. Video/audio systems have proven to be a valuable tool for officers as:
 - 1. Evidence in the prosecution of violators;
 - 2. Defense against claims of officer misconduct;
 - 3. A deterrent to suspects who have a tendency to become violent;
 - 4. As a training and self-evaluation tool;
 - 5. Improve the transparency and the service provided to the people served by the Lawton Police Department;
- B. Each officer must be trained in the operation of the camera systems and the applicable written directives prior to use.
- C. Only department issued body-worn camera systems shall be used. Each officer assigned a body-worn camera is required to use it during their shift (unless it has been turned in for repair) and shall

- operate the assigned body-worn camera in accordance with written directives.
- D. All tapes, discs, other media formats generated from the video/audio recording equipment are the property of the Lawton Police Department and are not to be copied unless: (1) directed by court order, (2) requested by the City Attorney's Office, (3) approved by Technical Services in relation to their duties and responsibilities under this Policy, (4) approved by the Chief of Police or his/her designee, or (5) directed by City Manager or his/her designee.
Unauthorized duplication and /or distribution of either video and/or audio files are expressly prohibited.
Officers will not post recordings to any website, including social media websites. Officers will not use other devices (e.g. cell phones, cameras, etc) to record video and/or audio from the mobile or body-worn cameras. Members will only access their own recordings or those that they have a legitimate purpose to review.
 - E. Recordings shall not be reviewed for the sole purpose of locating policy and/or criminal violations unless they are investigating a complaint of misconduct and then limited to only the event which initiated the complaint.
 - F. Body-worn cameras contain configuration settings that are applied by Technical Services and settings that are configurable by the officer. The officer will not intentionally change or modify any Technical Services' equipment configuration settings.
 - G. No person shall remove, dismantle or tamper with any hardware/software component of the video/audio recording systems unless they have been given the authority to do so by the Chief of Police or his designee.
 - H. Officers will not intentionally obstruct the view of any mobile or body-worn cameras.

VII. Maintenance and Care

Each officer is responsible for and expected to exercise reasonable care and maintenance of all Mobile and body-worn camera equipment assigned to them. Prior to each shift, the officer shall ensure the assigned mobile and body-worn camera is operating properly by performing a Function Test. An officer may perform a Function Test at any other time they believe it is necessary. The function test will include but not limited to:

- 1. Confirm system power-up and shows a frontal view in the screen;
- 2. Confirm the correct date and time;
- 3. Test and confirm video and audio records;

If at any time the officer discovers the mobile and/or body-worn camera is damaged or malfunctioning, the officer shall notify their supervisor as soon as practical. If the supervisor cannot resolve the issue, the supervisor will notify Technical Services by email and the officer will submit a Damage/Malfunction Report. If the body-worn camera is physically damaged, the officer will also complete Damage to City Equipment incident report. If a camera is damaged or malfunctioning, it shall not be used and will be returned to Technical Services.

VIII. Camera Operations

- A. When a Camera system shall be activated.
 - 1. Mobile in-car video

Each officer shall activate their in-car camera under the following circumstances:

- a. Initiating any emergency vehicle operations (code 3) response. If a situation requires you to activate your emergency equipment to go through a traffic light you will keep your video recording through the duration of the call.
- b. When initiating and during any pursuit.
- c. While conducting a traffic stop
- d. When directed by a supervisor.

2. Body worn video

Each officer shall activate their body-worn camera under the following circumstances:

- a. Voluntary contact (only in a public place or a place where the public and the officer have a right to be). If a voluntary contact is initiated in a location where a person has a reasonable expectation of privacy, and one of the criteria listed in the bullets of b. – k. listed below do not apply, the officer shall receive consent from the person prior to continuing to record the voluntary contact;
- b. Prior to any investigative detention, mental health detention, traffic or vehicle stop or custodial arrest;
- c. Prior to a use of force (if reasonable able);
- d. Prior to initiating any Code 3 response;
- e. Prior to exiting the police vehicle on an assigned or officer initiated call;
- f. all consent searches in their entirety, including the subject giving the consent;
- g. While involved in any vehicle or foot pursuit;
- h. When conducting a Standardized Field Sobriety Test (SFST) or Drug Recognition Expert (DRE) evaluation;
- i. While transporting, guarding or coming into contact with any person who becomes uncooperative, agitated, combative, threatening or makes statements related to his or her arrest/protective custody (if reasonably able);
- j. For the purpose of documenting a dying declaration; or
- k. When directed by a supervisor.

B. When a camera system may be activated.

An officer may activate their mobile / body-worn camera anytime the officer deems it appropriate to record for official purposes, except as prohibited under this policy.

C. When Body-Worn Cameras Shall Not Be Activated or Shall Be deactivated.

An officer shall not activate or shall deactivate their body-worn camera:

1. In a healthcare facility, unless required by this policy;
2. During a conversation with any supervisor or investigator after an incident has been resolved;
3. During activities, conversations or meetings with law enforcement employees while not on a call or incident; to include but not limited to casual conversations, roll calls, meetings, supervisor reviews, performance evaluations, employee coaching, restroom areas and during meals/breaks
4. During planning or briefing with the TACT Team, Bomb Squad or Hostage Negotiator Team at any time;
5. At the conclusion of a call or incident; or
6. While maintaining a secured crime scene after an incident has been resolved, if approved

by a supervisor to activate.

Other than at the conclusion of a call or incident, the body-worn camera shall be reactivated immediately after the end of the above circumstances.

D. Announcement Prior to Deactivation.

Prior to deactivating a body-worn camera and when safe to do so, the officer shall make a recorded announcement as to the reason the camera is being deactivated, such as:

1. Contact completed;
2. Incident concluded; or
3. Ordered by supervisor (name) to end recording.

E. Prohibited Use of Body-worn Cameras.

Body-worn cameras and/or body-worn camera recordings shall not be:

1. Used for personal gain or activities;
2. Copied, deleted, altered, uploaded, reviewed or released in any manner, except as authorized by written directives; or
3. Viewed by citizens, unless authorized by a Watch Commander or higher.
4. Used to record department employees and conversations without their knowledge during routine, non-law enforcement related activities, except as provided for by this policy;
5. Removed from the officer's person and left unattended while recording; or
6. Used to record any court proceeding or administrative hearing.

F. Use of Body-Worn Cameras in Healthcare Facilities.

Federal law imposes severe restrictions on healthcare providers concerning the release of "Individually Identifiable Health Information." The definition "Health Information." The definition of such information is very broad and includes patient identity, directly or indirectly by any means including clothing, event or a particular injury.

An officer shall activate his or her body-worn camera in a healthcare facility, only under the following circumstances:

1. When conducting a voluntary contact;
2. Prior to any investigative detention, mental health detention, custodial arrest or use of force (if reasonably able);
3. When interviewing anyone detained or arrested. The interview should be conducted in a private room or area where recording would not knowingly capture any "Individually Identifiable Health Information" of another person;
4. While involved in a foot pursuit;
5. When conducting a Standardized Field Sobriety Test (SFST) or Drug Recognition Expert (DRE) evaluation;
6. While transporting, guarding or coming into contact with any person who becomes uncooperative, agitated, combative, threatening or makes statements related to his or her arrest/protective custody;
7. For the purpose of documenting a dying declaration; or
8. When directed by a supervisor.

G. Notification.

Except as required by policy, an officer is not required to advise a person he or she is recording their interaction unless the person specifically asks if they are being recorded, at which point the officer shall inform the person they are being recorded.

H. Incident Identification and Reporting.

Each recording will be tagged by the officer, and shall be completed no later than the end of the officer's shift. The officer shall make a notation, comment, or statement on all reports, citations, FI cards or CAD calls, if applicable, when a recording is made. The officer shall document the existence of a body-worn camera recording in all applicable reports and this documentation will take place in the first line of the narrative or immediately thereafter.

If an officer does not make a complete recording as required or interrupts a recording, the officer will document the circumstances of such action in the appropriate report.

The use of a body-worn camera does not alleviate the responsibility for an officer to complete a detailed report related to their involvement in an incident as required by written directives.

If any officer, detective, undercover officer, or supervisor is aware that an undercover officer or informant may have been captured in a body-worn camera recording, they will either notate this information in the body-worn camera database or ask a supervisor to do so.

I. Uploading.

Each officer is responsible for preservation of recorded content on his or her assigned body-worn camera until uploaded. The officer will upload his or her body-worn camera recording(s) no later than the end of their shift, unless authorized by a supervisor to do it at a later time. The officer will upload recordings when the camera is nearing its storage capacity.

J. Access and Viewing of Body-Worn Camera Recordings.

All access, viewing and activity related to body-worn camera recordings are logged and subject to audit at any time. Access and viewing of body-worn camera recordings shall only be by personnel, as authorized by this Policy.

Technical Services may access BWC videos as needed to diagnose and resolve issues with BWC system hardware and software. The reason for viewing the video(s) must be directly related to the scope of the hardware or software issue observed.

K. Officer Review of Body-Worn Camera Recordings.

An officer will be allowed to review his or her body-worn camera recordings or the portion of another officer's recording where that officer is captured:

1. To assist with an investigation and completion of reports;
2. Before making any statement or being interviewed. If the officer is the subject of a criminal investigation, which is outside the scope of his or her duties, the Chief of Police may restrict his or her ability to review any body-worn camera recordings. If the officer is the subject of an administrative investigation, he or she may have an employee representative/legal counsel present during the review. If the officer is the subject of a criminal investigation, he or she may have legal counsel present. If requested by the officer, employee representative or legal counsel the review of the recording shall be conducted privately so that the event may be discussed; or
3. Prior to testifying in court.

L. Requests for Redaction or Deletion.

An officer may request to redact or delete recordings (i.e. personal recordings unrelated to any law

enforcement action) by submitting a Request for Redaction or Deletion of Body-Worn Camera Recording Form. This form will be submitted directly to the officer's Assistant Chief. If the Assistant Chief is unavailable, the form will be submitted to the Deputy Chief of Police. The Assistant Chief or Deputy Chief will review the recording and the request to authorize or deny the redaction or deletion. The Assistant Chief or Deputy Chief will include an explanation for his or her decision and will immediately send the form electronically to the Technical Services. The officer will be notified of the decision.

Technical Services will review the request as soon as practical, and may consult with the City Attorney's Office prior to taking action on requests that involve redaction. All requests shall be stored electronically by Technical Services.

An original recording that may have evidentiary value will be maintained by Technical Services. If a redaction is made, a copy of the original recording will be made and only the copy will be redacted. The original and the copy will be maintained by Technical Services.

An original recording that has no evidentiary value may be deleted as provided above. However, prior to deletion of any non-evidentiary recording Technical Services may consult with the City Attorney's Office as necessary. When a recommendation from the City Attorney's differs from the recommendation of Technical Services regarding deletion, the information will be forwarded to the Chief of Police or his/her designee, for resolution.

M. Supervisor Responsibilities and Review Requirements

Supervisors shall ensure each officer who is assigned a body-worn camera uses the camera throughout each shift and in accordance with this procedure. To ensure compliance and effectively carryout their responsibilities, lieutenants shall review recordings under the following circumstances only:

1. When investigating allegations of misconduct concerning a specific incident involving any officer;
2. When a recording has been identified for departmental training or instructional purposes;
3. When an FTO or FTO supervisor is reviewing a recording(s) for training or instructional purposes related to a specific probationary officer;
4. When periodic review is a condition of discipline;
5. When conducting a use of force or a pursuit follow-up investigation; or
6. When conducting a performance evaluation, as defined in Procedure.

When a supervisor is conducting an administrative investigation the supervisor will research the body-worn camera system for any relevant recording. Each relevant recording will be re-categorized to the appropriate administrative retention category, unless a higher retention category is already applied.

A supervisor may have to tag an officer's body-worn camera recording(s) if the officer is unable to do so. A captain or above may review a body-worn camera recording in relations to section VIII, M. numbers 1-5, or for operational purposes.

Lieutenant Review of Recordings

Each lieutenant who supervises officers equipped with body-worn cameras will conduct a review of those officers' recordings to assist in completing the officer's performance evaluation. The lieutenant will access the body-worn camera database and they will select one randomly selected recording, longer than 60 seconds, during the evaluation period for each officer under their span of control. While conducting this review, the lieutenant shall evaluate the actions of all officers captured in the recording for compliance with written directives. For each recording reviewed, the lieutenant shall complete a Body-Worn Camera Review Form within the database. Recordings reviewed by a lieutenant for any of the reasons listed above in section VIII, M. numbers 1-5, shall not fulfill this review requirement.

Recordings subject to random review shall only include recordings uploaded within the evaluation period that are greater than 60 seconds in duration, and shall exclude the following types of recordings:

1. Pending Review by Supervisor;
2. Administrative: Pursuits;
3. Administrative: Use of Force (No Injury/Minor Injury with or without Hospitalization);
4. Administrative: Collisions Involving Departmental Vehicles (No Injury/Minor Injury with or without Hospitalization);
5. Administrative: Formal Complaints / Internal Investigations (Non-Criminal);
6. Administrative: Criminal Investigation of a Department Employee Not Involving a Death;
7. Administrative: Use of Force (Death or Serious Bodily Injury);
8. Administrative: Collisions Involving Department Vehicles (Death or Serious Bodily Injury); and
9. Administrative: Criminal Investigation of Department Personnel Involving a Death.

Captain Responsibilities and Usage Audit

A captain shall ensure his/her lieutenants comply with Procedure.

Once a month, captains shall review the usage reports solely for the purpose of determining whether the officers under their command that are assigned a body-worn camera activated their cameras when required to do so in accordance with Policy. The captain will randomly select one day per month and will compile a list of all officers assigned to their shift that were assigned to a CAD call that would require a recording in accordance with policy.

Captains will audit each incident in this list to determine if a recording was produced by an officer. If it was found the officer didn't use the camera, the officer will fall into the corrective action/failure to activate portion of this policy. The Captain shall complete a Body-Worn Camera Usage Audit Form within the database for each incident audited.

If during the course of this audit, a captain requires access to any officer's body-worn camera video to make their determination, the video(s) will only be viewed up to the point it is determined if the officer was in compliance with recording according to policy or not.

N. Investigator Responsibilities

An investigator shall review any body-worn camera recordings related to and in furtherance of his or her assigned investigation(s). When appropriate, the investigator will request a copy of the recording for their case file from Technical Services.

O. Officer Involvement in Incidents Resulting in Death or Serious Injury

When an officer is involved in an incident that results in death or serious injury, the involved officer(s) and witnessing officer(s) body-worn camera(s) will be turned over to the first supervisor on the scene. That supervisor shall take possession of the camera(s) and secure the camera(s). The recordings will not be downloaded or viewed unless approved by the Watch Commander. The supervisor will turn the camera(s) over to appropriate investigative personnel. The investigator shall review the recorded contents of all body-worn cameras related to the incident. Investigations personnel will be responsible for the body-worn camera and uploading the recorded content of the camera.

P. Other Parties Requiring Access to Body-Worn Camera Recordings

Body-worn camera recordings may contain evidence in criminal and/or civil proceedings. Appropriate prosecutors, municipal attorneys and their staff will have access to body-worn camera recordings for official

purposes.

Q. Administrator Responsibilities

Technical Services is responsible for:

1. Tracking and inventory of all body-worn cameras;
2. Maintaining all body-worn cameras and system components;
3. Repairing and replacing body-worn cameras and system components and/or sending them to the manufacturer for repair or replacement;
4. Ensuring officers are properly trained on body-worn camera use; and
5. Providing audit information.

Technical Services is responsible for:

1. Maintaining recordings in accordance with department retention procedures;
2. Processing requests for redaction or deletion and maintaining records of these requests;
3. Providing recordings pursuant to Open Records requests;
4. Processing subpoenas and court orders for recordings; and
5. Processing requests for review from authorized personnel.

R. Secondary Employment

An officer shall not use a body-worn camera during secondary employment unless the officer is being compensated by the City of Lawton.

S. Disciplinary Action

Violation of any section of this procedure may result in disciplinary action.

T. Open Record Requests

The Lawton Police Department, through Technical Services, will process requests for copies of recordings from body-worn cameras and dash cameras in accordance with the Oklahoma Open Records Act and any other applicable law. Technical Services is authorized to consult with the City Attorney's Office as needed.

If an Open Records copy of an original recording is released, the retention period for the original recording and the Open Records copy will be three years from the date of the recording, unless a longer retention period already applies.

When an Open Records request is made for an officer's body-worn camera recording, Technical Services will send the recording officer an e-mail, through the City e-mail system, notifying the officer of the request. If the officer chooses to review the Open Records recording, it is the officer's responsibility to log into the system and review the Open Records recording, and they may review a copy of the Open Records request form as well.

U. Subpoenas and Court Orders

The Lawton Police Department through Technical Services will respond to subpoenas and court orders for all recordings from body-worn cameras in accordance with federal and state law. Technical Services is authorized consult with the City Attorney's Office as needed.

V. BWC Recordings Used for Training

If the department desires to utilize a body-worn camera recording for training purposes, the involved officer(s) shall be notified that the recording may be used for training purposes. After a meeting with the involved officer and their Union representative (if desired), the Chief of Police or designee, shall review the recommendation and determine how best to utilize the body-worn camera recording, considering the identity of the officer(s) involved, sensitivity of the incident and the benefit of utilizing the recording versus other means to accomplish the training objective.

W. Corrective Action/Discipline for Failure to Activate a Body-Worn Camera

If an officer fails to activate a body-worn camera in accordance with the requirements of this procedure, the following progressive corrective actions/discipline will apply:

1. First failure to activate - Counseling;
2. Second failure to activate within 180 days of the first failure to activate - Written Warning;
3. Third failure to activate within 180 days of the first failure to activate - Written Reprimand;
4. Forth failure to activate within 180 days of the first failure to activate - progressive discipline with suspension.
5. Fifth failure to activate within 180 days of the first failure to activate - progressive discipline of additional suspension or possible termination.

After 180 days from the first failure to activate the body-worn camera, the time period for new corrective action/discipline will start over.

When there is clear evidence of an unexpected physical attack on the officer or another person and an immediate use of force is necessary to protect the officer or the other person, such evidence will be considered when evaluating the officer's failure to activate the body-worn camera.

Any other violations of this procedure will be handled under the normal discipline process.

When this policy is revised in July 2021, the above-referenced 180 day time period will become a 365 day time period.

X. Annual Review

The Assistant Chief is responsible for ensuring an annual review of the Body-Worn Camera Program.

Y. Retention

All recordings will be categorized. If a recording is not categorized by the appropriate officer, the recording will remain in the "Unknown" file until it is properly categorized. The Camera software has the capability of deleting the files automatically in accordance with our retention categories.

Recordings will initially be categorized and retention will be in accordance with the below:

1. (30 DAYS)

Function Tests

Function tests conducted by an officer prior to beginning of shift or at any other time.

2. (60 DAYS)

Investigative Detention [no arrest or citation]

When an officer places a person under investigative detention for a short period of time, but ultimately releases the person and no citation is issued.

Protective Custody [ED's, Juvenile Transport/Custody]

When an officer transports an adult/juvenile into protective custody under an Emergency Detention (ED) or transports a juvenile to a shelter or responsible person for release.

Traffic Stop and/or Collision Investigation [No Arrest/or Citation, Minor/no Injury]

When an officer conducts a traffic stop but no arrest is made, no citation is issued, or when an officer is working a motor vehicle collision involving no injury or minor injury and no custodial arrest is made and no citation is issued

Field Interview/Citizen's Assist/Voluntary Contacts, etc.

When an officer initiates a field interview, voluntary contact or a citizen assist, where no force is used, no citation is issued and no arrest is made.

CAD Calls or Other Activity Not Identified Above - No Further Action

When a recording does not fit under any of the above categories.

3. (53 Weeks)

Traffic Stop and/or Collision Investigation [Citation Issued/No Custodial Arrest/Minor or No Injury]

When an officer conducts a traffic stop where a citation is issued with no custodial arrest, or when an officer is working a motor vehicle collision involving no injury or minor injury, and a citation is issued but no custodial arrest is made

Citizen's Arrest/Warrant Arrest/PC Arrest] or an Investigation Involving a Misdemeanor Crime

When an officer makes a misdemeanor arrest, regardless if the person is booked into jail, field released (A&S), etc., or when an officer is assigned to or responds to a misdemeanor crime investigation and conducts an interview, inventory, search, prepares a crime scene log, crime incident/supplemental report etc.

Felony Arrest [Citizen's Arrest/Warrant Arrest/PC Arrest] or an Investigation Involving a Felony Crime {Except Homicide}

When an officer makes a felony arrest, regardless if the person is booked into jail, hospitalized, etc., or when an officer is assigned to or responds to a felony crime investigation and conducts an interview, inventory, search, prepares a crime scene log, crime incident/supplemental report, etc.

Administrative: Misdemeanor Warrant

When a warrant has been issued for a misdemeanor charge that was initially categorized under a shorter retention period.

Administrative: Felony Warrant

Been issued for a felony charge that was initially categorized under a shorter retention period.

Administrative: Collisions Involving Department Vehicles [No Injury/Minor Injury with or without Hospitalization]

When an officer is involved in or witnesses a motor vehicle collision involving a department vehicle where no injury or minor injury occurs with or without hospitalization.

Administrative: Pursuits

When an officer is assigned to, responds to or is involved in a motor vehicle pursuit.

4. (30 MONTHS)

Collision Investigation Involving a Fatality or Great Bodily Harm

When an officer is involved in investigating a fatality or great bodily injury collision regardless if a citation is issued or an arrest is made.

Administrative: Open Records Release

When an open records copy of an original recording is released, the retention period for the original recording will be changed to this category unless a longer retention period already applies.

Administrative: Criminal Investigation of a Department Employee Not Involving a death

When a department employee is the subject of a criminal investigation not involving a death

Administrative: Use of Force (No Injury/Minor Injury with or Without Hospitalization)

When an officer is involved in or witnesses a use of force involving no injury or minor injury with or without hospitalization. This includes use of less lethal devices.

5. UNTIL REVIEWED

Pending Review by Supervisor

When an officer needs to have a video reviewed by a supervisor prior to making a determination on how the video should be categorized.

6. PERMANENT

Administrative: Formal Complaints/Internal Investigations [Non-Criminal]

When an officer is involved in a formal complaint or an administrative investigation and findings were sustained.

Homicide Arrest, Field Investigation, Interview, Inventory or Search, Etc.

When an officer makes a homicide arrest, regardless if the person is booked into jail, hospitalized, etc., or when an officer is assigned to or responds to a homicide investigation and conducts an interview, inventory, search, prepares a crime scene log, crime incident/supplemental report etc.

Administrative: Use of Force (Death or Serious Bodily Injury)

When an officer is involved in or witnesses a use of force involving death or serious bodily injury with or without hospitalization. This includes use of less lethal devices.

Administrative: Collisions Involving Department Vehicles (Death or Serious Bodily Injury)

When an employee is involved in or witnesses a motor vehicle collision involving a department vehicle where death or serious bodily injury occurs.

Administrative: Criminal Investigations of Department Personnel Involving a Death

When a department employee is the subject of a criminal investigation involving a death.

Administrative: Investigative Retention

When an investigator determines that a recording needs to be retained beyond the original retention period due to circumstances of the investigation.

If a recording can be categorized under multiple retention times, it will be marked for the longest retention category. The initial categorization may change for investigative or administrative reasons.

This policy constitutes the first set of procedures adopted to cover the use of mobile & body camera video / audio recording systems by the Lawton Police Department. Once, implemented, issues may be identified that require the policy to be amended. As such, the City reserves the right to amend the policy in the future based upon the needs of the service in accordance with the terms of the collective bargaining agreement

EFFECTIVE DATE: MARCH 2004		GENERAL ORDER NUMBER: 11-5.065
SUBJECT: AWARDS PROGRAM		REPLACES POLICY NUMBER: 11-5.065
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: ALL EMPLOYEES	REEVALUATION DATE: MARCH 2006	NUMBER OF PAGES: 8

I. PURPOSE-

The purpose of the Lawton Police Department Awards Program is to recognize commissioned and non-commissioned employees for their service to the Lawton Police Department and to the Lawton community. Under special cases, the Awards Program will recognize civilians or other law enforcement officers from other agencies who have helped or assisted officers of the Lawton Police Department.

II. AWARDS PROGRAM BOARD-

The purpose of the Awards Program Board is to review cases involving particularly meritorious service and to make recommendations to the Chief of Police for proper recognition of outstanding acts performed by members of the department and under special cases, civilians who have helped or assisted officers of the department.

A. Board Duties.

1. To receive recommendations made by supervisory officers of the department for the presentation of Meritorious Commendation awards.
2. To approve or disapprove recommendations and, if merited, decides what type of award is to be given.
3. Any supervisor who observes or receives information regarding the action of any officer, which in the opinion of the supervisor would qualify the officer for a Meritorious Commendation award, will submit a report to the chairman of the Awards Program Board.
4. The supervisor's report will include a complete account of the incident, verified by official Lawton Police Department reports or other agency documents, the names of all officers/individuals involved in the incident, and all actions taken by each officer/individual involved.
5. The recommendation will be submitted within sixty-(60)-days of the date of the incident, except where there are internal investigations in progress in which case the sixty-(60)-days applies to the close of the investigation.
6. It is also the function of the board to approve recommendations and, in some cases, make the choice of officers and/or civilians from outside the Lawton Police Department to receive an award.
7. The board may also be utilized to verify and recommend to the Chief of Police, individuals to receive Special Unit, Service and Achievement bars.
8. Should the board disapprove the request for any award/bar, all related documents will be forwarded to the Chief of Police with a written response as to the reason/s for the board's disapproval.
9. The Chief of Police shall render the final decision for all awards/ bars.

B. Composition of the Awards Program Board.

1. The board will consist of a chairman and four (4) members from within the department.
2. All members of the board are to be appointed by the Chief of Police to serve at his pleasure.
3. It will be the responsibility of the chairman of the board to call regular meetings of board members at times when recommendations for awards are pending.
4. It shall require a three (3)-member vote to pass on recommendations for any award/bar request presented to the board.

III. AWARDS-

A. Meritorious Commendation Awards.

1. The Police Medal of Honor

- a. The highest award in the department.
- b. To be awarded to a police officer who voluntarily distinguished himself conspicuously by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the officer was fully aware of the imminent threat to his personal safety and acted above and beyond the call of duty at the risk of his life.
- c. This award will consist of: (1) the medal with presentation ribbon; (2) the uniform bar; and (3) the citation.

2. The Police Cross

- a. Ranked next in prominence to the Medal of Honor.
- b. To be awarded where an officer lost his life in performance of duty under honorable circumstances. The Police Cross may be awarded in addition to any other award the officer may be entitled to in making the supreme sacrifice.
- c. This award to consist of: (1) the medal with presentation ribbon; and (2) the citation. Note: A uniform bar will not be issued.

3. The Police Medal for Valor

- a. Ranked next in prominence to the Police Cross.
- b. To be awarded for exceptional bravery at imminent risk of serious bodily injury, the recipient demonstrating exceptional courage by performing a voluntary course of action in an extremely dangerous situation.
- c. The term "Above and beyond the call of duty" in the qualifications for the Police Medal of Honor and the term "Voluntary course of action" in the qualification for the Police Medal for Valor disqualify all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.
- d. This award to consist of: (1) the medal with presentation ribbon; (2) the uniform bar; and (3) the citation.

4. The Meritorious Conduct Bar

- a. Ranked next in prominence to the Police Medal for Valor.
- b. To be awarded to an officer for outstanding performance involving great risk to his personal safety while performing his duties.
- c. May be awarded to any police officer for outstanding contributions to law enforcement through the success of difficult police projects, programs or situations with such contributions being made in a highly professional degree of accomplishment.
- d. This award to consist of: (1) the uniform bar; and (2) the citation.

5. The Life Saving Bar

- a. Ranked next in prominence to the Meritorious Conduct Bar.
- b. To be awarded to any police officer for the saving of a human life. This award is intended for all officers directly responsible for the saving of a human life; documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians, or supervisors.
- c. May be awarded in addition to the awarding of a higher award where the facts show the recipient is entitled to such award.
- d. This award to consist of: (1) the uniform bar; and (2) the citation.

6. The Police Shield

- a. Ranked next in prominence to the Life Saving Bar.
- b. To be awarded to any police officer who is seriously injured in the line of duty.
- c. May be awarded in addition to the awarding of a higher award where the facts show the recipient is entitled to such award.
- d. The injury must not be the result of or concurrent with any conduct of the recipient that is less than acceptable by all standards.

- e. The board may not consider injuries sustained from falls on ice, motor vehicle accidents and the like, unless the evidence clearly indicated the employee had exhausted all reasonable safety precautions and had no control over the circumstances.
- f. This award to consist of: (1) the uniform bar; and (2) the citation.

7. The Police Commendation Bar

- a. Ranked next in prominence to the Police Shield.
 - b. To be awarded to police officers of any rank for outstanding or superior performance of any assignment over a prolonged period of time, but such performance to be clearly defined as exceptional, placing them well above other officers of equal rank or grade.
- c. Under no circumstances will the Police Commendation bar be awarded in conjunction with another award for the same service or deed (Not including awards from civic or service clubs or any outside agency).
- d. This award to consist of: (1) the uniform bar; and (2) the citation.

8. The Certificate of Merit

- a. For excellence in police work.
- b. To be awarded to civilian police personnel for outstanding or superior performance of any assignment over a prolonged period of time, but such performance to be clearly defined as exceptional, placing them well above other civilians of equal classification.
- c. May be awarded to any police officer from another law enforcement agency qualifying under the above-mentioned conditions if earned while aiding, assisting or working with any employee of the Lawton Police Department.
- d. This award may be presented to civilians, from outside the Lawton Police Department, who assists in bringing favorable recognition to the department, through their cooperation or involvement.
- e. This award to consist of: (1) the certificate of merit; and (2) the citation.

9. OTHER UNIFORM BARS, CERTIFICATES.

10. Service Bars

- a. Uniform Division.
- b. Technical Service Division.
- c. Criminal Investigation Division.
- d. Headquarters Division.
- e. Training Division.

11. Special Unit Bars

- a. Honor Guard.
- b. Tactical Team.
- c. Dive Team.
- d. Lake Patrol.
- e. K9.
- f. Traffic Unit.
- g. Firearms Instructor.
- h. Bike Patrol.
- i. Special Operations Section.

12. Achievement Awards/Bars

- a. Advanced Certification.
 - 1. Awarded to officers who have earned their Advanced Certification from the Council on Law Enforcement Education and Training (CLEET) (Criteria to be established by CLEET).
 - 2. This award to consist of: (1) the uniform bar; and (2) the CLEET Advanced Certification certificate.
- b. Officer of the Year.

1. Awarded to officers below the rank of lieutenant who have at least one-year of service with the Lawton Police Department.
 2. Awarded to an officer who has contributed to the police profession in an outstanding and exemplary manner for the preceding year.
 3. To be chosen from the pool of officers who were named "Officer of the Month" during the preceding year.
 4. This award to consist of: (1) the uniform bar; and (2) the citation.
- c. Supervisor of the Year.
1. Awarded to personnel of the rank of lieutenant or above who have contributed in an exemplary manner to the department and personnel relations and whose actions exemplify excellence in leadership.
 2. Nominations to be made by any employee of the Lawton Police Department. Requests for nominations will be announced at a time to be specified by the Chief of Police.
 3. This award to consist of: (1) the uniform bar; and (2) the citation.
- d. Civilian Employee of the Year.
1. Civilian employees who have at least one year of service at the time of nomination.
 2. Awarded to a civilian employee who has demonstrated exemplary conduct and excellence in the performance of their duties for the preceding year.
 3. Nominations to be made by any employee of the Lawton Police Department. Requests for nominations will be announced at a time to be specified by the Chief of Police.
 4. This award to consist of: (1) the certificate; and (2) the citation.
- e. Years Service Bars
1. 5 Years.
 2. 10 Years.
 3. 15 Years.
 4. 20 Years.
 5. 25 Years.
 6. 30 Years.
 7. An officer's years of service must be continuous with the Lawton Police Department.
- f. Firearms Qualification Bars
1. Marksman.
 2. Sharpshooter.
 - a. Expert.
 - b. Master.
 - c. See LPD Policy #11-5.050 for qualification criteria.
- g. An officer is eligible to wear the special unit, service bars immediately upon being assigned to the special unit and/or division. An officer may continue to wear the special unit, service bars indefinitely after being assigned to the special unit and/or division for a minimum of one continuous year or more.
13. An officer is immediately eligible to wear an achievement bar for an indefinite period of time upon obtaining the particular achievement (i.e., Sharpshooter (See Policy#11-5.050), 5 years of continuous service, Advanced Certification, etc.).
 14. Any individual receiving the same award more than once will be presented a gold star to be affixed to the original bar. Up to three gold stars can be affixed to the bar. Should the individual receive the award for a fifth time, a silver star will replace the three gold stars.
 15. Placement and order of uniform bars on LPD uniforms.
 - a. Uniform bars will only be worn with the Class A uniform and the Ike and/or dress jacket as outlined in LPD Policy 11-5.140.

- b. Uniform bars will be no more than two abreast on the uniform shirt (Figure 1) and no more than three abreast on the Ike and/or dress jacket (Figure 2).
- c. On the uniform shirt, bars will be worn immediately above and centered on the nameplate with the edges touching.
- d. On the Ike and/or dress jacket, bars will be worn centered and immediately above the left pocket flap with the edges touching.
- e. The uniform bars are to be worn in the following order:

Figure 1

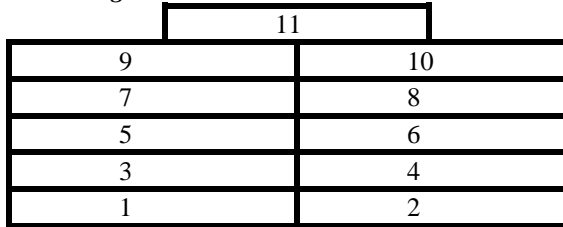
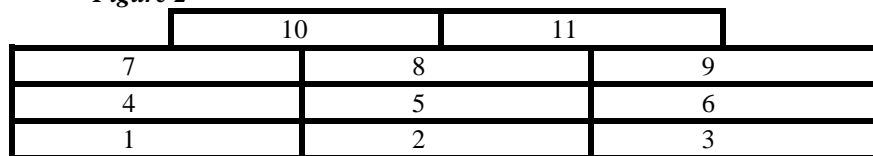


Figure 2



1. Service Bars (Will be placed in the following order if more than one is authorized, i.e. Uniform Division, Technical Service Division, Criminal Investigation Division, Headquarters Division, Training Division).
2. Firearm Qualification Bar.
3. Years' Service Bar.
4. Special Unit Bars (Will be placed in the following order if more than one is authorized, i.e. Honor Guard, Tactical Team, Dive Team, Lake Patrol, K-9, Traffic Unit, Firearms Instructor, Bike Patrol, Special Operations).
5. Achievement Bars (Will be placed in the following order if more than one is authorized, i.e. Advanced Certification Bar, Officer of the Year, Supervisor of the Year).
6. The Police Commendation Bar.
7. The Police Shield.
8. The Life Saving Bar.
9. The Meritorious Conduct Bar.
10. The Police Medal for Valor.
11. The Police Medal of Honor.

Lawton Police Department Awards Program Bars/Medals

Medal of Honor		Lake Patrol	
Police Cross	<i>See Below</i>	K-9	
Medal for Valor		Traffic Unit	
Meritorious Conduct Bar		Firearms Instructor	
Life Saving Bar		Bike Patrol	
The Police Shield		Special Operations	
Police Commendation Bar		Advanced Certification	
Uniform Division		Supervisor of the Year	
Technical Service Division		Officer of the Year	
Criminal Investigation Division		Years Service Bars	
Headquarters Division		Marksman	
Training Division		Sharpshooter	
Honor Guard		Expert	
Tactical Team		Master	
Dive Team			
Medal of Honor	Police Cross	Medal for Valor	

EFFECTIVE DATE: MARCH 2004		GENERAL ORDER NUMBER: 11-5.070
SUBJECT: BANK ROBBERIES AND ALARMS		REPLACES POLICY NUMBER: 11-5.070
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: ALL OFFICERS	REEVALUATION DATE: MARCH 2006	NUMBER OF PAGES: 4

I. PURPOSE -

The purpose of this policy is to provide guidelines for responding to a Bank Robbery, an Attempted Bank Robbery, or a suspected Bank Robbery.

II. PROCEDURE WHEN AN ALARM/PHONE CALL IS RECEIVED -

The dispatcher will:

Notify all units using the proper code.

Dispatch the nearest available unit and a backup unit to the general area of the bank to function as observers.

Dispatch the nearest plain clothed officer (if available), regardless of rank or duty assignment, to make contact with the bank officials in reference to the alarm.

Keep the units advised of relevant information as it is received and maintain strict radio transmission discipline.

Determine as much information as possible without putting the bank employees in jeopardy.

- a. It should be determined if the robbery is still in progress or has just occurred.
 - b. If the robbers have left, the bank personnel should be told to lock the bank doors and protect the area where the robbers were, including any notes or objects that the robbers may have touched, until an officer arrives on the scene.
 - c. If the robbery is still in progress and the bank personnel can safely provide additional information as it develops, they should be kept on the telephone.
6. If it is determined that the alarm is bonafide, the dispatcher should:
- a. Determine if hostages have been taken and if so how many and a full description should be obtained and broadcast immediately.
 - b. Obtain complete information on the robbery and the suspects and immediately relay it to the units, including:
 - (1) Number of robbers
 - (2) Race
 - (3) Sex
 - (4) Age
 - (5) Clothing description
 - (6) Type of weapons used
 - (7) Height
 - (8) Weight
 - (9) Any vehicle information available
 - (10) Direction of travel
 - c. Notify the following:
 - (1) The Detective Division Commander.
 - (2) The Federal Bureau of Investigation or one of their local agents.
 - (3) The Oklahoma Highway Patrol so that they can set up their roadblocks.
 - (4) The Sheriff's Office to assist on county roads.
 - (5) The Military Police for roadblocks at the gates leading into Fort Sill.
 - d. Dispatch units to the edge of the City Limits on each major road leading out of town to set

- up observation points.
- D. The patrol officer(s) dispatched to the bank will:
1. Proceed to the general area of the bank and set up surveillance positions on opposite corners of the bank in such a manner that they can observe the bank exits.
 - a. Emergency sirens/lights should not be used within twelve (12) blocks of the bank.
 - b. Each officer should indicate what position he is taking.
 - c. All radio traffic between officers must be held to a minimum.
 2. Be observant for vehicles that could contain an outside person or persons who may be serving as getaway drivers, lookouts, and/or snipers.
 3. DO NOT go up to the bank unless directed to do so by a supervisor.
 4. Wait for further directions or developments.
 - a. If the alarm was bonafide and robbers exit, the officer will notify other units.
 - (1) Observed activity and information should be relayed to all units immediately.
 - (2) Officer(s) may use whatever force is reasonably necessary to make the arrest in compliance with the Use of Force policy.
 - b. If the robbers have left prior to the arrival of the units, the initial officer will remain at the scene until properly relieved.
 - (1) Officer should determine if anyone is injured.
 - (2) Attempts should be made to obtain further information.
 - (3) The scene will be secured.
- C. The Supervisor or his designee will:
1. Proceed to the location and await arrival of a non-uniform officer (if available) to make contact with a bank representative.
 2. If the bank representative advises that the alarm is false, the supervisor or his designee, will go inside and check to insure that the alarm was false.
 3. IF NO BANK REPRESENTATIVE IS PRESENT THE SUPERVISOR WILL ASSUME THAT THE ALARM WAS BONAFIDE.
- D. The responding plain clothed officer will:
1. Use extreme caution in approaching the bank, trying to appear as inconspicuous as possible.
 2. Determine the status of the alarm call.
 - a. He should look in the windows and/or doors before entering the bank and determine if entry can safely be made.
 - b. If the bank appears to be getting robbed at the time of his arrival, he should safely obtain as much information as is possible, back off to a safe location, and advise dispatch and the patrol officers of his observations.
 - c. He should not enter the bank unless someone's life is in immediate danger and entry is necessary to prevent a death or severe injury.
 - d. If the plain clothed officer determines that the robbers have left the premises, he will:
 - (1) Contact the victims and obtain as much information as possible and relay the information on the radio immediately.
 - (2) Render aid to any who may be in need of medical assistance.
 - (3) Have the dispatcher notify the proper agencies if the alarm is bonafide.
 - (4) Close the bank, if possible, and if not, close that portion that the robbers were in.
 - (5) Separate and hold all witnesses if possible, and if not, obtain their identification and address for a future interview.
- E. The Detective Division will:
1. Be responsible for processing the crime scene.
 - a. The FBI will assist, or;
 - b. The FBI may actually process the scene if requested to do so by the ranking officer in charge from this department.
 2. Separate and hold all witnesses, if possible.
 - a. All witnesses should be questioned.

- b. If questioning at that time is not possible, the witnesses' identification and address should be obtained for future interviews.
- 3. Direct the crime scene security.
 - a. Coordination will be made with the uniform division supervisors to assign officers as needed.
 - b. The bank or the portion of the bank where the robbers were should be closed until the crime scene search has been completed.
- 4. If necessary, direct a neighborhood and/or business check along the robbers escape route to find additional descriptive information and/or evidence.
- 6. The Detective Division Commander and/or his designee will be responsible for directing all police activities at the crime scene.
- 7. The news media will not be:
 - 1. Told who the victim or witnesses are.
 - 2. Told how much money was taken.
 - 3. Told about any bait money.
 - 4. Told about security devices at the bank.
 - 5. Allowed in the bank until the investigation has been completed.

EFFECTIVE DATE: MARCH 2004		GENERAL ORDER NUMBER: 11-5.080
SUBJECT: BARRICADED SUSPECTS		REPLACES POLICY NUMBER: 11-5.080
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: All Officers	REEVALUATION DATE: MARCH 2006	NUMBER OF PAGES: 2

I. PURPOSE -

The purpose of this policy is to provide guidelines for handling a barricaded suspect(s) call. Barricaded suspect(s) are to be apprehended with minimum danger to any hostage(s), bystander(s), or police personnel.

II. PROCEDURE -

A. PATROL OFFICER(S)

1. The officers dispatched must be very cautious when approaching the location of a possible barricaded suspect.
 - a. Officers should drive so that their arrival is not announced.
 - b. Arrival at the scene should be made so that the initial unit and the back-up unit arrive simultaneously.
2. The initial officer(s) on the scene should attempt to confirm the existence of a barricaded suspect situation.
 - a. If there are no barricaded suspect(s), the dispatcher should be advised, and whatever action is necessary should be taken before the officer(s) return to duty.
 - b. If a barricaded suspect situation is confirmed, the Watch Commander should be notified. The area should be secured until additional assistance arrives.
 - c. While waiting for assistance, attempts should made to:
 - (1) Identify the number of suspects.
 - (2) Determine the identity of the suspects.
 - (3) Determine if the suspect(s) are armed and with what weapons.
 - (4) Determine if there are hostages. (When there are hostages, the Policy on Hostage/Crisis Situations should be followed No. 11-5.460).
3. Unless there is a life-threatening situation, the officer(s) will wait for further direction from the Watch Commander.

B. WATCH COMMANDER -

1. The Watch Commander will decide whether to request the Tactical Team.

B. WATCH COMMANDER –

1. The Watch Commander will decide whether to request the Tactical Team.
2. If Tactical Team assistance is not required, the Watch Commander or his designee will assume control of the operation and provide directions for resolving the situation.
3. If Tactical Team assistance is needed, the Watch Commander will call out the Tactical Team.
4. The Watch Commander or his designee will then assume control as the Incident Commander of the operations.
5. Should the Watch Commander assume the role of Incident Commander, an acting Watch Commander should be designated.

6. The Watch Commander or his designee will take control of the scene.
 - a. Outer perimeters will be established and access into the area will be limited to essential personnel.
 - b. If necessary, citizens in the area will be evacuated.
 - c. Additional assistance will be requested as necessary.
 - d. A Command post or staging area should be established.
 - e. The Incident Commander will oversee preliminary negotiations until a Departmental negotiator arrives.
 - f. Traffic control will be requested when needed.

C. TACTICAL TEAM – (Refer to Policy 11-5.820)

EFFECTIVE DATE: MARCH 2004		GENERAL ORDER NUMBER: 11-5.085
SUBJECT: BLOODBORNE AND AIRBORNE PATHOGENS RISK EXPOSURE PROCEDURES		REPLACES POLICY NUMBER: 11-5.085
REFERENCE: OKLAHOMA STATE DEPARTMENT OF HEATH – FORM 207, BLOODBORNE PATHOGEN STANDARD		SPECIAL INSTRUCTIONS:
DISTRIBUTION: ALL EMPLOYEES AND SENTINELS	REEVALUATION DATE: MARCH 2006	NUMBER OF PAGES: 6

I. PURPOSE -

Police department personnel often provide emergency medical services, and therefore encounter exposures similar to emergency medical technicians. Job duties vary and are often performed in uncontrolled environments. The bloodborne and airborne pathogen training is designed to reduce any potential risk exposure for police department employees and Sentinel volunteers. A record keeping system for risk exposures and the Hepatitis B vaccination program will be established through this policy. Risk exposures will be treated with extreme confidentiality as provided in Section VII.

II. POLICY -

All sworn personnel, matrons, jailers, police custodian, and Sentinel volunteers will attend an initial eight (8) hour block of instruction on bloodborne pathogen risk exposure and yearly update classes thereafter. Additionally, training will be provided on airborne pathogen risk exposure.

III. DEFINITIONS -

- A. 207 FORM - A three part form created by OSDH for compliance with regulations concerning documentation of potential risk exposure to bloodborne pathogens such as HIV and HBV.
- B. AIRBORNE PATHOGENS - Any communicable disease found in the lungs or airways that can be borne (transmitted or carried) to another human being through inhalation of the diseased air particles. (e.g. Tuberculosis, Meningococcus, Measles, Influenza)
- C. BLOODBORNE PATHOGENS - Any communicable disease found in a blood system that can be borne (transmitted or carried) to another human being through contact of the two blood systems. (e.g. HIV, Hepatitis B, Syphilis)
- D. CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION - A form designed by the Lawton Police Department for documentation of consent from a source patient to have blood drawn and tested for communicable diseases after a Lawton Police Department employee or volunteer has received a potential risk exposure from the source patient.
- E. HBV - The Hepatitis B Virus.
- F. HEPA MASK - A high efficiency particulate air rating for masks used by personnel when working around or transporting a source patient who has, or displays symptoms relating to airborne pathogens.
- G. HIV - The Human Immunodeficiency Virus that causes Aids.
- H. OSDH - The Oklahoma State Department of Health.
- I. RISK EXPOSURE - An exposure which has been epidemiologically demonstrated to pose a risk for transmission of a communicable disease. Such an exposure would include a parenteral exposure (needle stick or cut), permucosal (mouth-to-mouth resuscitation or splash to the eye or mouth) exposure to blood or other body fluids, or a cutaneous exposure (an existing cut or wound on the employee or Sentinel) to large

amounts of blood or prolonged contact with blood to skin which is chapped, abraded or afflicted with dermatitis or exposure to respiratory secretions.

- J. SOURCE PATIENT - The person to whom the employee or Sentinel has had a risk exposure.
- K. TB - Tuberculosis.
- L. UPC - The Universal Pathogen Contact form designed by the Lawton Police Department for documentation of cases not covered by the OSDH 207 forms.

IV. GENERAL RULES -

- A. All Lawton Police Department Units, Lake Ranger Stations, the Jail Section, the Lawton Police Department Front Desk and Police Sub-Stations will be equipped with:
 - 1. A first aid kit.
 - 2. A CPR pocket mask with a one-way valve (mouthpiece).
 - 3. A HEPA mask issued to each worker in a high-risk category.
 - 4. Personal protective equipment to include:
 - a. Gloves
 - b. Masks
 - c. Goggles
 - d. Gowns or tyvex suits
 - e. Antiseptic wipes
 - f. Trash bags for collection of bio-hazard waste.
- B. The Department Risk Exposure Officer will be designated by the Chief of Police. The Risk Exposure Officer can be identified by contacting the Chief's secretary.

V. POTENTIAL BLOODBORNE PATHOGEN RISK EXPOSURE PROCEDURES-

- A. Any Lawton Police Department employee or Sentinel volunteer receiving a bloodborne risk exposure will immediately notify his on-duty supervisor. Prior to any medical treatment being given to officers, Sentinels and source patients, it must be authorized by a supervisor. The normal workers' compensation procedures will apply in the testing and treatment of city employees assigned to the police department. Funding for Sentinels and source patient testing and treatment will come from the appropriate department account.
 - 1. During the shift that the potential exposure is reported, the supervisor or his designee will complete Part I, numbers 1 through 16 of the Communicable Disease Risk Exposure Report (OSDH 207 form).
 - 2. On the same, or next shift, the employee or Sentinel will be sent to a hospital emergency room for assessment to determine if a risk exposure occurred.
 - 3. The health care professional will complete Part I, numbers 17 through 19 of the 207 form, indicating that the exposure WAS or WAS NOT a risk exposure.
 - a. The white instruction sheet may be discarded.
 - b. In all circumstances, the yellow sheet will be returned to the Risk Exposure Officer in a sealed envelope.
 - (1). If the reported exposure is determined not to be a risk exposure, no further follow-up or form processing is required. Return both the yellow and green form in a sealed envelope to the Risk Exposure Officer for filing.
 - (2). If there has been a risk exposure, the supervisor or his designee will separate the yellow and green form.
 - (a). The yellow copy will be returned in a sealed envelope to the Risk Exposure Officer who will mail the yellow form to OSDH.

- (b). The green copy will remain at the health care facility if the source patient was treated at the same location as police department personnel. The green form must be hand-delivered to the facility or physician caring for the source patient within 24 hours of the exposure or report of exposure. The health care facility is responsible for completing Part II of the 207 green sheet and sending it to OSDH.
- B. In accordance with 63 O.S. 1991, Section 1-502.3(A), testing of a source patient's blood may be performed:
 - 1. With the source patient's written consent.
 - 2. Without the source patient's consent when OSDH Form 207 is presented to the health care facility when the source patient requires treatment for an injury.
 - 3. Upon court order.
- C. If the source patient was treated at another health care facility than the one where the employee or Sentinel was treated, the on-duty supervisor or his designee will hand-deliver the green sheet to the source patient's treatment facility. If the supervisor was unable to deliver the green form, it will be returned immediately to the Risk Exposure Officer who will hand deliver the green form to the source patient's medical facility for processing.
- D. If the source patient was not treated at any medical facility, the supervisor will make a request for a blood test of the source patient at the expense of the City of Lawton.
 - 1. If the source patient gives consent to have his blood drawn, the supervisor or his designee will present a LPD Consent for Release of Confidential Information form to the source patient for signing and will then make arrangements for transportation to a medical facility. The green sheet must be hand delivered to that medical facility for processing and mailing of the form.
 - 2. If the source patient refuses to submit to a test for bloodborne pathogens, the supervisor or his designee will take immediate steps to obtain a court order for the blood test.
 - 3. Upon obtaining a court order, the supervisor or his designee will have the source patient taken to a medical facility for the test. The green sheet will be hand-delivered to the medical personnel performing the court ordered blood test. The medical facility will be responsible for processing and mailing the green sheet. A copy of the court order and the name of the medical facility testing the source patient will be forwarded to the Risk Exposure Officer.
 - 4. If the source patient is deceased, the green sheet will be hand-delivered to the last medical facility having responsibility for the deceased source patient, such as hospital at time of death, medical examiner or attending physician.
- E. If there has not been a risk exposure, the Risk Exposure Officer will retain the green sheet for filing.

VI. UNIVERSAL PATHOGEN CONTACT FORM – UPC

- A. If there is no known risk exposure but there has been exposure to a potential carrier of some communicable disease, an officer will complete the UPC form for documentation purposes and forward the form to their supervisor.
- B. The supervisor will forward the form to the risk exposure officer.
- C. This form is in lieu of the OSDH 207 form and not in addition to the 207 form.

VII. MEDICAL RECORDS -

- A. Employee records of HBV vaccinations are maintained at the Comanche County Health Department.
- B. Exceptions to the Comanche County Health Department record of HBV vaccinations are those employees who have received a vaccination prior to the implementation of the department vaccination program in

January of 1993. Vaccination records are located at other Health Care facilities as recorded in the Lawton Police Department risk exposure file.

- C. Without an employee's written consent, the risk exposure vaccination and other related medical records are to be kept confidential and will not be reported or disclosed within or outside the work place with limited exceptions as provided in 63 O.S. Secs. 1-502.2 and 29 CFR 1910.1030.

VIII. POTENTIAL AIRBORNE PATHOGENS RISK EXPOSURE –

The following guidelines have been established by OSDH for handling and transport of source patients with airborne communicable diseases.

- A. Suspects or victims, which have been identified as having a communicable airborne disease, or who display symptoms of mode of transmission (coughing or sneezing) and are to be transported in a police department unit, should be masked with a standard surgical mask during transport.
- B. An officer will place a mask on any person being transported who attempts to spit on anyone.
- C. The vehicle's air-conditioning/heating system can be on (but not using recirculation method) while transporting suspects or victims who are coughing. However, windows which can be opened must be opened. The rear passenger windows should be opened to allow ventilation but not far enough to compromise officer safety. Windows are opened to increase air circulation and reduce the sharing of air by the occupants.
- D. HEPA masks should be worn by officers and Sentinels during transport or handling of airborne pathogen source patients.
- E. HEPA masks should be worn by all jail personnel while handling airborne pathogen source patients.
- F. After transport, patrol vehicles used to transport coughing suspects or victims should have their doors opened, and the vehicle allowed to sit unoccupied for ten (10) minutes. This allows sufficient time for the removal of any TB bacteria which may be suspended in the air inside the vehicle.
- G. Risk of infection from tuberculosis found on environmental surfaces (i.e. car seats, carpeting, car doors, etc.) is extremely low and can be essentially masking the suspect or victim during transport.

IX. GENERAL INFORMATION -

- A. An airborne risk exposure does not exist when the source patient or employee/Sentinel is wearing a mask.
- B. Since ultraviolet rays will kill the TB bacteria, a risk exposure does not exist if the source patient is outside in the sunlight or on a cloudy day regardless if anyone is wearing a mask.
- C. Someone with an inactive TB infection can NOT spread the TB bacteria. TB usually requires prolonged exposure to someone with active TB disease such as living with someone with the TB disease. Therefore, the few moments it takes to place a mask on yourself or the source patient does not constitute a risk exposure.

X. REPORTING POTENTIAL AIRBORNE PATHOGEN RISK EXPOSURES -

At this time, the OSDH does not have a reporting system in place for reporting of airborne pathogen exposures. The following procedure should be used until a state reporting system is designed:

- A. Any Lawton Police Department employee or Sentinel receiving an airborne pathogen risk exposure will immediately notify their on-duty supervisor.
- B. Complete the Universal contact form for documentation of the incident.
- C. Forward the Universal contact form to the Risk Exposure Officer.
- D. Any employee or Sentinel who desires a TB test will contact the Risk Exposure Officer.
- E. The Risk Exposure Officer will schedule an appointment with the Comanche County Health Department for TB testing and any required treatment.

<i>EFFECTIVE DATE:</i> MARCH 2004		<i>GENERAL ORDER NUMBER:</i> 11-5.100
<i>SUBJECT:</i> BOOKING PROCEDURES		<i>REPLACES POLICY NUMBER:</i> 11-5.100
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> MARCH 2006	<i>NUMBER OF PAGES:</i> 2

I. PURPOSE

The purpose of this policy is to establish a booking procedure for persons detained by the Lawton Police Department.

II. PROCEDURE FOR BOOKING INTO THE CITY JAIL -

A. THE ARRESTING AND/OR TRANSPORTING OFFICER WILL:

1. Frisk all prisoners for weapons, contraband, and/or evidence prior to entering the jail section.
2. Assist in booking one prisoner at a time.
3. Inform the jailer of the prisoner's name and charge(s).
4. Fill out the necessary arrest forms and complaints.
5. An officer will remain in the jail section until the jailer has placed the prisoner in the cell.
6. If the prisoner is or becomes violent, after securing his/her weapon in the weapons locker, the officer will assist the jailer in placing the prisoner in the cell.

B. THE JAILER WILL:

1. Keep all unauthorized personnel out of the booking area.
2. Monitor the police radio for prisoners being transported.
3. Clear the booking area of any visitors, lawyers, or bondsmen when it is determined that a prisoner is being brought in. They should be directed to wait outside or in the interview rooms.
4. Assist the visitors, lawyers, or bondsmen in completing their official business in the jail section as soon as practical.
5. Book one prisoner at a time when possible.
6. Assign a cell and property box to the prisoner upon learning their name and charge(s).
7. Put the prisoner's property on property receipt.
8. Fill out the personal history/medic
9. Ensure that a search for weapons, and contraband is performed.
10. Place the prisoner in the cell as soon as the officer has no further need of information.
11. Strip searches are prohibited unless approved by a Watch Commander or Acting Watch Commander.

III. TRANSFER OF PRISONERS FROM THE CITY JAIL TO THE COUNTY JAIL

A. THE TRANSPORTING OFFICER WILL:

1. Transport prisoners using required restraints and other required precautionary measures as needed.
2. Transport the prisoner's personal property ensuring that the property is properly signed out at the city jail and signed in at the county jail.
3. Take a copy of the prisoner's personal history/medical sheet and a copy of the arrest report.

B. The county jail personnel should assume custody and place them in a cell. al sheet on the prisoner .

EFFECTIVE DATE: MARCH 2004		GENERAL DIRECTIVE NUMBER: 11-5.110
SUBJECT: BUILDING SECURITY FOR THE LAWTON P.D.		REPLACES POLICY NUMBER: 11-5.110
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: ALL EMPLOYEES	REEVALUATION DATE: MARCH 2006	NUMBER OF PAGES: 4

I. PURPOSE -

The purpose of this policy is to establish security requirements which will be utilized by all members of the Lawton Police Department.

II. GENERAL POLICY -

A. All officers and civilian personnel will be alert to detect any of the following out-of-service or malfunctioning security devices:

1. Cracked or broken door glass, locks, bolts, door hinges, strike plates, and any other devices needed to secure the doors of the Lawton Police Department.
2. Security cameras and monitors.
3. Vaults, safes, and any other high-security enclosures.
4. Fire extinguishers.
5. Interior and exterior lighting devices.
6. Any other device designed to prevent theft, provide physical security, or to provide emergency/essential services.

B. All security risks must be reported immediately to the on-duty Watch Commander who will report the discrepancy on the Technical Services Division Resume. This information will be forwarded to the Technical Services Commander for action. The Technical Services Commander will notify the reporting Watch Commander, in writing, when the discrepancy has been corrected.

C. All personnel will ensure that all doors are secured except the doors accessing the main lobby.

D. All persons, excluding personnel employed by the Lawton Police Department, will stop at the front desk to obtain a visitor's identification badge. The Desk Officer issuing the badge shall, in a professional manner, explain restricted areas to the visitor. The badges will be issued as follows:

1. No Escort Required -
 - a. These badges will be issued to Law Enforcement Personnel from other agencies, V.I.P.'s, or departmental guests as approved by Staff Officers (Major or above) or their designee.
 - b. The "Visitor's Log" will be maintained at the Front Desk and will be the responsibility of the officer assigned to the Front Desk. The "Visitor's Log" will be filled out with all information as required.
 - c. News media representatives will be issued No Escort Required badges but access will be restricted to the Chief's office, Detective Supervisor's office or Service Division window which is located across from the Detective Supervisor offices. The name of the person and the news media they represent will be recorded in the Visitors Log. News media representatives will not be allowed to roam about the building without escort.
2. Escort Required -
 - a. These badges will be issued to witnesses, victims, suspects, and those visitors who did not have the required identification for the "Visitor's Log."
 - b. The "Visitor's Log" will be filled out with all information as required.

- c. The visitor will then be escorted by either department personnel or a Sentinel.
 - d. Exceptions - visitors with Escort Required badges will be allowed to proceed to the Chief's office or Detective Supervisor offices but not beyond those Areas without escort.
3. "Visitor's Log"
- a. A picture identification card (driver's license, etc.) will be used to fill out the information required on the "Visitor's Log."
 - b. The picture identification card will be held at the front desk till the visitor returns the Police Department's Visitor's Badge.
 - c. The completed visitors log will be forwarded to the Technical Service Commander for filing
- E. Special Visitors
- Those individuals who are visiting inmates, under the current jail visitation policy, will be issued a No Escort Required Badge. The "Visitor's Log" will be filled out with all information as required.
- City of Lawton officials (City Manager, Assistant City Manager, Department Heads and Council persons) and Judges will be issued No Escort Required badges. The "Visitor's Log" will reflect the persons name whom the visitors badge is issued, however, no photo I.D. will be held retained at the Front Desk on these persons. Maintenance personnel (cleaning, elevator, copier, etc.) shall be issued a No Escort Badge, however, the name of the person and the company they represent will be recorded in the Visitors Log.
- All Department Personnel must assist, escort, or report any unknown person who may be wandering aimlessly about or loitering in any portion of the building.
- F. All Police Department Personnel will ensure that the Building is maintained in a good appearance.
- G. All Department Personnel will report any suspected hazards, such as water or glass on the floors, etc.

III. RECORDS SECTION -

- A. Original records will not be removed from the Records Section without written permission from the Police Chief, or his designee, or a Court Order.
- B. Records Section Technical Division Personnel are the only individuals who may move records from their assigned file location.
- C. Authorized Personnel may view original records in an area established by the Technical Services Division Commander Supervisor. Authorized Personnel are limited to the following:
 - 1. Members of the Lawton Police Department carrying out an official duty.
 - 2. Members of other Law Enforcement Agencies with written authorization from the Police Chief or his designee.
- D. Technical Services Division Clerks will copy any needed documents and return the original documents to the file.
- E. The Technical Services Division Commander may authorize the removal of pictures in justifiable situations:
 - 1. At least one picture must be left in the BR jacket at all times. If only one picture is left, the negative will be placed in the Technical Clerk's intake basket so that other prints may be made.
 - 2. If only one picture is left and the negative is not available, the Officer may make a photo copy of the picture for non-emergency situations. If the picture is needed for emergency situations, it will not be removed from the file until approved by the Technical Service Division Commander or a supervisor with the rank of Captain or above. The officer/investigator removing the photo will prepare a brief memo indicating the purpose of the removal and the case file number (if available) which the photo is needed or a victim name if a case file number is not available. This memo shall be signed and dated by the removing officer/investigator and then placed in the file from which the photo was removed.
- F. Entry into the records section will be restricted as per the most current policy established by the Chief of Police.
- G. The following methods will be used to accomplish Police business:
 - 1. Mail distribution, copies, and records requests will be made at the Records window. Police personnel will be provided service taken care of before members of the General Public.
 - 2. Reports and Roster Distribution will be handled at the Front Desk by the on duty desk officer or Watch Commander.

All Police business will be handled at the front desk window or the Records window by the Service Division personnel on duty

EFFECTIVE DATE:		GENERAL ORDER NUMBER:
MARCH 2004		11-5.115
SUBJECT:		REPLACES POLICY NUMBER:
CHILD ABANDONMENT		11-5.115
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION:		REEVALUATION DATE:
ALL PERSONNEL	MARCH 2006	NUMBER OF PAGES:
		2

I. PURPOSE -

The purpose of this policy is to provide guidelines for all department personnel when approached by an individual who wants to “Abandon” a child up to seven (7) days old under the Oklahoma Child Abandonment Law.

POLICY –

It shall be the policy of the Lawton Police Department to abide by the Oklahoma Child Abandonment Law, Title 10 O.S. 7115.1. The law provides that a child seven (7) days old or younger may be left by a parent with a medical services provider or a “child rescuer” without that parent being subject to prosecution for abandonment or child neglect, provided the allegations of abandonment or child neglect are based solely on the relinquishment of the child.

DEFINITION –

Child Rescuer – any employee or other designated person on duty at a police station, fire station, child protective services agency, hospital, or other medical facility. Therefore any Police Officer, Jailer, Clerk, or Sentinel may be considered a “child rescuer”.

For the purpose of this policy, the term “Child Rescuer” shall take the place of any of the above. Duty assignments will dictate if the employee/volunteer will be accessible to the public as a child rescuer.

PROCEDURE –

- A. While on duty, a child rescuer may be approached by an individual who has recently had a child and for whatever reason, does not want that child. That person may, by law, hand over that child to a child rescuer. The law states that the “child rescuer” may request, but not demand, any information about the child that the parent is willing to share. The child rescuer is required to respect any request from the parent to remain anonymous. The child rescuer is encouraged to ask, but again not demand, any relevant health information about the child and the child’s parents. The child rescuer may ask (but not limited to), but not demand:
 - 1. The name of the person.
 - 2. If they are the parent.
 - 3. The name of the other parent.
 - 4. Any medical information.
 - 5. The individual’s phone number and address.
- B. The child rescuer may provide the parent printed information “relating to the parents’ rights, including both parents, with respect to reunification with the child and sources of counseling for the parents, if desired.”
- C. After receiving the child, the child rescuer is required to “perform or provide for the performance of any act necessary to protect the physical health or safety of the child.”
- C. The child rescuer is required to notify the Department of Human Services.
- D. NON-COMMISSIONED EMPLOYEES - If the initial child rescuer happens to be a non-commissioned employee i.e. a clerk while working the front desk, that employee after taking custody of the child, will immediately make arrangements for an officer to take over the situation.

- E. SENTINELS – Sentinels, although not paid employees of the City, will be considered as child rescuers since they represent the City of Lawton and the Lawton Police Department. After taking custody of the child, Sentinels will make arrangements for an officer to take over the situation and assist that officer in any way possible.
- F. An incident report shall be prepared documenting the abandonment.

LAWTON POLICE DEPARTMENT

COMPLAINT ON EMPLOYEE

DATE REPORTED: _____ TIME REPORTED: _____

HOW REPORTED: () WRITTEN () UNWRITTEN () TELEPHONE () PERSON

CITIZEN'S NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

AGE: _____ SEX: _____ RACE: _____ PLACE OF EMPLOYMENT: _____

HOME PHONE: _____ WORK PHONE: _____ HOURS WORKED: _____

WITNESSES:

NAME: _____ ADDRESS: _____ PHONE: _____

NAME: _____ ADDRESS: _____ PHONE: _____

EMPLOYEE(S) NAMED IN COMPLAINT (IF KNOWN):

NAME: _____ BADGE NUMBER: _____ SHIFT HOURS: _____

DIVISION ASSIGNMENT: _____ SUPERVISOR: _____

NAME: _____ BADGE NUMBER: _____ SHIFT HOURS: _____

DIVISION ASSIGNMENT: _____ SUPERVISOR: _____

DATE AND TIME OF OCCURRENCE: _____

LOCATION: _____

NATURE OF COMPLAINT: _____

RECOMMENDATION:

- () PRELIMINARY INFORMATION INDICATES AN INVESTIGATION IS WARRANTED.
- () PRELIMINARY INFORMATION INDICATES AN INVESTIGATION MAY BE WARRANTED.
- () PRELIMINARY INFORMATION INDICATES THE COMPLAINT IS UNFOUNDED.
- () NO FURTHER INVESTIGATION IS NECESSARY AT THIS TIME -- INFORMATION ONLY.

OFFICER RECEIVING FIRST COMMUNICATION:

- () CITIZEN WAS ADVISED TO PREPARE A SIGNED NOTARIZED STATEMENT.

DISTRIBUTION: () CHIEF () DIVISION CMDR. () WATCH CMDR. () LT.

The original form must be submitted to the Chief of Police by 0800 hours of the following work day after receiving the complaint.

**LAWTON POLICE DEPARTMENT
CITIZEN COMPLAINT STATEMENT REPORT**

LAWTON POLICE DEPARTMENT CITIZEN COMPLAINT STATEMENT REPORT		DATE OF THIS REPORT
CITIZEN NAME		SOCIAL SECURITY NO.
DATE OF BIRTH	HOME PHONE	
CITIZEN ADDRESS		BUSINESS PHONE
CITIZEN EMPLOYER		
DATE AND TIME OF INCIDENT	ADDRESS WHERE INCIDENT OCCURRED	
NAME OF PERSONS YOU ARE COMPLAINING ABOUT IF KNOWN		
1.	2.	
3.	4.	
HAVE YOU REPORTED THIS TO OTHER OFFICER: () YES () NO	IF SO, WITH	

OTHER PERSON(S) WHO ACTUALLY SAW OR HAVE DIRECT KNOWLEDGE OF THE EVENT

NAME	ADDRESS	PHONE NO.

EVENT SUMMARY OF OCCURRENCE OF WHICH YOU ARE COMPLAINING

(USE OTHER SIDE IF NEEDED)

<p style="text-align: center;">PLEASE READ BEFORE SIGNING</p> <p><small>I understand that it is a violation to willfully make a false report. In the event that this report is proven false, the information may be provided to the District Attorney or City Prosecutor for possible prosecution.</small></p> <p>Subscribed and sworn before me this _____ day of _____, 20__</p> <p>My commission expires on the _____ day of _____, 20__</p>	<p style="text-align: center;">SIGNATURE OF COMPLAINANT</p> <p style="text-align: center;">NOTARY PUBLIC.....NOTARY NO.</p>
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EFFECTIVE DATE: SEPTEMBER 2004		GENERAL DIRECTIVE NUMBER: 11-5.130
SUBJECT: COMPLAINTS		REPLACES POLICY NUMBER: 11-5.130
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: ALL EMPLOYEES	REEVALUATION DATE: SEPTEMBER 2006	NUMBER OF PAGES: 8

I. PURPOSE -

The purpose of this policy is to establish departmental procedures for the receipt, initiation, and investigation of complaints against commissioned employees of the Lawton police department.

II. POLICY -

It shall be the policy of the Lawton Police Department to investigate all complaints against or allegations of misconduct committed by Lawton Police Department officers, whether initiated by employees of this department or by citizens.

III. PROCEDURE -

All complaints against officers of the Lawton Police Department will be referred to the Chief of Police by using the "Complaint" form. The purpose of the "Complaint" form is to keep the Chief of Police and the Chain of Command informed of registered complaints and/or impending investigations. The Chief of Police, after reviewing the "Complaint," can assign the investigation to the officer's immediate supervisor, the Professional Standards Investigator, or any other designated supervisor. In most cases, the immediate supervisor of the accused officer will be responsible for investigating the complaint.

IV. RECORDING COMPLAINTS (CRIMINAL & NON CRIMINAL) -

A. GENERAL PROCEDURE -

1. Upon initial contact, the complainant shall be referred to the accused officer's immediate supervisor, or the most accessible on duty supervisor assigned to the accused officer's division. Reasonable effort should be made to refer the complainant to the officer's immediate supervisor.
2. If the complaint was made in person, the citizen will be given a Citizen's Complaint Statement Report to be completed and submitted.
3. If the complaint was made by telephone, the citizen will be advised to either pick up a Citizen Complaint Statement Form from the police department, download from the Lawton Police Department website, or one can be mailed to them.
4. The supervisor receiving the complaint will complete a Lawton Police Department "Complaint" form.
5. If there is no supervisor on duty from the accused officer's assigned division, the complainant will be referred to the ranking on-duty supervisor, regardless of division assignment.
6. The supervisor recording the complaint shall gather as much detail as possible concerning the complaint, regardless of whether or not he will later be assigned to investigate the allegation. Desired information includes, but is not limited to, specific details of the complaint, witnesses, physical evidence, etc.
7. The supervisor recording the complaint will promptly notify the Chief of Police of the complaint by submitting the "Complaint" form no later than 0800 hours the following work day.
8. The Chief of Police will determine the appropriate assignment for conducting the investigation. In no way is this procedure intended to restrict the authority of on duty supervisors from taking immediate corrective action for "the good of the service" and/or to insure public safety.
9. Investigation files, to include tape recordings, conclusions, recommendations, and dispositions of all complaints will be forwarded through the chain of command to the Chief of Police in compliance with section VII of this policy.

V. CRIMINAL COMPLAINTS -

A. GENERAL PROCEDURES -

1. Investigations concerning criminal complaints against officers will be conducted in a manner consistent with other criminal complaints received by this department.
2. Criminal investigations resulting from any complaint or allegation against an officer will be completed prior to the initiation of administrative investigations unless specific approval has been granted by the Chief of Police.

VI. NON CRIMINAL COMPLAINTS -

GENERAL PROCEDURES -

1. The Professional Standards Unit is organizationally assigned to and functions as a unit within the Office of the Chief of Police.
2. The primary purpose of the Professional Standards Unit is to conduct investigations, as directed by the Chief of Police, concerning complaints and allegations of misconduct against officers of the Lawton Police Department.
3. When complaints are assigned to the Professional Standards Investigator, or any investigator acting in his capacity, he will conduct a thorough and objective investigation of the allegation(s) made against officers of the police department. The investigation will be conducted in compliance with City, State, and Federal laws and in accordance with applicable bargaining agreements.
4. When directed by the Chief of Police, the investigator will present witnesses and evidence, and will provide testimony at any review board concerning such complaints or allegation of misconduct.
5. An accused officer will preferably be questioned when he is on duty. When questioned off duty, he shall be compensated for time spent. An accused officer shall not be questioned for an unreasonable period of time. An accused officer shall not be coerced, intimidated, or threatened with disciplinary action during questioning. An accused officer shall not be required to give a written statement, however, interviews between the investigator and the accused officer shall be audio and/or video recorded.
6. An accused officer shall be made aware of the complaint against him prior to being interviewed. Upon request, an accused officer may have a union representative present during his interview. The investigator will advise an officer if he is a witness officer or accused officer. A witness officer is not entitled to have a union representative present. Witness officers must advise the investigator that they believe disciplinary action could be taken against them if they are interviewed, at which time witness officers will be treated as accused officers.
7. Prior to conducting the initial interview, investigators will administer the Garrity Warning to accused officers.
8. An accused officer shall be notified of any disciplinary action and said disciplinary action shall be commenced against him within ten (10) working days of the date the investigation is completed. This limitation shall not apply in cases where investigation or prosecution for possible criminal action is pending or is under consideration or in cases involving accident or injury under review by the appropriate vehicle, firearms, or personnel injury review board. Investigations are considered complete the date they are approved by the Chief of Police or his designee.
9. If an officer is disciplined due to a complaint investigation, the Chief of Police shall, at the written request of the officer, provide a copy of any relevant file to the requesting officer within five (5) calendar days of receipt of the written request, excluding Saturday, Sunday and the City's fixed holidays.

VII. COMPLAINT DISPOSITION -

- A. Dispositions of complaints will be classified in the following categories:
1. Sustained – The allegation is supported by the evidence.
 2. Not Sustained – Insufficient evidence to support the allegation.
 3. Exonerated – The incident complained of occurred but was lawful and/or proper.
 4. Unfounded – The allegation was proven to be false or not factual.
 5. Resolved –

- a. The complaint was resolved verbally between the citizen and police officer in a community setting at the Police Department.
 - b. The complaint, upon complaining citizen request, was resolved through communication between accused Officer and his/her Supervisor.
- B. A Lawton Police Department Administrative Investigation Disposition Report Form shall be included with all Administrative Files maintained by the Professional Standards Unit. This form will include the following:
- 1. Date complaint originally received
 - 2. Complainant's Name
 - 3. Allegations investigated
 - 4. Officer(s) involved
 - 5. Who conducted the investigation
 - 6. Date submitted to Chief of Police
 - 7. Final Disposition
 - 8. Disciplinary Action if applicable
 - 9. Signature of the Chief of Police
- C. Upon receiving a completed complaint investigation from the Chief of Police, the Professional Standards Unit shall obtain the necessary information to prepare the Lawton Police Department Administrative Investigation Disposition Report Form and once completed, submit the form to the Chief of Police for review and signature.

VIII. ADMINISTRATIVE FILES -

- A. Administrative files will be maintained by the Professional Standards Unit for the Chief of Police, including but not limited to:
 - 1. Investigations conducted under the provisions of this policy.
 - 2. Investigations conducted by outside agencies.
 - 3. Investigations pertaining to any discharge of a weapon by an officer.
- B. This file will be kept confidential and secured by the Professional Standards Unit. The contents of these files will be released only upon order of the Chief of Police. The Professional Standards Unit will record statistical information on all complaints or allegations of misconduct on a complaint register; all discharges of weapons on a discharge of weapons log. These will be prepared on a form approved by, and shall remain a permanent record of, the Chief of Police.

IX. REVIEW -

- A. A periodic review of the internal investigation files will be conducted by the Professional Standards Unit. The investigative file, including all reports, will be destroyed at the expiration of a five-year period provided:
 - 1. There is currently no pending criminal or civil litigation on the case,
 - 2. The grievance period has lapsed for any officer disciplined as a result of the investigation, or
 - 3. Sustained investigative files shall not be so destroyed at the expiration of the five (5) year period if there has been another sustained investigation(s) within two (2) years, in which case the sustained investigative files shall be retained until the lapse of two (2) additional years without any further sustained investigation(s) on the officers. In no event, however, shall any investigative files be retained less than five (5) years.
 - 4. Investigative files, in which the accused officer is no longer employed by the Department, will be destroyed after a five-year period from the date of last employment, providing:
 - a. That the officer's employment was not the result of termination. In such case, the investigative file shall be retained indefinitely.

- B. The destruction of these files shall commence only upon the approval of the Chief of Police.

ADDENDUM A:

COMPUTER GENERATED FORMS OR STATEMENT, DIGITAL RECORDINGS AND DIGITAL IMAGES

These guidelines are concerned with the saving and uploading of computer generated forms and digital media.

I. INITIAL COMPLAINT

- A. The locations to save files are on the “H” drive under the folder entitled “Supervision”. Within the Supervision folder, there are sub-folders with each Supervisors name.
 - 1. After completing the initial complaint form, the Supervisor will create a new folder within his/her folder named after the complainant (i.e. Doe, John).
 - 2. The complaint form will then be named after the complainant and date taken (i.e. Doe, John – 1-24-03) and saved within the folder created.
 - 3. A hard copy of the complaint will then be forwarded to the Chief of Police pursuant to LPD Complaints Policy # 11-5.130.
 - 4. The Supervisor will then e-mail the Chief of Police, the Professional Standards Lieutenant, and the Professional Standards Officer advising him/her that the complaint has been on the “H” drive.
 - 5. The Professional Standards Lieutenant will be responsible for moving the file to an Administrative Folder as a master folder.
 - 6. The Professional Standards Lieutenant will then delete the file from the Supervisors folder.

II. INVESTIGATION

- A. The Supervisor assigned to conduct the investigation will be responsible for uploading all computer generated statements and/or reports, along with digital images and digital recordings to their specific folder on the “H” drive.
 - 1. The Supervisor will create a new folder within his/her folder named after the complainant (i.e. Doe, John).
 - 2. The Supervisor will save all statements and/or reports to that folder.
 - 3. Statements saved will be named after the person the statement is obtained from (i.e. Officer Smith, John).
 - 4. In the event an officer types a statement and submits that statement to his/her supervisor, the officers statement needs to be saved to a disk and turned in to the supervisor for uploading.
 - 5. Digital images will be uploaded from disks into this folder and named after the complainant and image number (i.e. Doe, John – 1; Doe, John-2, etc).
 - 6. Digital recordings: SEE III. DIGITAL RECORDINGS
 - 7. Final Reports, once completed, will be named after the complainant and saved within this folder.
 - 8. The Supervisor will then e-mail the Professional Standards Lieutenant, advising him/her that a statement, digital images, or audio recording has been placed on the “H” drive, and under which folder the files are located. The Supervisor will also include how many statements, images, or recordings were uploaded.
 - 9. The Professional Standards Lieutenant will then delete the file from the Supervisors folder. (Note: Do not place the Final Report into this folder until the report is FINAL. Once the Final Report has been moved, it WILL be deleted.)
 - 10. All documents not computer generated by Lawton Police Department employees, or documents without any computer files, will be scanned into a computer file by the Professional Standards Lieutenant or the Professional Standards Officer.

III. DIGITAL RECORDINGS

- A. Configuring DSS Player 2002 Software to save to specific folder.
 - 1. Open the DSS Player 2002 Software
 - 2. Click on the TOOLS Menu
 - 3. Scroll down to OPTIONS
 - 4. In the Download Folder box you will need to change the target folder.
 - a. Click on the small box with three dots on the right hand side.
 - b. Select the "H" drive
 - c. Select Supervision folder
 - d. Select your folder
 - e. Click OK (This will become your default setting).
- B. Changing recorded files (.DSS) to wave files (.WAV) – DEFAULT
 - 1. Open the DSS Player 2002 software
 - 2. Click on TOOLS Menu
 - 3. Scroll down to OPTIONS
 - 4. Place a check mark in the box next to "Convert to WAV file as the file is being downloaded."
 - 5. Click OK at the bottom
- C. Once you plug the digital recorder into your computer, either directly or through the recorder cradle, the DSS Player 2002 software will automatically initiate.
- D. Look in the folders under the Device Manager window. Your recordings will be listed under the appropriate folder you recorded into.
- E. Highlight the recording you want to download.
- F. Using the Download tab, choose the folder you want to download to the computer or choose Download All.
- G. Your first time to download will automatically set up a download tray with folders A-E.
- H. Through Windows Explorer, choose that folder and highlight and move the .wav file to your folder for the specific investigation.

IV. COMPLETED INVESTIGATION

- A. The Supervisor conducting the investigation will forward one hard copy of the complete investigation, Final Report, to the Chief of Police pursuant to LPD Complaints Policy # 11-5.130 with his/her recommendation.
- B. Each Supervisor in the Chain of Command will initial the Final Report and either agree with the recommendation or submit his/her own recommendation.
- C. Once the Chief of Police has reviewed the complaint and made a final decision, all paperwork will be forwarded to the Professional Standards Lieutenant.
- D. The Professional Standards Lieutenant will then complete a Administrative Investigation Disposition Report and submit to the Chief of Police for his signature.
- E. After all paperwork has been completed, the Professional Standards Lieutenant will copy all computer generated forms, statements, digital pictures and digital recordings to a disk for storage within the hard copy file maintained by the Professional Standards Unit.
- F. Upon copying all files to disk, the Professional Standards Lieutenant will be responsible for deleting all files from the computer.

ADDENDUM B:

CIVILIAN PERSONNEL -

Non-criminal investigations involving Recruits, Jailers, and other civilian employees will be conducted under the provisions of Chapter #17 of the Lawton City Code. Criminal investigations will be conducted in the same manner as any other criminal investigation.

GARRITY WARNING

You are being questioned as part of an official investigation of the Lawton Police Department. You will be asked questions specifically directed and narrowly related to the performance of your official duties or fitness for office. I further wish to advise you that if you refuse to testify or answer questions truthfully relating to the issue(s) pertaining to this investigation, you will be subject to departmental charges which could result in your dismissal from the Lawton Police Department. If you do answer, neither your statements nor any information or evidence which is gained by reason of such statements can be used against you in any subsequent criminal proceeding. However, these statements may be used against you in relation to subsequent departmental charges.

Do you understand what I have explained to you concerning the Garrity Warning?

LAWTON POLICE DEPARTMENT COMPLAINT FORM

Date Reported:		Time Reported:			
How Reported:	Written	Unwritten	Telephone	In Person	
Citizen's Name:			Social:		
Address:		City:		State:	
Age:	Sex:	Race:	EMPLOYER:		
Home Phone:		Work Phone:		Hours Worked:	

WITNESSES:

Name:	Address:	Phone:
1.		
2.		
3.		

EMPLOYEE(S) NAMED IN COMPLAINT (IF KNOWN):

Name:	Badge Number:	Shift Hours:
Division:	Team Assignment:	Supervisor:
+		
Name:	Badge Number:	Shift Hours:
Division:	Team Assignment:	Supervisor:

OCCURRENCE:

Date:	Time:	Location:
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NATURE OF COMPLAINT:

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Supervisor Completing Complaint Form:

<input type="checkbox"/>	Citizen was given and advised to prepare Citizen Complaint Statement Report.
<input type="checkbox"/>	Citizen was advised to pick up Citizen Complaint Statement Report or Download from Website.
<input type="checkbox"/>	Citizen acknowledge ability to download from Lawton Police Department Website.
<input type="checkbox"/>	Citizen was advised a Citizen Complaint Statement Report would be mailed.

DISTRIBUTION:

Chief	Division Commander	Shift Commander	Immediate Supervisor
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The original form must be submitted to the Chief of Police by 0800 hours of the following workday, after receiving the complaint.

RECEIVED BY:

Chief of Police:	_____	Date:	_____	Time:	_____
Investigating Supervisor:	_____	Date:	_____	Time:	_____

<i>EFFECTIVE DATE:</i> March 2014		<i>POLICY NUMBER:</i> 11-5.140
<i>SUBJECT:</i> CLOTHING AND APPEARANCE STANDARDS		<i>REPLACES POLICY NUMBER:</i> 11-5.140
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTIONS:</i> All OFFICERS	<i>RE-EVALUATION DATE:</i> January 2016	<i>NUMBER OF PAGES:</i> 16

I. PURPOSE

The purpose of this policy is to provide standards for appearance and apparel for members of the Lawton Police Department. We have an inherent responsibility to maintain a professional image. Pride in our personal appearance greatly enhances perceptions of our department, helps build esprit de corps among members and therefore improves the overall effectiveness of our Police Department.

II. POLICY

To present a positive and consistent professional image to the community while serving in an official capacity all employees (except those on special assignments requiring obvious exceptions), whether in or out of uniform, are expected to keep a neat and clean appearance while on duty, and at all times when in uniform.

III. UNIFORMED EMPLOYEES

A. GUIDELINES FOR UNIFORMED MEMBERS

1. All uniformed members shall wear the uniform as designated by the Chief of Police or designee.
2. AU members are required to maintain a Class A uniform at all times.
3. The Chief of Police or designee may designate the appropriate uniform of the day to be worn during special events and according to the nature of the officer's assignment.
4. Uniforms for employees assigned to special units or duties may deviate from standard wear as allowed by their division commander with approval of the Chief of Police.
5. The uniform shall be worn only during on-duty hours, while in court, when working secondary employment and on other occasions as approved by the Chief of Police (e.g. awards banquets, memorial services, etc.).
6. Officers shall wear only the uniform prescribed for their position and assignment.
7. Civilian clothing shall not be worn with any distinguishable part of the uniform.
8. The uniform should fit well and be neat, clean and properly pressed.
9. The uniform shall not be worn with jewelry or personal ornamentation other than those authorized by policy.
10. Officers are prohibited from carrying any equipment that has not been authorized by the Chief of Police or his designee.

B. AUTHORIZED WEAR

There are six (6) uniforms authorized by the LPD. The wearing of each uniform shall be directed by duty assignment or by approval of the Chief of Police.

- Class A Uniform
- Class B Uniform
- Class C Uniform
- Class D Uniform
- Class E Uniform

- Class F Uniform

C. HAIR

An officer 's hair, regardless of the style, shall not at any time interfere with the proper wearing of any of his/her equipment or the function of any police duties. Extreme hairstyles or radical hair coloring is prohibited.

1. Male uniformed officers
 - a. Hair shall be neatly trimmed and shall not be worn in a style that extends outward from the head more than an inch and a half in any direction.
 - b. The back of the hair shall not extend beyond the top of the uniform shirt collar when the head is held erect.
 - c. Hair shall not extend over any part of the ear.
 - d. Sideburns shall be neatly trimmed and shall not extend below the lower opening of the ear.
 - e. Beards and goatees are prohibited.
2. Female uniformed officers
 - a. Hair shall be cut to a length that does not extend below the shirt collar or can be worn in a style (e.g. ponytails, French braids) that does not extend below the shirt collar.

D. DESCRIPTION OF AUTHORIZED UNIFORMED ARTICLES (Note: Check with Uniform Classifications to determine when each article may be worn.)

1. All uniform items will be per current, detailed bid specifications as to design, materials, lining s, stitching, and method of construction.
2. Items not listed may not be worn on or with the uniform.
3. Headgear (Optional)-
 - a. Authorized headgear is a part of the police uniform and as such may be worn by uniformed employees in all situations requiring high visibility (i.e. crowd control and special assignments as directed by the Chief of Police).
 - b. Types of Headgear –
 - (1). Service Hats-
 - (a). The hat will be worn complete with the hat badge and black leather hatband. The hatband for supervisory personnel will be gold in color.
 - (b). The hat will be worn squarely on the head with no tilt and with the hat brim covering approximately one inch of the forehead.
 - (2). Helmets - (Motorcycle Officers and Bike Officers)
 - (a). Helmets will be polished and protected against scratches.
 - (b). A badge will not be worn on the helmet (exclude bike officers).
 - (c). When the helmet is worn, the chinstrap must be fastened if attached to the helmet.
 - (3). Black Fur Trooper Hats -
 - (a). The trooper hat may be worn only during inclement weather.
 - (4). Toboggans -
 - (a). May only be worn during inclement weather
 - (b). Must be black or navy blue
 - (c). Must fit close to the head
 - (5). Black ear muffs are allowed during inclement weather.
 - (6). Ball Caps -
 - (a). Only Department issued ball caps will be worn with Uniform. (b). Shall be worn with the bill facing forward at all times.
4. Jackets -

- a. Approved jackets include:
 - (1). Tuffy jackets - issued
 - (2). Leather Jackets (Motorcycle Officers on motorcycles)
 - (3). Ike jackets - issued (Lieutenants, Captains and Honor Guard)
 - (4). Dress jacket - issued (Deputy Chief up to Chief of Police)
 - b. The coat badge must be worn with any jacket.
 - c. The tuffy jacket can be worn with both long and short sleeve shirts.
 - d. The dress jacket and the Ike jacket will not be worn with the short sleeve shirt.
 - e. All the above jackets shall have LPD shoulder patches.
 - f. Tuffy jackets may be worn year-round at the discretion of the officer.

- 5. Shirts -
 - a. Uniform shirts will be worn complete with shoulder patches, rank insignia, nameplate, and badge.
 - b. Winter shirts will be distinguished from summer shirts by the length of the sleeves.
 - c. All buttons must be buttoned and pockets shall be free of large bulges.
 - d. Winter shirts and ties will be worn by officers performing honor guard duties.
 - e. At the officer's expense, approved ventilated side panels can be sewn into the summer shirts only.
 - f. White long sleeve uniform shirts will be worn with:
 - (1). Dress jacket
 - (2). Ike jacket
 - (3). By the Honor Guard when performing their duties

- 6. Ties -
 - a. Ties will be as issued.
 - b. Ties will be worn when the class "A" uniform is mandated.
 - c. Ties will be of the snap away, pre-tied type.

- 7. Trousers -
 - a. Trousers will be as issued depending on assignment.
 - b. Checkbooks, combs, note books, etc. must be carried inside the pocket and completely obscured from view.
 - c. Trousers will not be bloused unless performing honor guard duties.

- 8. Socks -
 - a. Only black socks may be worn with the low quarter type shoes.
 - b. When boots are worn, any color may be worn.

- 9. Footwear -
 - a. Only low quarter shoes, athletic-type shoes, or boots as issued and/or authorized solid black tennis type shoes (i.e., Reebok, Nike, Avia, etc.) capable of holding a high shine, or other footwear as authorized by the department.
 - b. Ornamental or "stitched dressing" footwear is prohibited.
 - c. Only high luster boots or low quarter shoes may be worn by officers serving as a member of honor guard while performing honor guard duties.

- 10. Undershirt -
 - a. The undershirt must have a crew neck and must be white or navy blue in color.
 - b. The collar must not be frayed, holey or discolored and must be the same color as the undershirt.
 - c. Dark Blue "turtle neck" during inclement weather.

- 11. Tie Tac /Bar -
 - a. The issued departmental tie bar will be worn with the tie at all times.
 - b. It is to be worn in the center of the tie in an approximate location over the third shirt button from the knot of the tie.

12. Name Plate -
 - a. Only issued nameplates will be worn.
 - b. The nameplate will be worn centered above the right breast shirt pocket with the bottom edge of the nameplate parallel to and touching the top edge of the pocket flap.
13. Rank Insignia -
 - a. Supervisors will wear their department approved rank insignia on the collar of their shirts and on the shoulder epaulets of their jackets.
 - b. The shirt insignia for captains and lieutenants will be worn where the edge of the bar(s) are parallel to, one-half inch from, and centered on the bottom edge of the collar closest to the buttons.
 - c. The shirt insignia for deputy chief (majors) and assistant chief (lieutenant colonel) will be worn where the stems of the oak leaves are pointed parallel, one-half inch from, and centered on the bottom edge of the collar closest to the buttons.
 - d. The jacket insignia for captains and lieutenants will be worn where the edge of the bar(s) are parallel to, one-half inch from, and centered on the seam closest to the appropriate shoulder seam attaching the epaulet.
 - e. The jacket insignia for deputy chief (majors) and assistant chief (lieutenant colonel) will be worn where the stems of the oak leaves are perpendicular to and centered on the seam closest to the appropriate shoulder seam attaching the epaulet with one-half inch between the oak leaf and the shoulder seam.
14. Department Insignia -
 - a. The "LP" department insignia will be worn on the shirt collar by sergeants, police officers and probationary officers when class "A" uniforms are mandated.
 - b. On shirts, the "LP" will be perpendicular to, one-half inch from, and centered on the bottom edge of the collar.
15. Badge(s) -
 - a. The shirt badge will be worn in the area provided for pinning.
 - b. The jacket badge will be worn on the outside of the jacket in the area provided for pinning.
 - c. The hat badge will be worn centered in the front of the hat in the area provided for pinning.
16. Pistol Qualification Badge -
See Awards Policy No. 11- 5.065
17. Gloves -
 - a. Black gloves are authorized for wear during inclement weather.
 - b. "Sap" gloves or loaded gloves are prohibited.
18. Raincoat -
 - a. Fluorescent yellow or reversible black/orange raincoats are authorized when needed due to the weather.
 - b. Reversible raincoats will be worn with the black side out except on those occasions when officer safety is in question (i.e., traffic control, accident scene, etc.)
19. Watch -
 - a. A wristwatch or pocket watch is authorized as desired by the officer.
 - b. If an officer does not carry a watch, he must have some, reliable time-keeping device available in his unit.
20. Special Insignias -
See Awards Policy No. 11-5.
21. Pocket Note Pad - as issued.
22. Pen - Black or Blue ink only with the exception of the Traffic Collision Reports which are mandated by the State to be done in black ink.
23. Weapon - as issued or authorized by the department.

24. Gun Belt -
 - (1). Black, "Sam Brown"
 - (a). Plain stitched with no cracks, cuts, deep abrasions, discolorations, or signs of excessive wear.
 - (b). Buckle - plain square buckle of yellow brass only. (2). Black nylon as approved and/or issued.
25. Gun Belt Items -
 - (1). All gun belt items must fully coordinate with the belt worn (i.e. leather gun belt items with leather gun belt and nylon gun belt items with nylon gun belt).
 - (2). Gun belt items may be worn on the gun belt where it is the most convenient and comfortable for the individual officer.
 - (3). Holsters - as approved or issued.
 - (4). Handcuff case - as approved or issued.
 - (5). Baton Ring - as approved or issued.
 - (6). Baton/Nightstick - as issued [must be available or worn].
 - (7). Miniature Flashlight and Case - Rechargeable as issued.
 - (8). Handcuffs and handcuff key - As issued.
 - (9). Magazine Case - as issued.
 - (10). Belt Keepers - as approved or issued.
 - (11). OC Spray and Holder-as issued.
 - (12). ASP and Holder- as issued.
26. Department Shoulder Patch - shall be worn on all Uniform shirts and jackets.

E. STANDARD FIELD UNIFORM FOR COMMISSIONED OFFICERS

1. Class "A" - Special Occasion Uniform
 - a. Headgear (optional) - The issued hat is the only authorized headgear except for officers who are performing the duties of the honor guard or as authorized for the special occasion.
 - b. Jackets - If a jacket is worn, only tuffy jackets, Ike jackets or dress coats are authorized.
 - c. Shirts - Long sleeve shirts only or as authorized for the special occasion.
 - d. Ties - Mandatory as issued.
 - e. Footwear - Issued low quarters or issued, highly shined boots.
 - f. Medals, Ribbons, and Insignias - As authorized and issued.
 - g. Collar insignias -
 - (1). Officers, lieutenant and above will wear their rank insignia.
 - (2). Probationary officers, police officers and sergeants will wear the "L.P." insignia.
 - h. Gun Belt and Gun Belt Items - As authorized and issued.
 1. Other items such as trousers (supervisors have a gold strip on trousers), name tags, etc. will be worn as usual.
2. Class "B" Winter Dress Uniform
 - a. Headgear - only department issued authorized headgear.
 - b. Undershirts - Must be white or dark blue crew neck (optional turtle neck during inclement weather).
 - c. Shirts - French blue long sleeve only (white for supervision).
 - d. Footwear - Issued low quarters or issued, highly shined boots.
 - e. Insignias and name tag - As authorized and issued.
 - f. Collar insignias -
 - (1). Officers, lieutenant and above, will wear their rank insignia.
 - g. Gun Belt and Gun Belt Items - As authorized and issued.
 - h. Other items such as authorized trousers, Jacket, etc. will be worn as usual.
3. Class "C" Summer Uniform
 - a. Headgear (Optional) - only department issued authorized headgear.

- b. Jacket - (optional) department issued.
 - c. Shirts - French blue short-sleeve or optional long-sleeve.
 - d. Footgear - Authorized low quarters, boots, or athletic shoes are acceptable.
 - e. Medals, Ribbons, and Insignias - None will be worn on the summer uniform.
 - f. Collar insignia -
 - (1). Rank insignia will be worn.
 - (2). "L.P." insignias will not be worn.
 - (3). Pistol qualifications badge will not be worn.
 - g. Duty belt and accessories - Will be black nylon as issued.
 - h. Other items such as trousers, name tags, etc. will be worn as usual.
4. Class "D" Motorcycle
- a. Headgear (Optional; depending on the vehicle being used) - Authorized headgear includes bats, helmets, and toboggans, trooper hats (inclement weather only).
 - b. Jacket - Tuffy jackets; leather jacket for motorcycles.
 - c. Shirts - optional long sleeve (winter) or short sleeve (summer) shirts.
 - d. Outer vest cover, French blue in color with name plate and badge attached
 - e. Ties - The tie is optional (depending on situation).
 - f. Footgear - Authorized low quarters, boots, or athletic shoes are acceptable; tall leather boots for motorcycles.
 - g. Insignias - Traffic insignia can be worn on this uniform.
 - h. Collar insignia -
 - (1). Rank insignia will be worn.
 - (2). "L.P." insignias will not be worn (without prior approval).
 - (3). Pistol qualifications badge will not be worn.
 - i. Duty belt and accessories - Will be black nylon as issued or leather clarino.
 - j. Other items such as trousers, name tags, etc. will be worn as usual.
5. Class "E" Utility Uniform - Lakes/ K-9's / Gang Units
- a. Headgear (Optional) - Authorized headgear includes hats, helmets, and toboggans, ear muffs, trooper hats (inclement weather only).
 - b. Jacket - Department issued and approved jackets.
 - c. Shirts - Long sleeve, short sleeve authorized 511 tactical type shirt; Brown (lakes) or Navy color (Gangs / K-9's) with name and badge embroidered /sewn on.
 - d. Pants- authorized 511 tactical type; Brown (lakes) and Navy Blue (gangs/K-9's).
 - e. Ties - The tie is not worn.
 - f. Footgear - Authorized low quarters, boots, or athletic shoes are acceptable.
 - g. Medals, Ribbons, and Insignias - shall not be worn on this uniform.
 - h. Collar insignia -
 - (1). Rank insignia will be worn.
 - (2). "L.P." insignias will not be worn.
 - (3). Pistol qualifications badge will not be worn.
 - i. Duty belt and accessories - Will be black nylon as issued or leather clarino.
6. Class "F" Bike Uniform
- a. Headgear (Optional) - Authorized headgear includes hats, helmets (required when riding), and toboggans, trooper hats (inclement weather only).
 - b. Jacket - Authorized bike jackets.
 - c. Shirts - French Blue long-sleeve, short-sleeve authorized bike patrol shirts having sewn on name and badge with patches on arms.
 - d. Shorts - Authorized dark blue bike shorts.

- e. Pants - Authorized dark blue bike pants.
- f. Socks - Black anklet type.
- g. Ties - not allowed with this uniform.
- h. Footgear - Authorized low quarters, boots, or athletic shoes are acceptable.
- i. Medals, Ribbons, and Insignias - shall not be worn on this uniform.
- J. Collar insignia - Rank insignia will not be worn.
 - (2). "L.P." insignias will not be worn.
 - (3). Pistol qualifications badge will not be worn.
- k. Duty belt and accessories - Will be black nylon as issued or leather clarino.

F. CONDITION OF WEAR

- 1. All uniform items will be maintained in good condition.
- 2. Uniform trousers and shirts will be clean and pressed.
- 3. Leather goods and metal items will be polished and buffed.
- 4. Torn clothing will not be worn unless they have been neatly and unobtrusively repaired.
- 5. Uniform items, which become worn, will be replaced.
- 6. All leather goods worn on the uniform belt will be of the same type material as the belt itself.

G. STANDARD FIELD UNIFORM PERIODS OF WEAR

- 1. The shift commander may determine the class of the "Uniform of the Day" for his particular shift for special functions such as for an inspection.
- 2. The officer will have the option of wearing either long sleeve or short sleeve shirts year around.
- 3. Division commanders may designate the particular class of uniform to be worn by specific individuals or groups depending on the needs of the service.

H. INSIGNIAS

- 1. Specialist or unit insignia, which are approved for wear by the Chief of Police, may be worn on the uniform. Only those items issued by this department will be allowed.
- 2. No insignia, pins, or devices of any type, which are not specifically authorized, will be worn on the uniform.
- 3. No devices of any kind may be attached to the badge except for black tape or ribbon during official periods of mourning.

I. JEWELRY - UNIFORM AND NON - UNIFORMED EMPLOYEES

- 1. A watch and a maximum of (1) ring on each hand may be worn by employees in uniform. Wedding and engagement rings constitute as one ring.
- 2. Necklaces and/or religious medal lions on neck chains may be worn in such a manner that neither the chain nor medallion is visible.
- 3. Except for approved law enforcement and medic-alert types; bracelets shall not be worn.

J. RESTRICTIONS FOR UNIFORM WEAR

- 1. The same policy for uniform appearance and wear applies when the uniform is worn by officers employed at any off-duty, part-time job.
- 2. No distinguishable part of the official uniform may be worn in conjunction with civilian attire.

K. REPLACEMENT OF LOST OR DAMAGED ITEMS

- 1. Items of issue, which become worn, frayed, or damaged, will be repaired, if possible.
- 2. If repair is not feasible, the officer will submit the article to his immediate supervisor for inspection.

- a. If the supervisor concurs that the article is unserviceable, the article will be replaced.
 - (1). If immediate replacement is needed, the supervisor will notify the supply officer either in person or in writing.
 - (a). If the item is in stock, it will be replaced as soon as practical.
 - (b). If the item is not in stock, it will be ordered immediately.
 - (2). If replacement is needed, and if the item can be maintained temporarily, the supervisor will give written verification to the officer who will forward the memo and the article to the supply officer.
 - (a). If the item is in stock, it will be replaced immediately.
 - (b). If the item is not in stock, it will be ordered immediately.
 - b. If the supervisor determines the item can be repaired, the officer will be instructed on how to make the item serviceable.
3. Officers shall report, in writing, any loss or damage of uniforms and/or equipment. If the loss or damage is determined to be the result of the officer's negligence, the item will be replaced at the expense of the officer.

L. OTHER EQUIPMENT AND SUPPLIES

- 1. Each officer is expected to care for and maintain any other departmental issued piece of equipment or supplies in a manner that will extend the life of the item to its maximum usefulness.
 - a. Items will only be used for the purpose for which it was intended.
 - b. Items will not be used for personal use.
- 2. Each supervisor is responsible for taking disciplinary action for intentional or negligent abuse of departmental issued articles of equipment or supplies.

IV. NON-UNIFORMED -OFFICERS

A. GENERAL APPLICATIONS -

- 1. All non-uniformed officers will wear neat, clean, and well-pressed clothing which is in good condition and suitable for office wear (unless approved by the Chief of Police or his designee)
- 2. Shorts, T-shirts, tennis shoes, and overalls are specifically prohibited for regular duty wear (unless approved by the Chief of Police or his designee).
- 3. The Chief of Police or designee may prohibit a specific article of clothing if it is deemed unsuitable for office wear or may allow the wearing of other articles not specifically prohibited in this policy.
- 4. ALL non-uniform, commissioned officers are required to keep at least one complete class "A" and a standard field uniform available and ready for wear.
 - a. This includes maintaining a uniform that properly fits.
 - b. An annual inspection will be held to ensure that this standard is met.

B. MALE OFFICERS -

- 1. Male non-uniformed officers will wear a dress shirt, neck tie with slacks.
- 2. A sports coat and dress slacks, or a business suit is optional (except while in court, where it is mandatory unless in uniform).
- 3. Neckties will be worn as directed by the Chief of Police or designee.
- 4. Dress shoes, western style boots, or ankle-high boots with zippers are acceptable footwear.
- 5. Male officers are not authorized to wear any type of earring while on duty unless specifically authorized by the Chief of Police or his designee.
- 6. All personnel will keep fingernails clean and neatly trimmed so as not to interfere with performance of duty, or present a safety hazard.

7. Any obvious violation of personal hygiene shall be brought to the employee's attention in a discreet meeting with the employee by his immediate supervisor.

C. FEMALE OFFICERS -

1. Female non-uniformed officers will wear dress slacks or skirt with blouse or sweater, a pantsuit, a dress, or similar business-type attire.
2. Dresses or skirts will be no shorter than four inches above the top of the knee and no longer than six inches below the bottom of the knee.
3. Clothing, including footwear, shall be comparable to that worn by professional women in the business community.
4. No clothing item (except hose) made of mesh or see-through fabric may be worn except when worn over an outer garment of regular weave.
5. Hose should be worn with all dresses and skirts.
6. Blouses will not be sheer, see-through, backless or with plunging necklines.
7. Make-up will be conservative (as determined by the Chief). Exaggerated or faddish cosmetic styles are inappropriate. Lipstick and nail polish may be worn as long as it is conservative.
8. Fingernails must be kept trimmed and clean at all times.
9. Any obvious violation of personal hygiene shall be brought to the employee's attention in a discreet meeting with the employee by his immediate supervisor.
10. Female officers are authorized optional wear of screw-on or post-type earrings while on duty. Earrings will not exceed 6mm or inch in diameter. They will be of gold, silver, white pearl, or diamond; unadorned and spherical. When worn, earrings will fit snugly against the ear and will be worn as a matched pair with only one earring per ear (ear lobes only).

D. HAIR- NON-UNIFORM OFFICERS

An officer's hair, regardless of style, shall not at any time interfere with the proper wearing of any of his / her equipment or the function of any police duties. Extreme hair styles or radical hair coloring is prohibited.

1. Male Officers -

- a. Male officers will wear their hair so that it does not extend over the ear or below the top of the uniform collar when he is standing in an erect position.
- b. The hair shall be clean and neatly groomed.
- c. When in a groomed condition, the hair shall not extend outward from the head more than an inch and a half in any direction.
- d. Sideburns shall be neatly trimmed and not extend below the lower opening of the ear (unless approved by the Chief of Police).
- e. Mustaches shall not extend down over the upper lip or past either side of the mouth and must be kept trimmed at all times (unless approved by the Chief of Police).
- f. Beards are prohibited (unless approved by the Chief of Police).

2. Female officers-

- a. The hair will be kept clean, styled and neat in appearance.
- b. Hair holding devices (barrettes, pins, clips, etc.) must be of a natural hair color or transparent and will be inconspicuously placed.

V. COURT APPAREL

- A. Apparel for male officers attending court will be either the standard field uniform or the attire as described above for non-uniformed officers in Section IV of this policy.
- B. Apparel for female officers attending court will be either the standard field Uniform 1 or the attire as described above for non-uniformed officers in Section IV of this policy.

VI. TRAINING APPAREL

Authorized clothing for wear will be described in the training announcement.

VII. HYGIENE

- A. All personnel will be required to maintain a high level of personal hygiene.
- B. Any obvious violation of personal hygiene shall be brought to the employee's attention in a discreet meeting with the employee by his immediate supervisor.

VIII. COMPLIANCE AND DEVIATIONS

- A. The employee's immediate supervisor is responsible for compliance with these standards by all subordinates under his control.
 - B. Shift/unit commanders shall hold mandatory inspections of clothing and appearance of subordinates at least once each month.
 - 1. For uniformed employees, these may be formal, military-type inspections or informal.
 - 2. Non-uniformed employees may be inspected formally or informally.
 - C. ALL supervisors will be alert to violations of this policy by any subordinate, regardless of whether the supervisor is in the subordinate's chain of command.
- 1. If in the employee's chain of command, the supervisor will initiate immediate corrective action.
 - 2. If not in the employee's chain of command, the supervisor will notify the employee's supervisor in writing of the infraction observed.
 - a. When notified of an infraction, the supervisor in the employee's chain of command will initiate immediate corrective action.
 - b. Within three (3) working days, a written response will be returned to the supervisor observing and reporting the infraction advising him of any action taken.
 - d. Supervisors will point out to subordinates any aspect of their appearance, which does not comply with these standards and direct the subordinate(s) to comply.
 - E. Specific deviations from the appearance standards may be authorized by the division commander(s) for special assignments requiring other attire

<i>EFFECTIVE DATE:</i> January 1, 2017		<i>GENERAL DIRECTIVE NUMBER:</i> 11-5.141
<i>SUBJECT:</i> Body Art		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION</i> : ALL EMPLOYEES	<i>RE-EVALUATION DATE:</i> January 1, 2020	<i>NUMBER OF PAGES:</i> 2

I. PURPOSE-

The purpose of this policy is to provide standards in the public display of Body Art while representing the Lawton Police Department.

II. DEFINITION-

Body art is defined as procedures used to alter the body's appearance such as but not limited to branding, piercing (other than the earlobe for standard earrings), scarification, tongue splitting or tattoos

III. BODY ART-

In order to present a positive, professional image to the community and build esprit de corps among members , body art on the hands, neck, face or any part of the head is prohibited (some cosmetic procedures such as eye liner may be approved by the Chief of Police). All employees are prohibited from having visible body art, while in uniform or while performing an official duty in non- uniformed attire, unless otherwise approved by the Chief of Police. This includes off-duty employment in an official capacity.

Employees with prohibited body art have the following options:

- Cover the body art with clothing/uniform.
- Cover the body art with a neutral colored patch or neutral colored elastic bandage/sleeve.
- If the art is a piercing, simply remove it.
- Have the body art removed at the member's expense.
- If the body art is a wedding band/ring, it must be approved by the Chief or his designee.

IV. GRANDFATHER CLAUSE

Employees of the Lawton Police Department who were hired prior to January 1, 2017 are not subject to this policy. Employees hired after January 1, 2017, must cover or remove all body art in accordance with this policy

EFFECTIVE DATE: DECEMBER 07, 2006		GENERAL ORDER NUMBER: 11-5.145
SUBJECT: CLOTHING & APPEARANCE STANDARDS FOR CIVILIAN GENERAL EMPLOYEES		REPLACES POLICY NUMBER: NEW
REFERENCE: 11-5.140		SPECIAL INSTRUCTIONS:
DISTRIBUTION: GENERAL EMPLOYEES	REEVALUATION DATE: DECEMBER 2010	NUMBER OF PAGES: 2

I. PURPOSE

The purpose of this policy is to provide standards for appearance and apparel for general employees of the Lawton Police Department.

II. POLICY

A. GENERAL APPLICATIONS

1. All civilian non uniformed employees will wear neat, clean, and well-pressed clothing which is in good condition and suitable for office wear.
2. Shorts and overalls are specifically prohibited for regular duty wear. T-shirts and sweatshirts are prohibited except to promote official occurrences sponsored or supported by LPD which must be approved by the Chief of Police, i.e. Moonlight Walk, Cop and Kids Picnic, etc.
3. The Chief of Police and/or Division Commander may prohibit a specific article of clothing if it is deemed unsuitable for office wear or may allow the wearing of other articles not specifically prohibited in this policy.

B. FEMALE EMPLOYEES

1. Female civilian non uniformed personnel will wear dress slacks or skirt with blouse or sweater, a pantsuit, a dress, or similar business type attire. Jeans are acceptable on an everyday basis under the following conditions: They must be neat and clean, have no holes, tears, stains and be relatively uniform in color (that is, not faded, bleached, sandblasted or chemically dyed) to include no frayed hem lines. Capri pants (must be mid-length between knee and ankle) may be worn.
2. Dresses or skirts will be no shorter than four inches above the top of the knee, including slits on skirts which are longer in length.
3. Clothing, including footwear, shall be comparable to that worn by professional women in the business community. Dress sandals are allowed, however flip-flops are not permitted. Athletic shoes may be worn if they are in good condition and with appropriate attire.
4. No clothing item (except hose) made of mesh or see through fabric may be worn except when worn over an outer garment of regular weave.
5. Blouses will not be sheer, see through, backless or with plunging necklines. Polo type shirts are acceptable. No midriffs, belly shirts, tank tops or camisoles without proper over shirts. Blouses, shirts and tops should not reveal your midriff or undergarments at any time.
6. Make-up will be conservative (as determined by the Chief). Exaggerated or faddish cosmetic styles are inappropriate. Lipstick and nail polish may be worn as long as it is conservative.
7. Any obvious violation of personal hygiene shall be brought to the employee's attention in a discreet meeting with the employee by her immediate supervisor.
8. Jewelry is acceptable so long as it does not interfere with your job. There will be no facial piercing, except for no more than three (3) piercings per ear.

C. MALE EMPLOYEES

1. Male civilian non uniformed employees, without a prescribed uniform, will wear a dress shirt with dress slacks. A sports coat and dress slacks, or a business suit may be worn. Jeans are acceptable on an everyday basis under the following conditions: They must be neat, clean and pressed, have no holes, tears, stains and be relatively uniform in color (that is, not faded, bleached, sandblasted or chemically dyed) to include no frayed hem lines.
2. Neckties will be worn as directed by the division commander.
3. Dress shoes, boots, or departmental issued footwear are acceptable.
4. Male employees are not authorized to wear any type of earring while on duty unless specifically authorized by the division commander.
5. All jail and maintenance personnel that are issued a departmental daily uniform will wear the prescribed uniform.
6. Any obvious violation of personal hygiene shall be brought to the employee's attention in a discreet meeting with the employee by his immediate supervisor.

<i>EFFECTIVE DATE:</i> March 1996		<i>GENERAL ORDER NUMBER:</i> 11-5.160
<i>SUBJECT:</i> CORRESPONDENCE, OFFICIAL INTERDEPARTMENTAL		<i>REPLACES POLICY NUMBER:</i> 3.12
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Employees	<i>REEVALUATION DATE:</i> March 1997	<i>NUMBER OF PAGES:</i> 2

I. PURPOSE

The purpose of this policy is to provide guidelines for the submitting of written communications upward through the chain of command, laterally within the same division, and interdivisional.

II. APPLICATION

- A. TRANSFER REQUESTS
- B. SPECIALIZED TRAINING REQUESTS
- C. INTRA DEPARTMENTAL COMPLAINTS AND/OR SUGGESTIONS
- D. OTHER COMMUNICATIONS REQUIRING ACTION

III. PROCEDURES

- A. Official communication within the police department should be on plain paper. Communications going outside the department shall be on City of Lawton Letter-head.
- B. All communication will be in the following format:
 - 1. TO:
 - 2. FROM:
 - 3. THROUGH (if appropriate):
 - 4. SUBJECT:
 - 5. DATE:
- C. Courtesy copies (cc) should include a list of affected officers and individuals; distribution should correspond with this listing.
- D. In all correspondence, the initiating officer should make an appropriate number of copies of the letter.
 - 1. One (1) copy should be retained by the officer.
 - 2. One (1) copy should be forwarded directly to the addressee.
 - 3. The original copy should be submitted to the addressee through the chain of command.

IV. FINAL ADDRESSEE

- A. CHIEF OF POLICE
 - 1. Requests for assignment/transfer.
 - 2. Supervisors letters of commendation and appreciation.
 - 3. Specialized training requests involving out of town travel.
 - 4. Letters of resignation.
 - 5. Interdivisional transfer requests should be addressed to the Chief of Police through the Chain of Command.
- B. DIVISION COMMANDERS
 - 1. Specialized training requests held within the Lawton city limits.
 - 2. Intradivisional transfer requests should be addressed to the division commander

V. ENDORSEMENTS

- A. Each supervisor in the chain of command will initial and comment (if necessary) as the letter passes through the chain en-route to the final addressee.
- B. At no level below the final addressee will the correspondence be delayed, altered or disposed of.
- C. When the request has been considered and a decision rendered, the officer will be advised of the decision.

<i>EFFECTIVE DATE:</i> February 1, 1999		<i>GENERAL ORDER NUMBER:</i> 11-5.170
<i>SUBJECT:</i> COURTROOM TESTIMONY		<i>REPLACES POLICY NUMBER:</i> 3.13
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> February 1, 2000	<i>NUMBER OF PAGES:</i> 2

I. PURPOSE

The purpose of this policy is to provide guidelines for preparing for and testifying in traffic court, criminal court and implied consent cases.

II. PRE TRIAL PREPARATION

- A. For all cases, felony or misdemeanor, the officer should check with the prosecutor for a pretrial conference. Prior to the conference, the officer should review any materials necessary to refresh **his or her memory about the events in question**

III. DAY OF THE TRIAL

A. BEFORE TAKING THE WITNESS STAND, AN OFFICER WILL-

1. Bring documents and any other evidence as directed by the prosecutor.
2. Be dressed appropriately for court by wearing either a uniform, coat and tie, or apparel as authorized and described for non-uniform employees. (See Clothing and Appearance policy.)
3. Conduct him-self in a business like and professional manner, regardless of location.
4. Abide by the Rule of Sequestration, if invoked.

B. ON THE WITNESS STAND, AN OFFICER WILL-

1. Sit erect and answer questions politely but firmly. An officer is not to make witty replies to a question, regardless of how ridiculous the question.
2. Use proper English and avoid the use of slang or terminology not familiar to most people (i.e. police codes). When police terminology is necessarily used, it should be accompanied by an explanation of the terms or phrases.
3. Look at the attorney when he is directing a question.
4. Look at the judge or jury when rendering an answer to a question.
5. Politely ask that a question be repeated if it was not understood.
6. Correct any mistakes in his testimony without hesitation and as soon as possible.
7. Always tell the truth.
8. Don't guess if unsure of an answer.
9. Remain in the witness stand until excused by the judge
10. Leave the courtroom as soon as he is excused and abide by any instructions from the judge not to discuss testimony, etc...
11. Return to duty as soon as released, if on duty. If off duty, the officer will not remain around the courtroom waiting for a verdict.

C. COURT OVERTIME

1. Upon arrival for a trial/official hearing, the officer will immediately produce his subpoena to the appropriate, attorney or secretary and request they record the officer's time of arrival on the subpoena and initial it.
2. After being excused from the trial/hearing, the officer will have his checkout time recorded as above.
3. Over time will not be received for attendance at a trial/hearing unless the above procedure is followed.
4. Payment for overtime will be limited to the time the officer is in attendance at a hearing or trial to give testimony in relation of his official duties with the Lawton Police Department. Payment for overtime is not authorized when the overtime is a result of activities such as off-duty employment (i.e. as a result of a shoplifting arrest when working as a security guard for a private business).

5. Payment for overtime will not be made for the time the officer is attending a hearing or trial during his or her duty hours.

D. ABSENCE FROM TRAINING TO ATTEND COURT

1. If an officer is subpoenaed for a hearing or trial, and is also scheduled to attend In Service Training, he will report the conflict to his supervisor.
 - a. His supervisor should schedule another training day if it is available.
 - b. If another training day is not available, the officer will be instructed to contact the Training Division staff and inform them of the situation.
2. When an officer must leave training to honor a subpoena, he will immediately return to training when he is excused.
3. An officer will not receive training time for the time spent in court

<i>210EFFECTIVE DATE:</i> October 2005		<i>GENERAL ORDER NUMBER:</i> 11-5.220
<i>SUBJECT:</i> DOMESTIC DISTURBANCES/ABUSE		<i>REPLACES POLICY NUMBER:</i> 3.21
<i>REFERENCE:</i> 21 Oklahoma Stat. § 1362, 567.A; 22 Oklahoma Stat. § 40.2, 40.3, 60.0, 60.1, 60.2, 60.3, 60.4, 60.8, 60.9, 196, 1105		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> October 2007	<i>NUMBER OF PAGES:</i> 11

I. PURPOSE

The purpose of this policy is to establish guidelines for the protection of life and property when responding to a domestic disturbance call.

II. OFFICER OBJECTIVES

- A. PROTECTION OF LIFE AND PREVENTION OF INJURIES.
- B. RENDER EMERGENCY FIRST AID.
- C. RESTORE AND MAINTAIN ORDER.
- D. CONDUCT A THOROUGH INVESTIGATION.
- E. EFFECT ARRESTS WHEN THERE IS PROBABLE CAUSE TO BELIEVE AN OFFENSE HAS BEEN COMMITTED.
- F. PREVENT MINOR INCIDENTS FROM ESCALATING.
- G. THE REASONABLE PREVENTION OF PROPERTY DAMAGE OR DESTRUCTION.
- H. CLASSIFICATION OF ALL DOMESTIC ABUSE CALLS.

III. DEFINITIONS

- A. **BREACH OF THE PEACE** Any act which willfully or maliciously disturbs the peace and quiet of the community or any person, or tends to provoke or incite others to break the peace, such as a loud or unusual noise; or abusive, violent, obscene or profane language; or threatening to kill, do bodily harm or injury, destroy property or fight; quarreling or challenging to fight; or fighting.
- B. **CHILD** Any person who is under the age of eighteen (18) and is subject to the legal custody of another.
- C. **DEADLY WEAPON** Any object which is apparently designed, made, or adapted for the purpose of inflicting death or serious injury; or any object which is capable of causing death or serious bodily injury in the manner of its use or intended use.
- D. **DOMESTIC ABUSE** Any act of or attempt to cause physical harm or the threat of imminent physical harm occurring between family or household members or persons who are or were in a dating relationship.
- E. **DOMESTIC DISTURBANCE** A disturbance in which the people involved are members of the same family or household or who are/were in a dating relationship.
- F. **EMERGENCY EX-PARTE PROTECTIVE ORDER** A temporary court order which is in effect from the time and date the order is served until either after the court hearing to obtain a more permanent court order

is conducted or, if the temporary order was obtained when the court was not open for business pursuant to the procedure in Paragraph XVI B, the close of business on the next day the court is open. The Emergency Ex Parte Order will contain a specific list of commands for the party to obey.

- G. **FINAL PROTECTIVE ORDER** A court order which is in effect from the time and date that the order is served until the order is modified or rescinded by further order or action of the court. The Protective Order will contain a specific list of commands for the party to obey.
- H. **Dating relationship** means a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.
- I. **FAMILY OR HOUSEHOLD MEMBERS** Spouses, ex-spouses (former spouses), present spouses of ex-spouses, parents, foster parents, children, persons otherwise related by blood or marriage, persons living in the same household or who formerly lived in the same household, or persons who are the biological parents of the same child. This includes the elderly and the handicapped.
- J. **IN THE PRESENCE OF** when a police officer is aware, through some or all of his senses even though he perhaps cannot see it, that an offense is being committed then the offense occurs in his presence.
- K. **PRIVATE PREMISES/RESIDENCE** Any mobile home, hotel/motel room, apartment, house with grounds surrounding it, condominium, or any other occupied place which is not open to the public.
- L. **PROBABLE CAUSE/REASONABLE GROUNDS** That set of circumstances, based on reliable, trustworthy information or personal knowledge/observation by a police officer, which reasonably shows and would warrant an ordinary, prudent person in believing that a particular person has committed, is attempting to commit, or is committing some offense against the law.
- M. **PUBLIC PLACE** Any place to which the public or a substantial group of the public has access. These places include but are not limited to: streets, highways, and the common areas of schools, hospitals, apartment houses, office buildings, transport facilities, businesses, and shops.
- N. **SERIOUS BODILY INJURY** An injury which causes death or creates a substantial risk of death, serious permanent disfigurement, or loss or significant impairment of the function of any bodily member or organ

IV. OFFICER ENTRY AND CONTINUED PRESENCE ON PRIVATE PREMISES

- A. Forced entry may be made by the officer only when there are life threatening or other extreme circumstances involved such as:
 - 1. A gunshot, screams or any other set of circumstances which would lead an ordinary, prudent person to believe that the life of a citizen is in immediate danger.
 - 2. Continued noise of breakage/damage/screaming after being unable to get response at the door.
 - 3. An officer has reasonable grounds to believe that immediate entry is necessary to prevent serious bodily injury or to render emergency aid to an injured person.
 - 4. The exigent circumstances which may require forced entry are not limited by the above examples.
- B. Requested entry by one of the parties lawfully entitled to grant entry may be made over the objection of another party.

- C. If both parties to the dispute refuse to admit the officers, the officers may not enter unless exigent circumstances exist. (As described in Paragraph A of this section)
- D. If both parties ask the officers to leave, the officers must leave, unless they have reasonable grounds to believe that their continued presence is necessary to prevent further domestic disturbance or abuse.
- E. If only one of the parties ask that the officers leave, the officers may remain if the other party gives consent to the officers to remain and is lawfully entitled to do so.
- F. If one of the parties is locked out by the other party, the officer may not assist in forcing entry unless forced entry would otherwise be justified. (As described in Paragraph A of this section)

V. INVOLVEMENT IN THE DISTURBANCE

- A. An attempt to get a response at the door should be made and entry rules followed as described above.
- B. If entry is made, handle the disturbance using the procedures as described above.
- C. If entry is not made:
 - 1. Offer assistance if the dispute is continuing.
 - 2. Inform the disputants that a call has been received regarding a complaint about their conduct.
 - 3. Issue a warning, if necessary.
- D. Inform the complaining party of his/her right to file a formal complaint.

VI. GENERAL PROCEDURES

- A. A lone officer should not approach the domestic disturbance unless there are reasonable grounds to believe that immediate intervention is necessary.
- B. Officer Safety tactics will be used during approach, initial contact, and throughout the duration of the contact. Specific tactics will be determined by the officers' knowledge of the dispute, the physical layout of the dwelling, and any circumstances which might affect the safety of the officers.
- C. Every reasonable effort will be made to contact both parties, separate them and question them separately.
- D. Upon entry, the officers should control access to weapons and the movement of all persons involved.
- E. Officers must take charge of the situation immediately and attempt to calm the parties.
- F. The officers must remain impartial and should deal with the disputants tactfully by:
 - 1. Requesting that children present be removed as the circumstances require.
 - 2. Proceeding in a calm, informal, and caring manner if the circumstances allow.
 - 3. Allowing each disputant to present his story, individually, to each officer.
 - 4. Avoiding abrupt and rough manner, speech, etc. when possible.

5. Using professional abilities to calm the disputants and ease tension.
- G. An officer will generate an incident report:
1. When one disputant claims he/she has been assaulted/battered;
 2. If there are signs of an assault/battery;
 3. If one of the parties requests a report;
 4. If either party goes to a shelter;
 5. If there is physical evidence of violence such as extensive damage to property; or;
 6. When threats of violence have been made.

VII. NON-ARREST REMEDIES –

- A. When an arrest is not authorized or does not reasonably appear to be warranted, any of the following remedies may be utilized:
1. Mediation.
 2. Referral to appropriate social, medical, or legal counsel
 3. Temporary voluntary separation.
 4. Warning of possible criminal and/or civil consequences.
 5. Physical restraint to prevent violence.
- B. Under no circumstances shall an officer discourage a victim of domestic abuse from pressing charges against the assailant or from making a written report.

VIII. ARREST DECISIONS

- A. After securing the scene and providing any necessary first aid, the peace officers will begin a criminal investigation to determine if there is probable cause to believe that a crime has been committed based on the evidence and not solely upon the victim's desire to make an arrest. The officers should collect relevant physical evidence, including weapons which may have been used, take photographs of the scene or any injuries and statements from the involved parties and witnesses. Some of the evidence and statements include:
1. condition of clothing,
 2. property damage,
 3. excited utterances of the victim and the suspect,
 4. demeanor of the victim and the suspect,
 5. medical records including the victim's statements to paramedics, nurses and doctors,

6. interviews of witnesses including the children who may have been present,
7. evidence of any prior domestic abuse –resulting convictions including dates, and
8. Any existing order for protection, restraining order or no contact order.

B. Factors not to be Considered in Making the Arrest:

1. Ownership, tenancy rights of either party, or the fact the incident occurred in a private place
2. belief that the victim will not cooperate with criminal prosecution or that the arrest may not lead to a conviction,
3. verbal assurances that the abuse will stop,
4. disposition of previous police calls involving the same victim or suspect,
5. denial by either party that the abuse occurred, when there is sufficient evidence of domestic abuse for an arrest.
6. lack of a court order restraining or restricting the suspect,
7. concern about reprisals against the victim,
8. adverse financial consequences that might result from the arrest, or
9. chemical dependency or intoxication of the parties.

C. Circumstances authorizing a warrantless arrest:

- a. A peace officer may arrest without a warrant a person anywhere, including a place of residence, if the peace officer has probable cause to believe the person within the preceding seventy-two (72) hours has committed an act of domestic abuse, although the offense did not take place in the presence of the peace officer. A peace officer may not arrest a person pursuant to this section without first observing a recent physical injury to, or an impairment of the physical condition of, the alleged victim.
- b. An arrest, when made pursuant to this section, shall be based on an investigation by the peace officer of the circumstances surrounding the incident, past history of violence between the parties, statements of any children present in the residence, and any other relevant factors. A determination by the peace officer shall be made pursuant to the investigation as to which party is the dominant aggressor in the situation. A peace officer may arrest the dominant aggressor.
- c. When an assault/battery or other offense is committed in the officer's presence. The officers will arrest if:
 - a. Serious bodily injury results, or;
 - b. The assault was effected with a deadly weapon.
 - c. There was an attempted strangulation.
 - d. Under circumstances where a felony arrest without a warrant would be authorized. (See: Felony Arrest-Without a Warrant under the Arrest Procedures Policy.)
 - e. When an assault/battery or other offense is committed upon the officers.

- f. Where there is reasonable cause to believe there has been a violation of an Emergency Ex-Parte or Final Protective Order, under the conditions set forth in section XVI of this policy.

Officers may take physical custody where one party has made a lawful Citizens Arrest. (See: Citizen's Arrest under the Arrest Procedures policy.)

No officer may release a person arrested for violation of a protective order or an act of domestic abuse, stalking or harassment, as defined by state law, without the violator appearing before a magistrate, judge or court. The magistrate, judge or court shall determine bond and other conditions of release as necessary for the protection of the alleged victim.

IX. PROPERTY REMOVAL –

- A. Where a party to a domestic dispute is removing or attempting to remove property from a dwelling, the officers will not arrest and physical restraint will not be employed to prevent the removal of such property.
- B. The primary responsibility of the officers is:
 - 1. To prevent violence and preserve the peace.
 - 2. To refer parties to legal counsel and warn that their conduct may have civil and criminal consequences.

IX. PROPERTY DAMAGE/DESTRUCTION –

- A. Where a party to a domestic dispute is or has damaged or destroyed property of the parties in the officers' presence or prior to their arrival, the officers should not arrest.
- B. The officer should:
 - 1. Prevent violence and preserve the peace by whatever means is reasonably necessary.
 - 2. Refer parties to legal counsel and warn that their conduct may have civil and criminal consequences. The party inflicting the damage may be physically restrained if necessary.
 - 4. Arrests may be based on acts constituting disturbing the peace or other applicable offenses.

X. ADULTERY

Where one spouse seeks police intervention on an allegation of adultery, the officer should:

- A. Not arrest for adultery.
- B. Prevent an assault or the occurrence of violence.
- C. Observe all entry rules as previously outlined.
- D. Advise the parties that adultery is a felony and that only the spouse may seek to file charges at the District Attorney's Office.

- E. Not take an offense report.

XII. CHILD CUSTODY

Where one party to a domestic dispute alleges that a family member is violating a court order concerning custody of the children, the officer shall:

- A. Determine if there is any criminal violation such as, but not limited to, Section 567A of Title 21 of the Oklahoma Statutes.
 - 1. Any parent or other person who violates an order of any court of this state granting the custody of a child under the age of eighteen (18) years of age to any person, agency, institution, or other facility, with the intent to deprive the lawful custodian of the custody of the child, shall be guilty of a felony. The fine for a violation of this subsection shall not exceed Five thousand Dollars (\$5,000.00).
 - 2. The offender shall have an affirmative defense if the offender reasonably believes that the act was necessary to preserve the child from physical, mental, or emotional danger to the child's welfare and the offender notifies the local law enforcement agency nearest to the location where the custodian of the child resides.
 - 3. If a child is removed from the custody of the child's lawful custodian pursuant to the provisions of this section any law enforcement officer may take the child into custody without a court order and, unless there is a specific court order directing a law enforcement officer to take the child into custody and release or return the child to a lawful custodian, the child shall be held in emergency or protective custody pursuant to the provisions of Section 7003-2.1 of Title 10 of the Oklahoma Statutes.
- B. Suggest that parties seek legal counsel and warn parties of possible civil and criminal consequences of their conduct.
- C. An officer should evaluate the need for an incident report.
- D. The officer may arrest under circumstances as previously described.

XIII. CONFISCATION OF WEAPONS

- A. When a weapon is present at the scene of a domestic dispute and the officers perceive or are informed by one of the disputants that it may become involved in the dispute, the officers will:
 - 1. Request that the weapon be temporarily placed in their custody.
 - 2. Search for and remove a weapon if one of the parties requests that they do so and the party is lawfully entitled to give consent to search.
 - 3. Seize the weapon if it is in plain view and alternative remedies have not been effective in alleviating the threat of serious violence that it poses.
- B. Officers shall seize any weapon or instrument when the officers have probable cause to believe the weapon or instrument has been used to commit an act of domestic abuse, as defined herein, provided that an arrest is made, if possible at the same time.
- C. After any seizure under the circumstances described in Paragraph B, the District Attorney shall file a forfeiture action within ten (10) days of such seizure, or the weapon or instrument seized shall be returned to the owner. The assigned detective will notify the District Attorney of such seizure as soon as practical but no later than seventy two (72) hours after the seizure.

XIV. NOTICE OF RIGHTS TO A VICTIM OF DOMESTIC ABUSE

- A. Upon the preliminary investigation of any crime involving domestic abuse, as defined herein
 - 1. It shall be the duty of the first police officer who interviews the victim of domestic abuse to inform the victim of the twenty four hour statewide telephone service and hand such victim the following recorded statement:
As a victim of domestic abuse, you have certain rights. These rights are as follows:
 - a. The right to request that charges be pressed against your assailant;
 - b. The right to request protection from any harm or threat arising out of your cooperation with law enforcement and prosecution efforts, as far as facilities are available, and to be provided with information on the level of protection available;
 - c. The right to be informed of financial assistance and other social services available as a result of being a victim, including information on how to apply for assistance and services.
 - d. The right to file a petition for a protective order or, when the domestic abuse occurs when the court is not open for business, the right to request an emergency temporary protective order.
- B. Victims of domestic abuse will be informed of the local services available at "New Directions" and/or they will be advised to seek further assistance from personnel at the District Attorney's Office.

XV. EMERGENCY EX PARTE AND FINAL PROTECTIVE ORDERS

- A. PROCEDURES FOR OBTAINING AN EMERGENCY EX-PARTE PROTECTIVE ORDER.
 - 1. When the District Court is open for business, a victim of domestic abuse may seek relief by filing a petition for a protective order with the Court in either the county in which the victim resides or the county in which the defendant resides. The petition forms are provided by the clerk of the court. No filing fee is charged at the time the petition is filed. A victim of domestic abuse may complete a protective order form at Marie Detty, 905 SW F Avenue. A staff member of Marie Detty Youth & Family Service Center, Inc./New Directions will provide the protective order forms and assistance for completing them. We will accompany the victim to District court to file the petition and provide support/advocacy at the victim's request. We are open for business Monday through Friday 8:00 am to 5:00 pm including holidays.
 - 2. When the District Court is not open for business and an arrest has been made of a person who is reasonably believed to have committed an act of domestic abuse within the preceding seventy-two (72) hours, the victim may request a petition for an emergency temporary order of protection. The officer making the preliminary investigation shall:
 - a. Provide the victim with a petition and, if necessary, assist the victim in completing the form.
 - b. Notify a district court judge by telephone of the request and the circumstances of the case. The judge will inform the officer of his decision to approve or disapprove the request.

- c. Inform the victim whether the judge approved or disapproved an order. If approved, the victim will be given a copy of the temporary order and a statement signed by the officer indicating that the judge has approved the order. The victim must also be informed that the temporary order is only valid until the close of business on the next day the court is open.
 - d. Notify the person subject to the order of its issuance and conditions of the order. This notification may be made personally or in writing. A copy of the petition and temporary order shall be made available to said person.
 - e. File a copy of the petition and order, including the statement of the officer, with the district court immediately upon opening of court on the next day the court is open for business.
 - f. The "Emergency Protective Order" and "Petition for Protective Order" forms used by the district court will be utilized by this department in following the procedures set forth above. These forms will be available in the patrol office. Each unit should have at least one set of the forms.
3. After assisting a victim with obtaining an emergency temporary order of protection, the District Attorney's office requests the following additional procedures be complied with:
- a. The officer will make two (2) copies of the "Emergency Protective Order". One copy will be given to the victim. The other copy, along with the "Petition For Protective Order" and a copy of the report, will be placed on the shift commander's desk.
 - (1) The order must state that the victim is to appear at the Victim-Witness Center on the next court day at 10:00 a.m.
 - (2) To the left of the judge's signature block, the officer shall write the date and time that the temporary order will expire. This will be the close of business on the next court day.
 - b. The protective order, petition, and the offense/arrest report that are placed on the shift commander's desk shall be taken to the Victim-Witness Center by 9:00 a.m. on the next court day. This is the responsibility of the day shift Patrol Commander.

B. LEGAL SERVICE OF THE ORDER –

- 1. **BY COMANCHE COUNTY SHERIFF'S OFFICE** In most instances except as set forth in Paragraph A.2., the Comanche County Sheriff's Office is the arm of the court which serves the Emergency Ex Parte or Final Protective Order. The Lawton Police Department Front Desk will be formally notified when the order has been served. Before attempting to enforce an Emergency Ex Parte or a Final Protective Order, an officer will call the Front Desk to determine if a copy of the order is on file.
- 2. **BY OTHER DISTRICT COURTS IN THE STATE OF OKLAHOMA - Emergency Ex Parte and Final Protective Orders** issued by District Courts outside of Comanche County are legal and binding in Lawton if the order is in effect and has been served. The appropriate law enforcement agency must be notified to ascertain if legal service has been made.

C. ARRESTS

1. An officer may, without a warrant, arrest and take into custody a person if the officer has reasonable cause to believe that:
 - a. An emergency ex parte or final protective order has been issued and served upon the person;
 - b. A true copy and proof of service of the order has been filed with the law enforcement agency having jurisdiction of the area in which the plaintiff or any family or household member named in the order resides;
 - c. The person named in the order has received notice of the order and has had a reasonable time to comply; and
 - d. The person named in the order has violated the order or is then acting in violation of the order.
2. The charge will be a state charge and listed as "Violation of Ex Parte Protective Order #____" or "Violation of Final Protective Order #____".
3. The officer will prepare a detailed offense/arrest report.
4. The person arrested will be processed through the Lawton City Jail and transferred to the Comanche County Detention Center at the earliest opportunity.
5. The officer must tell the complainant to appear at the detectives section the next business day at 08:30 and that they will be required to sign an Official Complaint at the District Attorney's office. The officer will not be required to sign this document, unless requested by the District Attorney's Office. The complainant/victim will be directed by the Court to appear at a hearing and give evidence on the charge.
6. No officer may release a person arrested for a violation of an ex-parte or final protective order without the violator appearing before a magistrate, judge or court. The magistrate, judge or court shall determine bond and other conditions of release as necessary for the protection of the alleged victim.

<i>EFFECLIVE DATE:</i>		<i>GENERAL ORDER NUMBER:</i>
FEBRUARY 2015		11-5.230
<i>SUBJECT:</i>		<i>REPLACES POUICY NUMBER:</i>
DUI, DWI, AND APC PROCEDURES		3.22
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
		(Update - PBT Devices)
<i>DISTRIBUTION:</i>	<i>REEVALUATION DATE:</i>	<i>NUMBER OF PAGES:</i>
ALL OFFICERS	FEBRUARY 2018	13 Pages

I. PURPOSE

The purpose of this policy is to provide guidelines for use when making stops and/or arrests for Driving Under the Influence (DUI), Driving While Impaired (DWI), and/or Actual Physical Control of a motor vehicle (APC).

II. OFFICER'S RESPONSIBILITY

Officers should arrest any driver operating a motor vehicle on the public streets, highways, roads, other public places or on any private road, street, alley or lane which provides access to one or more single or multi-family dwellings when there is reasonable grounds to believe that the person is under the influence of alcohol or other intoxicating substance which may render such person incapable of safely driving. OFFICERS MUST REMAIN ALERT FOR PEOPLE WHO MAY BE SICK OR DISABLED INSTEAD OF INTOXICATED AND RESPOND ACCORDINGLY.

III. STANDARDIZED FIELD SOBRIETY TESTS

- A. All persons suspected of DUI, DWI or APC should be given a series of Standardized Field Sobriety Tests consisting of:
 - 1. HORIZONTAL GAZE NYSTAGMUS
 - 2. WALK AND TURN
 - 3. ONE LEG STAND

- B. EXCEPTIONS TO THE STANDARDIZED FIELD SOBRIETY TESTS:
 - 1. Physically disabled and/or unable to perform the tests.
 - 2. It is apparent that the individual is too intoxicated to (safely) perform the test.
 - 3. Officer is not trained in Standardized Field Sobriety Tests.

IV. PORTABLE BREATH TESTING (PBT) DEVICES

Note: PBT devices are a supplemental tool to the Standardized Field Sobriety Test (SFST). The PBT device alone is not probable cause for an arrest and it does not replace the State's Test.

- A. Permitted Use:
 - 1. The PBT device will only be issued and administered by those personnel who have been trained in their use.
 - 2. The PBT device may be used after the officer has conducted the SFSTs and the results of the SFSTs are inconclusive or when additional corroboration of the SFSTs results are needed to strengthen probable cause to arrest or to release a suspect.
 - 3. If an individual is physically disabled and/or unable to perform the SFSTs or it is apparent that the individual is too intoxicated to (safely) perform the SFSTs, the PBT device may be used to

strengthen probable cause to arrest or release a suspect when the officer has other observations of possible impairment. In any event, when the SFSTs are not performed due to these exceptions, explanatory documentation in the Arrest Report shall be made in accordance with Section VI.C. of this policy.

4. The PBT device may be used after the officer has advised the suspect that the PBT device is only a preliminary measurement and does not replace the State's Test.
 5. The PBT device may be used after the officer has advised the suspect that he/she is not compelled to participate in PBT device testing.
- B. The PBT device operator is responsible for the appropriate use, storage, care and maintenance of the PBT device.
- C. The PBT device will be calibrated and recalibrated according to the manufacturer's recommendations. An assigned supervisor will have responsibility for calibration and recalibration of PBT devices.

V. IMPOUNDMENTS

When a driver is arrested for DUI, DWI, or APC, the vehicle and its contents should be protected by impoundment as necessary. (See policy on Vehicle Impoundments.)

VI. ARREST REPORTS

- A. A detailed arrest report will be completed and turned in for all DUI, DWI, and APC cases regardless of test results and/or incarceration.
- B. If the person is not incarcerated, the Arrest Report will be labeled at the top, "Non-Custodial Arrest."
- C. An SFST check sheet (LPD Form 150) will be completed by the officer performing the SFST. If no SFST is performed explanatory documentation in the Arrest Report should be made.

VII. OFFICER'S AFFIDAVIT

- A. Regardless of the type of test given, the test results, or whether or not the person was incarcerated, an Officer's Affidavit will be processed on every DUI; DWI, or APC arrest.
- B. The State's copy of the affidavit will be mailed to the Department of Public Safety (DPS) and the suspect will be served with his copy.
- C. The State's copy is the only copy of the Affidavit that must be notarized and only if :
 1. The subject tested .08% or higher B.A.C. (21 years of age or older.)
 2. The subject tested .02% or higher B.A.C. (Less than 21 years of Age.)
 3. Refusal

VIII. NUMBER AND/OR TYPE OF TEST(S) TO BE GIVEN

- A. TESTS FOR ALCOHOL ONLY-
 1. Unless impractical or impossible, the state's test will be the breath test.
 2. If it is impractical or impossible to administer the breath test (due to injuries, death, etc. of the driver), the state's test will be the blood test.
 - a. Anytime a suspect is taken directly to a hospital for treatment following a collision, the state's test

should be the blood test.

- b. One (1) blood kit containing four (4) blood vials will be taken for the state's test and the suspect.
- c. All four (4) vials will be placed back in the kit and prepared for mail delivery to the Oklahoma State Bureau of Investigation. (No Property Receipt required).

B. TESTS FOR ALCOHOL AND/OR DRUGS

- 1. The breath test will be administered first if the circumstances allow.
- 2. If the state's test was a breath test and the suspect test below legal limits, but the officer has reasonable grounds to believe that the suspect may be using drugs in addition to or instead of alcohol, he will request a blood test using the state's blood kit.
 - a. If the state's test was the blood test, only one (1) blood kit will be used.
 - b. The blood kit will then be prepared for mail delivery to the Oklahoma State Bureau of Investigation. (No Property Receipt required).
- 3. If after administration of a breath test the suspect requests blood be drawn for additional testing by a doctor, laboratory, or nurse of his choosing four (4) vials of blood will be drawn and submitted to the state to be held for testing. The blood test kit requested by the suspect will be labeled "SUSPECT REQUEST".

IX. BLOOD SAMPLES BELONGING TO THE SUSPECT

- A. The suspect will not be given his blood sample.
- B. If a suspect desires to have his blood sample(s) independently tested, he or his attorney must make arrangements with an approved laboratory at his expense.

X. DRUG RELATED ARRESTS

- A. If the officer suspects the influence of drugs, he will attempt to gather information and/or evidence which will reveal the type of drug that may have been used.
- B. If the officer suspects the influence of drugs, a supervisor will be contacted to determine if a Drug Recognition Expert (DRE) is available to respond and administer a drug recognition evaluation.
- C. If a DRE evaluation is conducted, a DRE face sheet will be included with the arrest report and blood kit, if used.

XI. GENERAL DUI/DWI/APC ARREST PROCEDURE

- A. The following guidelines describe routine procedures for a typical DUI, DWI, or APC arrest and are not intended to be all encompassing for every possible situation.
- B. An officer establishes reasonable grounds to believe that the suspect may be DUI, DWI, or APC by:
 - 1. Observing a driver exhibiting common signs of intoxication.
 - 2. Results of the Standardized Field Sobriety Test.
- C. An officer may, without a warrant, arrest a person when the officer has probable cause to believe that the person was driving or in actual physical control of a motor vehicle involved in an accident upon the public highways, streets or turnpikes and was under the influence of alcohol or intoxicating liquor or who was under the influence of any substance included in the Uniform Controlled Dangerous Substances Act. Sections 2-101 et seq. of Title 63 of the Oklahoma Statutes.

- D. After the officer makes the arrest of the suspect he will read the Oklahoma Implied Consent Test Request card.
- E. The officer will ensure the securing of the suspect's vehicle by impoundment or release to another person. (See policy on Vehicle Impoundments)
- F. The officer will transport the suspect to the City Jail and ensure that the proper test(s) is administered within two (2) hours from the time of arrest.
- G. The Intoxilyzer Operator will visually check the suspect's mouth for foreign substances and start a deprivation period of at least fifteen (15) minutes.
- H. Regardless of the test results, the officer will provide the information for the Officer's Affidavit by:
 - 1. Giving the required information to the Intoxilyzer Operator.
 - 2. Giving the suspect his copy of the Officer' s Affidavit.
 - 3. Mailing the State's copy of the Officer's Affidavit.
- I. After using the Intoxilyzer, there will be two (2) copies of the Officer' s Affidavit automatically printed. Process the copies as follows:
 - 1. One (1) copy will be given to the suspect.
 - 2. One (1) copy will be notarized when needed and mailed to the state. Two (2) additional copies of the copy mailed to the state will be included with the arrest report.
- J. Regardless of the test results, the officer will complete and submit a detailed arrest report, even if the suspect is not incarcerated.

XII. INCARCERATION CRITERIA

- A. Incarceration is the normal procedure for handling any suspect who has been arrested for DUI, DWI, or APC. If the arresting officer is in doubt about incarcerating a suspect, he should consult his immediate supervisor.
- B. If injuries or physical condition would not prevent it, the suspect will be incarcerated if any of the following circumstances exist:
 - 1. The suspect has been involved in a Traffic Collision with Injury or a possible/confirmed Fatality Accident.
 - 2. Identification of the suspect is in question.

XIII. HOSPITALIZED SUSPECTS AS A RESULT OF A TRAFFIC COLLISION

- A. After gathering sufficient information from the hospital's medical staff, the officer will determine if the suspect should be incarcerated.
- B. The state's test will be the blood test for any suspect taken to the hospital for treatment and/or admission following a traffic collision unless the breath test has been previously administered.
- C. The following procedure should be used for a hospitalized DUI/DWI/APC suspect:
 - 1. Keeping in mind that tact must be used for an injured person, the officer will advise the suspect that he is under arrest for DUI/DWI/APC.
 - 2. The officer will read the Oklahoma Implied Consent Test Request card and insert the word "Blood" in the space provided for identifying the state's test.
 - 3. If the suspect refuses the test, the officer will ask the suspect to sign a refusal statement and will

- then confiscate the suspect's driver's license to be submitted to the DPS with the other required documents.
4. The officer will serve the suspect with his copy of the affidavit.
 5. If the officer determines that incarceration is not appropriate, the officer will then issue the appropriate traffic citations. Court dates should be handled using the following guidelines:
 - a. depending on the severity of the injuries, the officer should set the court date for two or more weeks away.
 - b. depending on the condition of the suspect, the officer should explain the court date to any adult family member present.
 6. The officer will inform the suspect and/or family members present of the location of the suspect's vehicle furnishing information as to the wrecker's name, address, and phone number.
 7. Indicating "Non-Custodial Arrest" at the top, the officer will complete and submit a detailed arrest report with information as to where the suspect was hospitalized along with other pertinent information concerning the arrest.

XIV. UNCONSCIOUS SUSPECTS REQUIRING HOSPITALIZATION FOLLOWING A TRAFFIC COLLISION

- A. The State's test will be a blood test for any unconscious DUUDWI/APC suspect.
- B. Based upon reasonable grounds to believe that the suspect is intoxicated and learning that the suspect is unconscious or otherwise incapacitated, the arresting officer will inform the hospital's medical staff that the suspect is being arrested for DUI/DWI/APC and that blood samples are to be drawn for the state's test.
- C. The officer will witness the blood being drawn, process the blood kit, and prepare the blood kit for mailing to the Oklahoma State Bureau of Investigation.
- D. The suspect's driver's license will not be confiscated at this time.
- E. Indicating "Non-Custodial Arrest" at the top, the officer will complete and submit the arrest report and other required paperwork.
- F. The officer will prepare the appropriate Citation(s).
- G. When the suspect is conscious and coherent, the officer should take another officer as a witness and then:
 1. Advise the suspect that he has been arrested for DUUDWI/APC and that a blood sample was drawn at the time of his arrest. However, the officer will not indicate the blood test results if known.
 2. Read the Oklahoma Implied Consent Test Request card inserting the word "Blood" in the proper blank as provided on the card.
 3. The officer will then ask the suspect if he will take the state's test; provided, however if a charge(s) has already been filed by the prosecutor, the suspect must be advised of his right to consult an attorney before responding to the request to take the state's test.
 - a. If the suspect replies affirmatively, he will be advised of his test results, if they are available.
 - b. If the suspect replies negatively, the officer will process the refusal and confiscate the suspect's driver's license.
 - c. The suspect will be informed of the charge(s) filed or to be filed against him.
 4. The officer will serve the suspect with the appropriate Citation(s) and a copy of the Officer's Affidavit.
 - a. If the circumstances warrant incarceration of the suspect upon release from the hospital, court dates will not be indicated on the Citation(s) or set by the officer.

- b. If the suspect is not to be incarcerated upon release from the hospital, the officer will set an appropriate court date and indicate the date on the Citation(s).

XV. SERIOUS INJURY OR FATALITY ACCIDENTS

- A. When an officer has probable cause to believe that the person under arrest, while intoxicated, has operated a motor vehicle in such a manner as to have caused the death or serious physical injury of any other person(s), the suspect driver may not refuse to take the state's test.
- B. When the driver of any vehicle involved in an accident could be cited for any traffic offense and the accident resulted in the immediate death of any person, the driver shall submit to drug and alcohol testing as soon as practicable after such accident occurs.
- C. The following procedures apply to drivers who attempt to, but cannot refuse the state's test under paragraphs A or B:
 - 1. Blood will be drawn at the direction of the officer.
 - 2. If necessary, the suspect may be restrained in order to draw blood.
 - 3. Fill out the Consent to Blood Test form, check the appropriate boxes, place a copy in the blood kit and prepare the kit for mailing to OSBI. Mark the Consent form "For criminal prosecution only."
 - 4. Go to an Intoxilyzer, have the operator prepare the Refusal Affidavit, and serve the arrestee notice of revocation of his license as soon as possible.

XVI. ACTUAL PHYSICAL CONTROL (APC)

- A. Actual Physical Control of a motor vehicle means that a person under the influence of alcohol or other intoxicating substance has the means and ability to operate a functioning motor vehicle.
- B. Elements of the offense include:
 - 1. The suspect must be in the vehicle. The keys do not have to be in the ignition but must be readily available to the driver.
 - 2. The vehicle must be operable. The officer will start the vehicle and move it enough to determine that the vehicle is operable.
 - 3. The results of the breath test and/or blood test indicates:
 - a. A breath test result of .08% or .02%, as applicable, or higher for alcohol.
 - b. The state's test was refused.
 - c. The suspect was given a blood test for alcohol or other intoxicating substance.
- C. If the circumstances do not fall into the criteria listed above, the suspect will not be charged with APC or incarcerated.

XVII. DRIVER'S LICENSE CONFISCATION

- A. An officer will confiscate the suspect's driver's license when:
 - 1. The state's test is refused.
 - 2. The results of a breath test indicate a reading of .08% or .02%, as applicable, or higher.
- B. The State will make appropriate confiscations based upon the results of blood tests.

XVIII. DUI/APC CHARGES FILED IN DISTRICT COURT

- A. For every DUI/APC arrest, the arresting officer will have the suspect's driving record checked for prior DUI/APC arrests.

- B. If a suspect's breath test results in a reading of .08% or .02%, as applicable, or higher and he has been arrested for DUI/APC previously, the officer will present the charge as a state charge to the District Attorney for filing with the District Court.
- C. When presenting a state charge to the District Attorney, the arresting officer will:
 - 1. Provide a copy of the Oklahoma Department of Public Safety driving record.
 - 2. Submit all original reports regarding the arrest through the normal procedure to be approved by a supervisor and submitted to the records section of the Lawton Police Department.
 - 3. Prepare a cover sheet for submittal to the District Attorney's Office.
- D. The case will be presented to the District Attorney by the arresting officer if the District Attorney's Office is open when the case file is completed.
- E. If the case file is completed during such time the District Attorney's Office is closed, the case file will be forwarded through the Watch Commander to a Uniform Division Supervisor who will cause the case to be presented to the District Attorney. If the case file is completed during such time that the District Attorney's Office is closed, an entry will be made on the Watch Commander's Activity Report.
- F. The officer presenting the case to the District Attorney's Office is responsible for assuring that:
 - 1. If the District Attorney accepts the case, the suspect is transferred to the Comanche County Detention Facility.
 - 2. If the District Attorney declines the case, the case is immediately presented to the City Prosecutor.
 - 3. If the case is accepted by the City Prosecutor after being declined by the District Attorney, the presenting officer will ensure the citation(s) and accompanying reports so reflect and that the Records and Jail Sections are notified.

XIX. REFUSALS TO TAKE THE STATE'S TEST (S)

- A. The arresting officer may require one or more tests. A refusal occurs when the suspect refuses to take any or all of the required tests.
- B. If the suspect will not take the state's test, the arresting officer should attempt to locate a witness to corroborate the refusal.
- C. A refusal occurs when the suspect indicates an unwillingness to submit to the state's test. There are basically four (4) types of refusals:
 - 1. Direct: "No I will not take the state's test," or refusing to submit to additional test.
 - 2. Implied: Silence, indecisiveness, combativeness, stalling, refusing to blow, or any type of uncooperative action which interferes with the officers' or operators' ability to administer the test.
 - 3. Conditional: Will submit upon occurrence of third (3rd) event, (i.e., "Let me talk to a lawyer", "Let me have a drink", "Let me call someone", "If you let me take a blood test", etc.). The rights of the motorist are express and certain. In the event that the motorist requests a lawyer, etc., the officer should reread paragraph 5 of the Implied Consent test request.
 - 4. Conduct: Often a licensee will orally consent to testing, but will not fully cooperate with the testing procedure. The lack of cooperation may be evidenced by not providing an adequate air specimen or any other type of uncooperative or combative behavior. In such cases, document the exact behavior. Insure there is no physical impairment and advise the licensee that he must cooperate or his behavior will be deemed a refusal. Give the licensee several attempts and advise of the refusal should the behavior continue.
- D. After affording reasonable opportunity for the suspect to take the state's test and he still refuses, the arresting officer has no further responsibility to offer the state's test.

1. If the suspect changes his mind while still in custody and in the officer's presence, the suspect will be administered the test if:
 - a. The test will still be accurate.
 - b. Testing equipment and the operator are still available.
 - c. Granting the request will not result in substantial inconvenience or expense to the department.

XX. BLOOD TESTS REQUESTED AND PAID FOR BY THE SUSPECT

- A. If the state's test was the breath test, the suspect may request the drawing of blood for additional testing at his expense.
- B. The arresting officer will not deny the suspect the opportunity to arrange for an additional test as long as the state's test(s) has been administered first.
- C. In order to have the additional test conducted, the suspect may elect to:
 1. Call a qualified person to the Jail Section.
 2. Go to one of the local hospitals.
 3. Make an appointment and meet a qualified person at any local hospital, medical facility, or doctor's office.
- D. If transportation is required to a local facility, the arresting officer will provide it.
- E. The general requirements for additional testing requested by the suspect are:
 1. Any test must be done within two hours of the arrest.
 2. The person(s) administering the test must be qualified as defined by the Oklahoma Board of Chemical Tests.
 3. The suspect must pay for the test(s).
 4. The officer must also label the state's test kit with "SUSPECT REQUEST" to distinguish blood vials to be used for the state's test and for the suspect's additional testing.
 5. The officer must explain to the suspect that his samples will be kept as evidence and that arrangements for testing of his blood must be made with the Oklahoma State Bureau of Investigation within sixty (60) days.
 6. The officer must include details of any additional test(s) in the arrest report.
 7. If the additional test is administered at a different time than the State's test, the officer should document the times in the arrest report

XXI. HIGH BREATH TEST RESULTS

- A. If the suspect's breath test results indicate a reading of .35% or higher, the suspect will not be incarcerated until he has immediately been taken to an emergency room for treatment and medical clearance.
- B. If the suspect's breath test results indicate a reading of .30% or higher, additional breath tests will be given every fifteen (15) minutes for medical purposes only to determine if the reading is going to continue to go up or will go down. If the reading continues to climb the suspect will immediately be taken to an emergency room for treatment and medical clearance.

XXII. BLOOD TEST PROCEDURES

- A. The arresting officer will follow the instructions inside the blood kit
- B. The officer must actually witness the withdrawal of the blood.

- C. The officer must ensure that only the contents of the blood kit are used.
- D. The officer must ensure that the only contents resealed in the blood kit are the blood kit vials.

XXIII. JUVENILE PROCEDURES

- A. A juvenile arrested for DUI, DWI, or APC will be tested and processed the same as an adult with the exception and addition of the following provisions.
- B. If a juvenile is arrested for DUI or APC, the arresting officer will first attempt to contact the parents, guardian, or other adult responsible family member and determine if they are willing to assume care and custody of the juvenile and guarantee his court appearance at the appointed time.
- C. Juveniles will only be incarcerated in accordance with the Juvenile Procedures policy.
- D. If arrangements cannot be made for the juvenile's release and the juvenile is not incarcerated in the juvenile detention center, the juvenile will be taken to the Community Intervention Center (C.I.C.).
 - 1. The Juvenile will be transported to a hospital for medical clearance as required by the circumstances and/or requested by CIC staff.
 - 2. The arrest report will contain full details of where the juvenile is placed.
 - 3. The person or facility assuming custody of the juvenile will be given a copy of the citation(s) and the consequences of a failure to appear will be explained.
- E. If the juvenile is to be incarcerated in the juvenile detention center, the Juvenile Bureau must be contacted and approve it.
 - 1. The arrest report must contain the name of the authorizing person.
 - 2. Before an intoxicated juvenile can be incarcerated, he must be checked by the juvenile detention center supervisor to determine the need for medical clearance.
 - a. The arresting officer will transport the juvenile to an emergency room for medical clearance if requested by the supervisor.
 - b. The juvenile will be returned to the detention center as soon as the juvenile is medically cleared and all documentation from the emergency room will be provided to the detention center staff.
 - c. If the juvenile refuses treatment, the Juvenile Bureau will be contacted and they will determine what will be done. Except for life-threatening situations, the officer will not force the juvenile to accept treatment without a Court Order obtained by the Juvenile Bureau.

EFFECTIVE DATE: FEBRUARY 2004		GENERAL DIRECTIVE NUMBER 11-5.250
SUBJECT: EMERGENCY VEHICLE OPERATIONS		REPLACES POLICY NUMBER: 11-5.250, 12/96
REFERENCE:		SPECIAL INSTRUCTIONS:
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I. PURPOSE-

The primary purpose of this policy is to establish procedures for the Operation of police vehicles under emergency conditions in a manner that balances law enforcement's duty to enforce the law and apprehend violators with the safety of the public and police officers.

II. DEFINITIONS-

- A. **VEHICLE PURSUIT**-An active attempt by an officer in a police vehicle to stop or apprehend one or more occupants of a moving motor vehicle, under circumstances where the officer reasonably believes the driver of such vehicle is aware of the attempt and is resisting apprehension by maintaining or increasing speed, using other evasive tactics or ignoring the attempt of the officer to stop the driver.
- B. **HOT PURSUIT**- Pursuit of an offender, without unreasonable delay, but not necessarily instant or immediate pursuit, in order to effect his apprehension and arrest for the commission of an offense.
- C. **PURSUIT VEHICLES** -
 - 1. **Primary Unit:** The police vehicle that initiates a pursuit or any unit that assumes control of the pursuit as the lead vehicle (the first police vehicle immediately behind the fleeing suspect).
 - 2. **Secondary Unit:** Any police vehicle which becomes involved as a Backup to the primary unit and follows the primary unit at a safe distance.
- D. **EVADER**- A driver who continues to drive his vehicle, refusing to pull to the right and stop when he knows, or should know, that audible and/or visual signals from the police unit had directed him to do so, but who does not attempt to escape by driving recklessly and/or at accelerated speeds.
- E. **RECKLESS EVADER**- A driver who, in order to escape or avoid apprehension by a police officer, drives his vehicle recklessly and/or at accelerated speeds.
- F. **AUTHORIZED TIRE DEFLATION DEVICE**- A device designed and intended to produce a controlled deflation of one or more tires of a pursued vehicle, and capable of operation consistent with criteria established in this policy.
- G. **BOXING IN** - The surrounding of a violator's moving vehicle with moving pursuit vehicles, which are then slowed, to a stop along with the violator's vehicle.
- H. **HEADING OFF** - An attempt to terminate a pursuit by pulling ahead of, behind or toward a violator's moving vehicle to force it to the side of the road or to otherwise come to a stop.
- I. **TACTICAL VEHICLE INTERVENTION**- (T.V.I.)- This shall not be confused with ramming. Ramming will not be performed. T.V.I. is carefully placing the patrol vehicle against the violator's vehicle and tactically removing the violator's vehicle from the roadway at a certain location.
- J. **VEHICLE CONTACT ACTION** - Any action undertaken by the pursuing officer intended to result in contact between the moving police vehicle and the pursued vehicle.
- K. **PARALLELING** -
 - 1. **Street paralleling:** Driving a police vehicle on a street parallel to a street on which a pursuit is occurring.
 - 2. **Vehicle Paralleling:** A deliberate offensive tactic by one or more patrol vehicles to drive alongside the pursued vehicle while it is in motion.
- L. **DIVIDED HIGHWAY** – A road, which includes a physical barrier between traffic traveling in opposite directions.
- M. **ROADBLOCK** – (See Roadblocks, Barricades and Checkpoints Policy No. 11-5.760)

III. GENERAL PROVISIONS-

- A. Police Officers who operate an authorized emergency vehicle are granted exemptions from certain traffic laws when exercising their official duties and when in compliance with state statutes for such operation (O.S. 47 & 11-106 and O.S. 47 & 12-218).
 - 1. The exemptions from certain traffic laws apply only when there is an emergency or pursuit situation.
 - 2. Only certain actions are exempt.
 - 3. The emergency vehicle must use both an audible (siren) and visual (flashing light) signal as required by state statute, except that an emergency vehicle operated as a police vehicle need not be equipped with or display a red light visible from in front of the vehicle. (This subsection shall not be construed as requiring a police officer operating a police vehicle properly and lawfully in response to a crime in progress to use audible signals). (O.S. 47 11-106)
 - 4. The emergency vehicle must be driven, at all times, with due regard for the safety of all persons.
- B. CODE ONE-Operation of the police unit in a routine manner without operation of any emergency equipment.
 - 1. Used to promptly respond to a routine call.
 - 2. Use in normal driving.
- C. CODE TWO- Operation of the police unit using visual red lights, but not audible siren signal. "Code Two" responses shall be used on occasions when police officers are responding to crimes in progress, funeral escorts, building escorts, military escorts, and etc.
- D. CODE THREE- Operation of the police unit at moderate or high speed with due regard for the safety of all persons utilizing full emergency warning equipment for the following type of situations:
 - 1. Officer in trouble.
 - 2. Felonies in progress.
 - 3. Assaults and/or batteries in progress.
 - 4. Accidents, fires, or injuries where human life may be in jeopardy.
 - 5. Pursuits.
 - 6. Other emergencies

IV. RADIO PROCEDURE

Officers not directly involved in a police pursuit are to change their unit radios to Channel Two when Dispatch advised that a 10-63 is in effect for channel one. This will allow for the proper handling and dispatching of other calls for service during the pursuit. Officers can still monitor the pursuit and developing events on their handheld radios.

V. VEHICLE/HOT PURSUITS-

- A. Officers should weigh the necessity for pursuit, apprehension, or emergency response against the probability and severity of possible damage to property or injury to himself and/or the public.
- B. When the pursuing officer knows, or is reasonably certain, that the fleeing vehicle is operated by a juvenile, then the officer must carefully consider whether the nature of the offense justifies the pursuit or continuation of the pursuit.
- C. Action in a pursuit or emergency response that unnecessarily endangers life or property must be avoided.
- D. While engaged in emergency vehicle operations, officers should continue to evaluate the following factors throughout the pursuit and adjust the speed of the vehicle accordingly, discontinue the pursuit or take other appropriate action as necessary.
 - 1. Nature and/ or seriousness of the offense.
 - 2. Manner of operation of suspect vehicle. (E.g. suspect turns off lights at night or they are inoperable).
 - 3. Road conditions (Intersections, traffic controls, curves, hills, repair, and width of road).
 - 4. Population density.
 - 5. Geographic location (Schools, hospitals, business district, and factories).
 - 6. Vehicular and pedestrian traffic.
 - 7. Weather
 - 8. Familiarity with area.

9. Vehicle capability and reliability.
 10. Time of day
 11. Number of occupants in pursued vehicle.
 12. Knowledge of the identity of the pursued suspect(s)
- E. An officer will NOT engage in vehicle/hot pursuit when it reasonably appears that apprehension of the escaping offender by other means is likely and that no harm to persons or property is threatened.
- F. An officer in Vehicle/hot pursuit may enter other jurisdictions, continue in pursuit, and arrest a person on the following grounds:
1. The person committed a felony in the presence of the officer,
 2. The officer knows or has reasonable grounds to believe that a felony has been committed and knows or has reasonable grounds to believe that such person committed it; or
 3. The person committed a misdemeanor in the presence of the officer and is endangering the public.

V. ROLE OF THE PURSUING OFFICER

- A. The decision to initiate and/or continue a pursuit requires weighing the need to immediately apprehend the violator against the degree of risk to which the officer and others are exposed as a result of the pursuit.
- B. Upon the commencement of a pursuit, the pursuing officer will immediately activate emergency equipment.
- C. Once the pursuit has been initiated; the primary unit must notify dispatch and provide as much of the following information as is known:
1. Pursuing Units Call Sign
 2. Reason for the pursuit.
 3. Direction of travel, designation and location of roadway
 4. Identification of the violator's vehicle: year, make, model, color, vehicle registration number and other identifying characteristics.
 5. Number of occupants.
 6. The speed of the pursued vehicle.
 7. Other information that may be helpful in terminating the pursuit or resolving the incident.
- D. When it appears a pursuit will go beyond the boundaries of the city limits the officer shall notify his supervisor and request that notification be made to officers of the jurisdiction in which the pursuit is occurring.

VI. VEHICULAR PURSUIT RESTRICTIONS

- A. No pursuits will be conducted in a direction opposite to the flow of traffic on a divided highway without specific supervisor approval.
- B. No more than two police vehicles (primary unit and secondary unit) shall become actively involved in a pursuit unless otherwise specifically directed by a supervisor.
- C. A motorcycle officer may initiate a pursuit, but will relinquish primary unit status immediately upon the participation of a marked police vehicle.
- D. An unmarked police vehicle will not participate in a vehicular pursuit unless it is equipped with emergency lighting and an audible device as required by state statute. The unmarked car shall relinquish primary unit status immediately upon the participation of a marked vehicle.
- E. To diminish the likelihood of a pursuit, a police officer intending to stop a vehicle for any violation of the law shall, when possible and without creating a threat to public safety, close the distance between the two vehicles prior to activating emergency equipment.
- F. Throughout the course of a vehicular pursuit, pursuing officers shall not attempt to overtake or pass the violator's moving vehicle unless in response to an imminent threat to the safety of the public or a police officer.
- G. Upon approaching an intersection controlled by traffic signals or signs, or any other location at which there is a substantially increased likelihood of collision, the operator of any pursuit vehicle shall, prior to entering the intersection, reduce the vehicle's speed and control the vehicle speed and control the vehicle so as to avoid collision with another vehicle or a pedestrian. The officer shall observe that the way is clear before cautiously proceeding through the intersection.

- H. Officers involved in a pursuit will not engage in vehicle paralleling on adjacent streets.
- I. Boxing in or heading off a violator's moving vehicle is permitted only under extraordinary circumstances. These tactics substantially increase the risk inherent in the pursuit and shall only be employed:
 1. At low speeds, and
 2. With the approval of a supervisor, or
 3. In response to an imminent threat to the safety of the public or a police officer.
- J. Roadblocks must be employed only in circumstances where deadly force would be justified and with supervisor approval. (See Roadblocks, Barricades, and Checkpoints Policy No. 11-5.760)
- K. Officers involved in a pursuit shall not fire any weapon from or at a moving vehicle nor engage in any vehicle contact action except as a last resort to prevent imminent death or serious injury to the officer or another person where deadly force would be justified.
- L. Tactical Vehicle Intervention will only be used by those officers who have been trained in this maneuver by C.L.E.E.T. and then it will only be used after supervisor approval.

VII. AUTHORIZED TIRE DEFLATION DEVICES

- A. Tire deflation equipment will only be deployed with supervisor approval. Only those officers who have received training in the use of the equipment will deploy it.
- B. Only department provided and authorized equipment will be used. This equipment will be stored in the manufacturer's provided carry case. Supervisors will be responsible for checking and maintaining the equipment in their vehicles.
 1. After each use, the equipment will be thoroughly inspected for damage, spikes will be replaced and the unit repaired per the manufacturer's instructions.
 2. During each monthly inspection the shift commander will inspect the tire deflation equipment thoroughly for damage, missing spikes, etc. and will have the damage repaired or the missing spikes replaced.
- C. The safety of officers, citizens, and violators should be of the utmost concern, and careful planning is essential before deploying this equipment. The tire deflation equipment shall not be deployed on the following:
 1. Vehicles with less than four wheels (motorcycles)
 2. Vehicles transporting hazardous materials.

Note: The only exception will be when an officer can use Deadly Force under policy 11-5.370.
- D. The deployment location should allow for proper deployment and provide as high a degree of safety as possible.
 1. Natural barriers that can provide protection for the officers should be utilized if possible.
 2. An adequate line of sight to the approaching pursuit must be available.
 3. Patrol vehicles may be parked in such a manner to provide additional warning and protection without blocking the pursuit.
 4. Deployment should be set far enough ahead of the pursuit to allow for adequate set up time. A rushed deployment is ineffective and dangerous.
 5. The deploying officer(s) will provide information on location and readiness to the pursuing officers. There shall be no deployment if the pursuing officers do not receive this information.
 6. Target vehicle information must be sent from the pursuing units to the deploying officer(s). A visual confirmation by the deploying officer(s) must be made to reduce the possibility of error.
 - E. The deployment, deactivation, recovering, care and storage of the tire deflation device will be in accordance with the manufacturer's recommendations.
 - F. Deployment of the tire deflation device will be reported in the same manner as other types of use of force.

VIII. ROLE OF THE SUPERVISOR

Upon being notified or becoming aware of the pursuit, the supervisor shall decide as quickly as possible whether or not the pursuit should continue.

- A. The supervisor shall order a pursuit terminated at any time if he concludes that the danger to the pursuing officers or the public outweighs the necessity for immediate apprehension of the violator.
- B. The supervisor shall consider whether to terminate the pursuit if the suspect's identity is established to the point where later apprehension may be accomplished and where there is no immediate threat to public safety.
- C. A supervisor shall order the termination of any pursuit of protracted duration unless the supervisor determines that further pursuit is justified to respond to an immediate threat to public safety.
- D. The supervisor shall ensure, for the duration of the pursuit, that all officers follow this policy and procedures.

IX. REINSTATING PURSUITS

Reinstatement of any previously terminated pursuit shall be undertaken consistent with the authorization criteria for originally initiating a pursuit.

X. INTERJURISDICTIONAL PURSUITS

- A. Notification by another jurisdiction of a pursuit in progress shall not be construed as a request to join the pursuit. The caller from the outside agency will be specifically asked if they are making a request for assistance or merely making a notification.
 - 1. All LPD pursuit policies are in effect while providing assistance.
 - 2. The person receiving a notification of a pursuit by an outside agency shall carefully assess the circumstances to determine if the pursuit is likely to enter the city of Lawton, and if so, attempt to obtain the same information required of a primary unit.
 - 3. Requests from other agencies for pursuit assistance will be broadcast and the first departmental unit to join the pursuit; with a supervisor's approval, will be designated as the backup unit.
 - a. A supervisor must specifically authorize any additional assistance by this department.
 - b. No more than three (3) vehicles from the combined jurisdictions should be directly involved in any pursuit.
 - 4. If our department is involved in a pursuit into another jurisdiction, a supervisor will arrange for affected agencies to be notified and advise them the call is either a request for assistance or merely a notification of the pursuit.
 - 5. When an officer apprehends an offender outside of Comanche County, he will assure that the person arrested is taken, without unnecessary delay, before the nearest available magistrate of the county in which the arrest was made.

<i>EFFECTIVE DATE:</i> 9-1-99		<i>GENERAL ORDER NUMBER:</i> 11-5.270
<i>SUBJECT:</i> EMPLOYMENT, OFF-DUTY		<i>REPLACES POLICY NUMBER:</i> 3.25
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i> 9-1-00	<i>NUMBER OF PAGES:</i> 2

I. PURPOSE

The purpose of this policy is to establish guidelines concerning employment with any employer other than the Lawton Police Department including self-employment.

II. INTENT -

- A. The needs and requirements of the Lawton Police Department shall, at all times, take precedence over any and all outside employment.
- B. Regardless of outside employment commitments, all officers are subject to recall to duty at any time circumstances make it necessary.
- C. Police Department management has the right to order an officer to cease off-duty employment activity, if:
 - 1. The employment causes or breeds disrespect for the officer, the uniform, or the Lawton Police Department.
 - 2. The employment causes or will potentially cause embarrassment to the Department.
 - 3. The employment interferes with the officer's employment with the Department.
 - 4. The employment impairs the officer's efficiency or independence of judgment in the performance of his duties for the Lawton Police Department.
 - 5. The outside employment causes the officer to participate in or commit acts which are illegal, immoral, or violate the policies, procedures, rules, or regulations of the department.

III. APPROVAL REQUIRED

- A. Officers wishing to participate in outside employment must submit a written request for approval, through the Chain of Command, to the Police Chief. The request will contain:
 - 1. The name of the employer, address, telephone number, time and nature of employment, and the number of hours per duty day that will be worked.
 - 2. The attire required of the officer
 - 3. The specific duties and responsibilities required by the employer.
- B. The officer must have written permission from the Police Chief before participating in any outside activity, which results in earned income from the officer's presence and/or effort.
- C. Ownership and operation of a private business or working at the same job on a long-term basis, need only be approved once in writing.
- D. An officer will be considered to have disobeyed a direct order from the Police Chief when he participates in any outside employment without prior approval, in writing, from the Police Chief.
- E. Supervisors have a standing, direct order from the Police Chief to initiate immediate disciplinary action when they become aware of a violation of this policy. Failure to act will be insubordination and dereliction of duty.

IV. OFF - DUTY EMPLOYMENT PROCEDURE

- A. EMPLOYMENT FOR UNIFORMED DUTY -

1. The officer must have prior written approval from the Police Chief.
2. The officer may issue lawful orders and take actions as a Police Officer.
3. The officer may represent himself as a Police Officer for the City of Lawton.
4. Charges of Assault on a Police Officer, Disobeying a Lawful Order, and any other charge specifically relating to a Police Officer's duties and/or position will apply.
5. The officer will abide by all City of Lawton and departmental policies, procedures, rules and regulations.

B. EMPLOYMENT FOR PLAINCLOTHES DUTY -

1. The officer must have prior written approval from the Police Chief.
2. The officer will act as a PRIVATE CITIZEN and all arrests will be based on Citizen's Arrest procedures.
3. Charges of Assault on a Police Officer, Disobeying a Lawful Order, and any other charge specifically relating to a Police Officer will not apply unless the offender clearly understood that he was dealing with a Police Officer prior to the offense.
4. The officer will abide by all City of Lawton and departmental policies, procedures, rules, and regulations.

<i>EFFECTIVE DATE:</i> April, 2007		<i>GENERAL ORDER NUMBER:</i> 11-5.290
<i>SUBJECT:</i> EQUIPMENT AND SUPPLIES, USE OF		<i>REPLACES POLICY NUMBER:</i> 3.26
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i> April, 2009	<i>NUMBER OF PAGES:</i>

I. PURPOSE

The purpose of this policy is to establish acceptable responsibilities for the care and maintenance of equipment and supplies issued by the City of Lawton.

II. VEHICLES –

A. MAINTENANCE -

Each vehicle will be maintained by the operator(s) of the vehicle. Each operator is responsible for the overall maintenance of the vehicle. As a guideline:

1. The operator is responsible for checking the fluid levels of the: Oil, power steering unit, transmission, brake, radiator, and battery. A maintenance check should also be made on the air filters and the lighting. If there are any areas requiring attention, the operator will ensure that the deficiencies are rectified. Failure to correct the deficiencies should be reported to the immediate supervisor.
2. The operator is responsible for assuring the vehicle is lubricated, the oil is changed, and “mechanical” repair is performed.
3. The operator is responsible for the interior and exterior cleaning of the vehicle and the inspection of the electrical system.

B. REPAIRS AND/OR SCHEDULED MAINTENANCE -

1. The City shop or Fleet Maintenance Officer will make all mechanical repairs on City vehicles unless the authorized repair is minor and no expense is incurred by the City.
 - a. A “Unit Service Needed Report” form should be completed and submitted to the Fleet Maintenance Officer when a vehicle is turned in for repair. This form must be signed by a supervisor before the unit is turned in and in order to have the repairs made.
 - b. The Electronic/Communications Department will repair all electrical malfunctions that involve the radios and the unit’s emergency equipment package.
2. Police units are subject to an oil change every 4,000 miles or 120 days -- whichever comes first.
 - a. The operator is responsible for assuring the oil change and lubrication services are properly performed.
 - b. Lube/oil change includes the following:
 - (1.) New oil added.
 - (2.) New oil filter installed.
 - (3.) Greased.
 - (4.) Check air filter and replace if necessary.
 - (5.) Check power steering fluid, brake fluid, and battery fluid levels.
3. If the operator determines a vehicle is unsafe to operate, he will advise his immediate supervisor of the situation. The supervisor will determine if the vehicle is to be “dead lined”.

C. TOWING OF A CITY VEHICLE -

1. If possible during regular working hours, the Fleet Maintenance Officer or the City Shop will be called before any City vehicle is towed. They will determine if they can repair it sufficiently to get it to the shop without towing it.

2. If the City Shop is unable to respond or, if the vehicle must be towed to the shop, the operator's supervisor will have the wrecker service contacted that is under current contract with the City.
3. Before the vehicle is towed away, the operator will secure all equipment by placing it in the trunk of the vehicle.
 - a. The operator will ensure that the trunk is locked.
 - b. If the trunk cannot be locked, the equipment will be secured at the police vault.
4. If the vehicle is being towed to or left at the City Shop, the driver's door will be locked and a unit key will be placed in the key lock box located in the Police Unit Maintenance Compound.
5. The on-duty supervisor is responsible for notifying the Fleet Maintenance Supervisor of any unit which is:
 - a. Deadlined for being unsafe.
 - b. Wrecked (See policy for Review & Classifications of Police Vehicle Collisions).
 - c. Serviced incorrectly.
 - d. Un-serviced when service was requested.
 - e. Having other vehicle related problems.

D. INSPECTIONS -

(See policy on Vehicles Inspections.)

E. RESTRICTIONS FOR USE -

1. Police vehicles are not to be used to push any other vehicle unless they have a unit push bumper. The police vehicle is not to be used to tow any other vehicle.
2. Police vehicles are not to be used to "jump start" any vehicles except other police vehicles. Officers and Sentinels may "jump start" other vehicles with a "jump box" if their unit is so equipped.
3. Police vehicles are not to be operated on unimproved dirt roads or other hazardous areas if operations will result in damage to the vehicle. The exceptions to this are emergency situations and required patrolling.
4. Only authorized posters, pictures, or "bumper stickers" may be displayed in any manner on a police vehicle.
5. Any person not on official business will not be allowed to ride in a department vehicle unless specifically authorized.
6. City vehicles will not be taken outside the City Limits except in immediate pursuit of law violators or when on official police business authorized by the Chief of Police.
7. Regardless of whether on-duty or off-duty, an officer must be armed with his duty weapon when operating a police vehicle.

III. PARKING AND SECURING OF POLICE UNITS –

The operator of a police unit will properly secure the unit when parked. The unit keys will be removed from the unit and the doors and windows secured with the exception of the K-9 units.

III. WEAPONS

A. INSPECTION -

1. Weapons should be checked for the following items on a regular basis:
 - a. Cracks in the stocks or grips.
 - b. Rust or pitting.
 - c. Smoothness of operation.
 - d. Barrel obstructions.
2. If any deficiencies are noted, then the weapon will be turned in to the arms room for repair.

B. SHOTGUNS -

1. Officer Responsibility -
 - a. Each time an officer begins a shift, the shotgun is to be inspected.

- (1.) Sound discretion is to be used in determining a location for the inspection.
 - (2.) The shotgun is to be inspected for working condition, cleanliness, proper ammunition, and proper state of readiness.
 - (3.) Only departmental issued "00" buck will be loaded in a shotgun.
 - (4.) The shotgun should have a full magazine, an empty chamber, and the safety engaged.
 - (5.) If the shotgun is dirty, it will be cleaned as soon as practical.
 - (6.) If the shotgun malfunctions, it will be reported to the immediate supervisor and turned in for repair or replacement.
 - b. Any time a shotgun is removed from the unit, the officer will place the shotgun in "Cruiser Safe Mode" before returning it to the unit.
 - c. If the shotgun is used to dispatch an animal:
 - (a.) It will be completely unloaded prior to use.
 - (b.) The shotgun will then be loaded with one round of #6 "skunk" load or a slug for a large animal.
 - (c.) After dispatching the animal, the shotgun will be returned to the proper state of readiness. (See Use of Force policy.)
2. Supervisor Responsibility -
 - a. The inspecting supervisor will visually check departmental shotguns during the scheduled vehicle inspections.
 - b. Maintenance or repair needs will be rectified as needed.

C. PISTOLS -

1. Officer responsibility -
 - a. An officer will keep all duty weapons, department issue or personal, in a clean and serviceable condition.
 - b. An officer will carry only factory manufactured ammunition of the proper caliber. Ammunition should be replaced yearly.
 - c. Any departmental weapon that does not function properly will be reported to the officer's immediate supervisor, and it will be turned in immediately for repair or replacement.
2. Supervisor Responsibility -

The inspecting supervisor will visually inspect departmental weapons weekly during the vehicle inspection and/or briefings.

IV. UNIFORMS

(See Clothing and Appearance policy.)

V. OTHER EQUIPMENT AND SUPPLIES

- A. Each officer is expected to care for and maintain any other departmental issued piece of equipment or supplies in a manner that will extend the life of the item to its maximum usefulness.
 1. Items will only be used for the purpose for which it was intended by the manufacturer.
 2. Items will not be used for personal use.
- B. Each supervisor is responsible for taking disciplinary action for intentional or negligent abuse of departmental issued articles of equipment or supplies.

<i>EFFECTIVE DATE:</i> MARCH 2004		<i>GENERAL ORDER NUMBER:</i> 11-5.300
<i>SUBJECT:</i> EVALUATIONS OF EMPLOYEE PERFORMANCE		<i>REPLACES POLICY NUMBER:</i> 3.28
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> MARCH 2006	<i>NUMBER OF PAGES:</i> 12

I. PURPOSE

This policy will establish standardized procedures for preparing employee performance evaluations. It is the policy of the Lawton Police Department to use the performance appraisal process to improve productivity and to ensure that officers are given an opportunity to develop their job knowledge, skills, and abilities in the most positive and productive manner.

Uniformed officers will receive a monthly counseling session that will be documented and tracked on a monthly activity report. These sessions are designed to reinforce the objectives and goals of the department and the individual officer. The counseling session focuses on what behaviors are expected from the officer to achieve excellent performance on the job. The officer provides input in the planning stage and is assisted in the development of job skills by his/her supervisor.

II. REASON FOR RATING:

- A. Annual – Rating period based on one year from date of employment or one year from date of rank.
- B. Employee Request – Evaluation at the request of an employee.
- C. Probation – Rating period based on the probation status of an employee. To be done during the step increase intervals.
- D. Re-evaluation – Evaluation required after an employee receives one or more categories rated “improvement needed.”
- E. Separation – Evaluation required upon the separation of the employee from the police department.
- F. Supplemental – Evaluation required when an employee changes shifts or division

III. APPLICABLE USE -

The rating criteria for each category, as described in this policy, will be used by all supervisors who prepare employee performance evaluations for the following areas to include, but not limited to:

- 1.) Promotions
- 2.) Duty Assignments
- 3.) Training
- 4.) Transfers
- 5.) Awards
- 6.) Discipline

When completing an Employee Evaluation, the evaluator will use this policy.

IV. RATING CRITERIA BY CATEGORY

- A. ATTENDANCE & PUNCTUALITY-
 - 1. Improvement Needed - Has a pattern of sick days in conjunction with regular days off. Continually abuses sick leave or absences that are not reported.
 - 2. Standard - Has a record of dependability and reports to work on all scheduled days, unless leave has been granted or there has been a valid and reported sick day.
 - 3. Exceeds Standards – Non-applicable to this category.
- B. APPEARANCE –
 - 1. Improvement Needed – Consistently has one or more of the following: dirty shoes, wrinkled/dirty uniform, uniform fits poorly or is improperly worn, hair not groomed or in violation of department

- 2. regulations, dirty / missing / inoperative weapons and other equipment, offensive body/breath odor. Standard – Uniform is neat, clean, fits properly, and is worn properly. Weapon and other equipment are clean and operative. Hair is groomed and within department regulations. Shoes are shined.
- 3. Exceeds Standards – Uniform is neat, clean, pressed, and has a tailored appearance. Equipment is clean and operative. Brass and shoes are highly shined. Hair is groomed and within policy.

C. SAFETY PRACTICES -

- 1. Improvement Needed – Is not consistent in officer safety practices and commits some or all, but not limited to, the below violations:
 - a. Exposes weapons to suspect (baton, mace, handgun, etc.)
 - b. Fails to keep gun hand free during enforcement situations.
 - c. Stands in front of violator’s car door.
 - d. Fails to control suspect’s movements.
 - e. Does not keep suspect/violator in sight.
 - f. Fails to use illumination when necessary or uses it improperly.
 - g. Fails to utilize or maintain personal safety equipment.
 - h. Does not anticipate potentially dangerous situation
 - i. Stands too close to passing vehicular traffic.
 - j. Is careless with gun and other weapons.
 - k. Stands in front of doors when knocking.
 - l. Makes poor choice of which weapon to use and when to use it.
 - m. Fails to cover other officers.
 - n. Stands between police and violator’s vehicle on car stops.
 - o. Fails to search police vehicle prior to duty and after transporting suspect.
- 2. Standard - Is consistent in officer safety practices and seldom if ever commits an officer safety violation.
- 3. Exceeds Standards – Non-applicable to this category.

D. JUDGMENT -

- 1. Improvement Needed - Acts without thought or good reason. Is indecisive and naive. Is unable to reason through a problem and come to a conclusion. Can’t recall previous solutions and apply them in like situations.
- 2. Standard - Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.
- 3. Exceeds Standards - Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present solutions.

E. COMPATIBILITY & COOPERATION -

- 1. Improvement Needed - Has one or more of the following:
 - a. Is hostile, overly sympathetic, prejudicial or biased toward members of the community.
 - b. Abrupt, belligerent, overbearing, arrogant, uncommunicative.
 - c. Patronizes FTO/superiors/peers or is antagonistic toward them.
 - d. Is insubordinate, argumentative, and sarcastic.
 - e. Considers self-superior, belittles others, is not a “team” player.
 - f. Undermines the efforts of Management and Supervision in their attempts to obtain the goals and objectives of the Lawton Police Department.
 - g. Considers criticism as a personal attack.
 - h. Abuses his authority as an officer.
- 2. Standard – Is at ease with members of the community. Is courteous, friendly, and communicates in a professional and unbiased manner. Adheres to the chain of Command and accepts role in the

organization. Is consistent and willing to comply with the needs and requests of Management and Supervision. Accepts criticism in a positive manner and applies it to improving performance and further learning.

3. Exceeds Standards – Actively solicits criticism and feedback in order to further learning and improve performance. Takes advantage of every learning opportunity. Aides and assists Management, without being told/requested to, toward the goals and objectives of the Lawton Police Department. Is very much at ease with citizen contacts and leaves people with the feeling that the officer was interested in serving them. Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is a peer group-leader.

F. ACCEPTANCE OF NEW IDEAS AND PROCEDURES -

1. Improvement Needed - Opposes change and is slow to conform with and practice new ideas, methods, and procedures.
2. Standard - Accepts, adapts to, and practices new ideas, methods, and procedures in a willing and professional manner.
3. Exceeds Standards - Consistently looks for better ways of doing things and shares his ideas with Supervision.

G. APPLICATION OF EFFORT -

1. Improvement Needed - Has very little self-initiated activity. Has to be supervised closely to produce marginal performance. Regularly wastes time that could have been productive. Shifts his work to other officers. Lacks motivation.
2. Standard - Consistently has large amounts of self-initiated activity. Spends little time in non-productive activities.
3. Exceeds Standards - Makes good use of time and consistently has self-initiated activity with minimum supervision. Uses entire workday for productive activity. Tickets, field interviews, arrests, public assists, public relation contacts, and other police activity indicate constructive use of all time available. Leaves nothing for someone else to take care of. Elects to take action when action is called for. Has obvious interest and desire to obtain the goals and objectives of the Lawton Police Department. Begins, commences, and originates ideas and actions with spirit and boldness. Demonstrates the power, desire, and ability to take the first step.

H. OPERATION AND CARE OF EQUIPMENT

1. Improvement Needed – Consistently exhibits one or more of the following acts:
 - a. Violates traffic laws.
 - b. Involved in chargeable accidents.
 - c. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operations.
 - d. Uses overhead light and siren unnecessarily or improperly.
 - e. Drives too fast or too slow for the situation.
 - f. Fails to maintain proper vehicle fluid levels, tire pressure, cleanliness, and safe working order of steering, suspension, brakes, lights, siren, radio, motor, and all other vehicle equipment.
 - g. Fails to maintain fire extinguisher, flashlight, roller-tape, traffic cones, etc., or any other piece of equipment which is assigned to an officer or a police unit.
 - h. Fails to maintain the unit shotgun in a clean, safe, functioning, properly loaded, and properly carried manner.
 - i. Fails to maintain personal weapons in a clean, safe, and functioning manner.
 - j. Operates any equipment outside the policy, procedure, rules, and regulations of the Lawton Police Department.
 - k. If officer is assigned an office workspace, fails to maintain area in a neat and tidy manner.

2. Standard – Operates and maintains all equipment within the policy, procedures, rules, and regulations of the Lawton Police Department. Officer maintains his assigned office / patrol unit in a neat and tidy manner.
3. Exceeds Standards – Officer sets example to others in the operation and maintenance of his/her issued equipment. This includes but is not limited to vehicles, uniforms, weapons, equipment, assigned work area, etc.

I. PERFORMANCE WITH MINIMUM SUPERVISION -

1. Improvement Needed – Consistently:
 - a. Requires pushing and regular pressure from supervision to produce marginally.
 - b. Breaks rules and regulations.
 - c. Acts outside of policy and procedure without good cause.
 - d. Uses poor judgment.
 - e. Causes embarrassment for the Lawton Police Department by improper acts while on duty.
 - f. Fails to learn, study, or take advantage of training opportunities and rely continually on the knowledge of supervision or other officers.
 - g. Fails to use logic or common sense in ordinary situations.
2. Standard – Consistently:
 - a. Has acceptable productivity.
 - b. Obeys rules and regulations.
 - c. Acts within policy and procedures, unless there is a justifiable reason.
 - d. Uses logic, common sense, and good judgment to perform his job without causing embarrassment to the Lawton Police Department.
 - e. Learns quickly, studies, take advantage of every training opportunity, and rarely relies on the knowledge of supervision or other officers.
3. Exceeds Standards – Has a consistent record of acts required to obtain a Standard rating. Officer possesses the ability, knowledge, and willingness to serve as a temporary supervisor.

J. PERFORMANCE IN NEW SITUATIONS -

1. Improvement Needed - Regularly:
 - a. Resists change, fails to conform to new policy, procedure, rules, and regulations.
 - b. Spends less than minimum effort to adapt and learn when changing zones, shifts, or job assignments.
 - c. Continues to use old methods and procedures that have been shown to be obsolete, unjust, illegal, or case damaging.
2. Standard - Consistently:
 - a. Adapts to change easily and conforms to new policy, procedure, rules, and regulations.
 - b. Spends maximum effort to adapt and learn when changing zones, shifts, or job assignments.
 - c. Learns new methods and procedures when training becomes available and utilizes them.
3. Exceeds Standards – Is an innovator and discoverer of the policy and procedure making process of the Lawton Police Department.

K. PERFORMANCE UNDER STRESS -

1. Improvement Needed – Regularly becomes emotional, is panic stricken, can't function, holds back, loses temper or displays cowardice, overreacts.
2. Standard – Maintains calm and self-control in most situations, determines proper course of action and takes it. Officer does not allow the situation to further deteriorate.
3. Exceeds Standards – Maintains calm and self-control in even the most extreme situations. Quickly restores control in the situation and takes command. Determines the correct and best course of action and takes it.

L. SELF DEVELOPMENT -

1. Improvement Needed – Regularly does not evolve with changing times or mature with new knowledge available. Has little interest and exerts little or no effort to cultivate, produce, and amplify job knowledge and ability.

2. Standard – Consistently and actively seeks knowledge. Officer is involved in personal and departmental studies to be the best that he can be.
3. Exceeds Standards – Has a consistent record of acts required to obtain a Standard rating. Has recognized knowledge and ability to the extent that he is a valued instructor and trainer.

M. ACCURACY OF WORK -

1. Improvement Needed – Consistently:
 - a. Has incomplete reports.
 - b. Reports filled out on the wrong forms.
 - c. Officer is unaware that a report must be made.
 - d. Uses the wrong charges or nonexistent charges.
 - e. Uses improper tactics and procedures that harm the strength of the case.
2. Standard -
 - a. Officer knows the commonly used forms and understands their proper use.
 - b. Turns in complete reports on the proper form.
 - c. Officer is aware of all circumstances requiring a report.
 - d. Uses the proper charge to name the offense.
 - e. Uses proper tactics and procedures to prepare the case.
3. Exceeds Standards – Non-Applicable to this category.

N. NEATNESS OF WORK -

1. Improvement Needed – Regularly - Reports are unreadable or become illegible due to smearing or weather conditions. Format is improper or sloppy. Overall appearance is nonprofessional.
2. Standard - Consistently - Turns in reports which are easily read by anyone in a proper and attractive format, and has overall professional appearance.
3. Exceeds Standards – Non-applicable to this category.

O. THOROUGHNESS -

1. Improvement Needed – Regularly requires an excessive period of time to complete a report. Officer is unable to complete an assignment in a timely manner and fails to complete an assignment by a reasonable suspense / deadline date or time.
2. Standard – Consistently completes and turns in reports in a reasonable period of time. Officer completes all assignments before listed suspense / deadline dates or times and completes all other assignments in a timely manner.
3. Exceeds Standards - Not applicable in this category.

P. ORAL EXPRESSIONS -

1. Improvement Needed – Consistently:
 - a. Violates policy, procedure, rules, and regulations concerning use of the radio.
 - b. Does not understand or use proper radio codes / language.
 - c. Does not preplan his transmissions, over or under modulates, cuts message off through improper use of the microphone and speaks too fast or too slowly.
 - d. Officer speaks too softly or timidly, speaks too loudly.
 - e. Confuses or angers listeners by what is said and/or how it is said.
 - f. Fails to use voice when appropriate or speaks when inappropriate.
 - g. Uses obscene, profane, or vulgar language in the presence of women, children, or other citizens of the community.
2. Standard - Consistently –
 - a. Follows accepted radio policy, procedure, rules and regulations.
 - b. Officer has a good working knowledge of radio code/language and applies it.
 - c. Radio transmissions are proper, clear, concise and complete.
 - d. Speaks with authority in a calm, clear voice.

- e. Has proper selection of words and knowledge of when and how to use them.
- 3. Exceeds Standards – Consistently:
 - a. Officer always follows and adheres to radio policy, procedure, rules and regulations.
 - b. Officer has superior working knowledge of all radio codes/language and applies this knowledge when using the radio.
 - c. Transmits clearly, calmly, concisely, and completely in even the most stressful situations.
 - d. Transmissions are well thought and do not have to be repeated.
 - e. Completely controls situations of conflict with voice tone, word selection, inflection, and the bearing, which accompanies what is said.
 - f. Restores order in even the most trying situations through use of voice.

Q. WRITTEN EXPRESSIONS -

- 1. Improvement Needed – Consistently:
 - a. Reports are illegible.
 - b. Reports contain excessive number of misspelled words.
 - c. Sentence structure or word usage is improper or incomplete.
 - d. Contains slang, jargon, profanity, or cursing (unless they are quotes and part of the case.)
 - e. Requires an excessive amount of time to complete a report.
- 2. Standard - Consistently –
 - a. Information is organized in a logical manner.
 - b. Reports contain the required information and details.
 - c. Reports are legible and grammar is at an acceptable level.
 - d. Spelling is acceptable and errors are rare.
 - e. Errors, if present, do not impair an understanding of the report.
 - f. Completes report within a reasonable amount of time.
- 3. Exceeds Standards – Consistently:
 - a. Reports are a complete and detailed accounting of events from beginning to end, written and organized so that any reader understands what occurred.
 - b. Reports are very neat and legible.
 - c. Contains no spelling or grammar errors.
 - d. Completes reports very quickly and professionally.

R. POLICIES AND PROCEDURES -

- 1. Improvement Needed – Consistently fails to adhere to City of Lawton and Police Department policies and procedures. Fails to update the Police Department Policy and Procedure Manual as new or updated policies and procedures are issued.
- 2. Standard – The officer is familiar with most commonly applied department policies and procedures, rules, and regulations and complies with the same. Follows required procedure in commonly encountered situations. Conducts proper searches and seizures for evidence legally. Has good interest in continued learning and attends all in-service training which would be applicable to his position.
- 3. Exceeds Standards – Has detailed knowledge of department policies and procedures including the lesser known and seldom used ones. Follows appropriate policies and procedures, as a guideline, in all cases. Has great desire for continued learning, attends all in-service training that he is allowed to, and actively seeks training from outside and other agencies.

S. LAWS AND ORDINANCES -

- 1. Improvement Needed – Consistently makes arrests without probable cause. Is unfamiliar with current ordinances, laws, and state statutes. Is unable to distinguish between civil and criminal cases.
- 2. Standard – Recognizes commonly encountered criminal offences and applies appropriate section of the code. Knows the difference between criminal and non-criminal codes in reference material. Arrests are within

- legal guidelines. Has working knowledge and application of Civil / Constitutional Law. Keeps updated on current ordinances, laws, and state statutes.
3. Exceeds Standards – Has detailed knowledge of the criminal / traffic codes and applies that knowledge to normal and unusual criminal / traffic activity. Accurately applies the law in criminal / traffic procedures. Has a detailed knowledge and application of Civil / Constitutional Law.

**RATING CRITERIA BY CATAGORY
SUPERVISOR EVALUATION FORMS:**

- A. ABILITY TO EVALUATE AND GRADE -
 1. Improvement Needed – The supervisor exhibits favoritism. The supervisor provides generic evaluations and fails to articulate the individual officers proper and correct performance.
 2. Standard – The supervisor is fair and impartial and articulates both the positive and negative.
 3. Exceeds Standards – Not applicable in this category.

- B. MAINTAINING MORALE AND DISCIPLINE -
 1. Improvement Needed – The supervisor lowers morale by giving instructions to subordinates, but does not follow those same instructions. The supervisor fails to establish confidence, trust in judgment, and reliability in his subordinates. The supervisor fails to take corrective action as needed in a timely fashion.
 2. Standard – The supervisor leads by example. The supervisor maintains an upbeat and positive attitude. The supervisor handles discipline in a positive and corrective environment.
 3. Exceeds Standards – The supervisor is able to gain the respect and faith of his subordinates which creates a high level of enthusiasms and desire among all that work with him.

- C. STAFFING -
 1. Improvement Needed – The supervisor indiscriminately allows too many persons off to adequately staff his shift. The supervisor fails to participate in the planning and assigning of work.
 2. Standard – The supervisor maintains a manpower level to handle the routine needs of service. The supervisor actively participates in the planning and assigning of work.
 3. Exceeds Standards - Not applicable to this category.

- D. TRAINING –
 1. Improvement Needed – The supervisor has an attitude of indifference towards training.
 2. Standard – The supervisor provides training opportunities for his subordinates and insures that the training levels are maintained.
 3. Exceeds Standards – The supervisor actively seeks individualized training for his subordinates. The supervisor holds education and training in high regards and constantly uses every opportunity for impromptu training.

- E. ACCEPTANCE OF RESPONSIBILITY –
 4. Improvement Needed – The supervisor avoids his responsibilities and fails to meet the goals of the Lawton Police Department. The supervisor fails to make decisions and places those decisions on others.
 5. Standard – The supervisor is in control of and responsible for his immediate subordinates and is loyal to his superiors. The supervisor makes sound decisions and accepts the responsibility of those decisions.
 6. Exceeds Standards – The supervisor assumes additional responsibility above and beyond normal expectations.

RATING CRITERIA BY CATEGORY

NON-UNIFORM EVALUATION FORMS:

A. INVESTIGATIVE ABILITY –

1. Improvement Needed – Cases are prematurely suspended when further investigation is needed.
2. Standard – Cases are worked satisfactorily.
3. Exceeds Standards – Investigation continues to pursue leads when all options appear to be exhausted. Investigator leaves no lead unturned.

B. FOLLOW-UP –

1. Improvement Needed – Follow-ups are routinely late or does not contain pertinent information.
2. Standard – Follow-ups are completed in a timely manner and contain all of the required information.
3. Exceeds Standards – Non-applicable in this category

V. METHODS IN UTILIZING RATING CRITERIA -

A. TIME IN SERVICE -

1. Listed rating criteria are to be used without regard for time in service.
2. Evaluations are to be used as an honest career development tool in pointing out areas where improvement is needed.

B. COMPARISON TO OTHER OFFICERS -

1. Listed-rating criteria are to be used without regard to levels of other officers.
2. Comparison is to be made between the officer and the Standards set by the rating criteria.
3. Evaluations are to be used to identify areas of weakness and to help an officer be the best that he can be.

VI. TRAINEES IN THE FTO PROGRAM

- A. The FTO Evaluation form is to be used.
- B. Rating criteria, in the FTO Manual, is to be used exclusively.
- C. The FTO must have the honesty and courage to “tell it like it is”. His evaluations will identify training needs for other FTO’s and Training Division.
- D. Improvement needed and Improvement Needed ratings are not an attack against the trainee. They are an effort to help the trainee to become a safe, effective, and knowledgeable member of Law Enforcement.

VII. COMMENTS SECTION

- A. Must be used to explain and justify all ratings other than Standard
- B. Regarding new officers, Improvement Needed ratings should be explained in terms of progress expected for time on the job.
- C. Improvement Needed categories should be utilized to encourage officers to seek categories of Standard or above.

VIII. EVALUATION INTERVIEW

- A. To be used as a constructive career development tool.
- B. All ratings are to be explained in detail.
- C. Officer input and disagreement is requested.
- D. An offer is made to allow the officer to discuss the evaluation with the Head of the Department.

When evaluating, if an officer receives at least one (1) category as an “Improvement Needed”, then he/she would not be eligible for an overall rating of “Exceeds Standards”.

When evaluating, if an officer receives at least three (3) ratings of “Improvement Needed” in any three (3) categories, then the overall rating will be “Improvement Needed”.

Any officer receiving an “Improvement Needed” in any category will be re-evaluated in one month. Any remedial training shall be documented in writing on the re-evaluation. Only the categories marked “Improvement Needed” need be addressed. Any step rate due the effected officer shall become effective from the date of receiving a re-evaluation of “Standard”

or better.

When evaluating, if an officer receives at least 50% (uniform–7, non-uniform–8, supervisory–10) of the individual applicable categories of “exceeds standards”, then the overall rating will be “Exceeds Standards”.

**CITY OF LAWTON
EMPLOYEE PERFORMANCE EVALUATION
NON-UNIFORM DIVISION**

EMPLOYEE NUMBER	EMPLOYEE NAME	CLASSIFICATION TITLE
RATING PERIOD COVERED	DEPARTMENT	DIVISION
REASON FOR RATING		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANNUAL	EMPLOYEE REQUEST	PROMOTION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RE-EVALUATION	SEPERATION	SUPPLEMENTAL
OVERALL RATING		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXCEEDS STANDARDS	STANDARD	IMPROVEMENT NEEDED
Rate each of the following categories: either (ES) Exceeds Standards, (S) Standard, or (IN) Improvement Needed. Provide comments as needed for each 'Standard' rating. Comments are required for each rating of 'Exceeds Standards' or 'Improvement Needed'.		
WORK HABITS:		
1. Attendance and Punctuality - Are sick days habitually taken in conjunction with days off? Does non-uniformed officer frequently report late for duty? Is non-uniformed officer's attendance or punctuality having an adverse effect on the non-uniformed officer's work team?		
2. Appearance - Is non-uniformed officer a good representative of the department? Does non-uniformed officer practice good personal hygiene? Does non-uniformed officer take pride in appearance?		
3. Safety Practices - Does non-uniformed officer expose weapon to suspect? Does non-uniformed officer control suspect's movement? Is the non-uniformed officer conscious of potential dangerous situations and does he react to reduce the risk?		
4. Judgment - Does non-uniformed officer make decisions commensurate with experience? Is the non-uniformed officer able to logically and analytically reach a conclusion? Does non-uniformed officer have a tendency to under or over react? Is non-uniformed officer able to make reasonable decisions based on information available?		
5. Compatibility & Cooperation - Does non-uniformed officer have difficulty working with others? Does officer's personality antagonize people? Does non-uniformed officer practice good community relations? Does non-uniformed officer cooperate and interact with other divisions/units? Does non-uniformed officer accept criticism in a positive manner and apply it to improving performance and further learning?		
6. Acceptance of New Ideas & Procedures - Does non-uniformed officer accept, adapt, and practice new ideas, methods and procedures in a willing and professional manner?		
7. Application of Effort - Does non-uniformed officer use entire workday for productive activity? Does non-uniformed officer leave work for others to complete? Does non-uniformed officer require minimum supervision to maintain high production?		

	8. Operation & Care of Equipment – Does non-uniformed officer take proper care of equipment such as firearms, issued items, office machines, vehicles, etc.? Does non-uniformed officer use correct and safe methods with utilizing equipment?
	9. Performance with Minimum Supervision – Does non-uniformed officer operate effectively with brief instructions and explanations? Does non-uniformed officer have difficulty understanding instructions? Does non-uniformed officer have to be led by the hand?
	10. Performance in New Situations – Can non-uniformed officer perform under changed circumstances and in new environments? Is non-uniformed officer able to adapt and improvise without supervisory intervention?
	11. Performance Under Stress – Does non-uniformed officer think logically and clearly under stress or in emergency situations? Does non-uniformed officer become irrational in stressful situations? Is it often necessary to restrain non-uniformed officer's actions in stressful situations?
	12. Self Development – Does non-uniformed officer actively seek knowledge through continuous training? Does non-uniformed officer strive to improve himself and the Department as a whole?
	COMMUNICATION SKILLS:
	13. Accuracy of Work – Is work consistently acceptable or is it frequently rejected for inaccuracies? Does non-uniformed officer know commonly used forms and does he understand their proper use?
	14. Neatness of Work – What does the finished work product look like? Is it indicative of sloppiness or carelessness? Is it often necessary to reject it because of illegibility?
	15. Thoroughness – Is submitted work complete? Has it been worked through to a logical conclusion with all elements covered? Is evidence preserved and thoroughly described?
	16. Oral Expressions – Is non-uniformed officer able to conduct intelligent conversations utilizing good grammar? Is non-uniformed officer abrasive when making citizen contacts?
	17. Written Expressions – Can non-uniformed officer effectively put thoughts down on paper in a logical and sequential manner? Does non-uniformed officer use good grammar, punctuation, sentence structure, and spelling?
	JOB KNOWLEDGE:
	18. Policies & Procedures – Are policies and procedures adhered to or does non-uniformed officer have a tendency to disregard them? Is non-uniformed officer familiar with content of the Policy and Procedure Manual? Does non-uniformed officer update them?
	19. Laws & Ordinances – Is non-uniformed officer knowledgeable of the laws and ordinances for which the department is responsible for enforcing? Does non-uniformed officer frequently make arrests for inappropriate penal code charge?
	20. Investigative Ability – Are cases prematurely suspended when further investigation is necessary? Do interviewing / interrogating techniques produce the desired results?

21. Follow-ups – Are the follow-ups completed in a reasonable time by the investigator? Did the investigator complete the follow-up with all of the information needed?	

<p>Comments:</p> <p>(Should be used to explain additional information to include but not limited to: Acting Supervisor, Field Training Officer, etc.)</p>

RATED BY:		
Signature	Title	Date
<input type="checkbox"/> I have discussed this report with my supervisor.	<input type="checkbox"/> I request a review of this report with the Department Head.	
Employee's Signature	Title	Date
REVIEWED BY:		
Signature	Title	Date
HEAD OF DEPARTMENT:		
<input type="checkbox"/> Evaluation Completed	<input type="checkbox"/> Evaluation reviewed with Employee	
Signature	Title	Date

**CITY OF LAWTON
EMPLOYEE PERFORMANCE EVALUATION
SUPERVISORY POSITIONS**



EMPLOYEE NUMBER	EMPLOYEE NAME	CLASSIFICATION TITLE
RATING PERIOD COVERED	DEPARTMENT	DIVISION
REASON FOR RATING		
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> EMPLOYEE REQUEST	<input type="checkbox"/> PROBATION
<input type="checkbox"/> RE-EVALUATION	<input type="checkbox"/> SEPERATION	<input type="checkbox"/> SUPPLEMENTAL
OVERALL RATING		
<input type="checkbox"/> EXCEEDS STANDARDS	<input type="checkbox"/> STANDARD	<input type="checkbox"/> IMPROVEMENT NEEDED
Rate each of the following categories: either (ES) Exceeds Standard, (S) Standard, or (IN) Improvement Needed. Provide comments as needed for each 'Standard' rating. Comments are required for each rating of 'Exceeds Standard' or 'Improvement Needed'.		
WORK HABITS:		
1. Attendance and Punctuality – Are sick days habitually taken in conjunction with days off? Does supervisor frequently report late for duty? Is supervisor's attendance or punctuality having an adverse effect on the supervisor's work team?		
2. Appearance – Is supervisor a good representative of the department? Does supervisor practice good personal hygiene? Does supervisor take pride in appearance?		
3. Safety Practices – Does supervisor expose weapon to suspect? Does supervisor control suspect's movement? Is the supervisor conscious of potential dangerous situations and does he react to reduce the risk?		
4. Judgment – Does supervisor make decisions commensurate with experience? Is the supervisor able to logically and analytically reach a conclusion? Does supervisor have a tendency to under or over react? Is supervisor able to make reasonable decisions based on information available?		
5. Compatibility & Cooperation – Does supervisor have difficulty working with others? Does officer's personality antagonize people? Does supervisor practice good community relations? Does supervisor cooperate and interact with other divisions/units? Does supervisor accept criticism in a positive manner and apply it to improving performance and further learning?		
6. Acceptance of New Ideas & Procedures – Does supervisor accept, adapt, and practice new ideas, methods and procedures in a willing and professional manner?		
7. Application of Effort – Does supervisor use entire workday for productive activity? Does supervisor leave work for others to complete? Does supervisor require minimum supervision to maintain high production?		

	8. Operation & Care of Equipment – Does supervisor take proper care of equipment such as firearms, issued items, office machines, vehicles, etc.? Does supervisor use correct and safe methods with utilizing equipment?
	9. Performance with Minimum Supervision – Does supervisor operate effectively with brief instructions and explanations? Does supervisor have difficulty understanding instructions? Does supervisor have to be led by the hand?
	10. Performance in New Situations – Can supervisor perform under changed circumstances and in new environments? Is supervisor able to adapt and improvise without supervisory intervention?
	11. Performance Under Stress – Does supervisor think logically and clearly under stress or in emergency situations? Does supervisor become irrational in stressful situations? Is it often necessary to restrain supervisor's actions in stressful situations?
	12. Self Development – Does supervisor actively seek knowledge through continuous training? Does supervisor strive to improve himself and the Department as a whole?
	COMMUNICATION SKILLS:
	13. Accuracy of Work – Is work consistently acceptable or is it frequently rejected for inaccuracies? Does supervisor know commonly used forms and does he understand their proper use?
	14. Neatness of Work – What does the finished work product look like? Is it indicative of sloppiness or carelessness? Is it often necessary to reject it because of illegibility?
	15. Thoroughness – Is submitted work complete? Has it been worked through to a logical conclusion with all elements covered? Is evidence preserved and thoroughly described?
	16. Oral Expressions – Is supervisor able to conduct intelligent conversations utilizing good grammar? Is supervisor abrasive when making citizen contacts?
	17. Written Expressions – Can supervisor effectively put thoughts down on paper in a logical and sequential manner? Does supervisor use good grammar, punctuation, sentence structure, and spelling?
	JOB KNOWLEDGE:
	18. Policies & Procedures – Are policies and procedures adhered to or does supervisor have a tendency to disregard them? Is supervisor familiar with content of the Policy and Procedure Manual? Does supervisor update them?
	19. Laws & Ordinances – Is supervisor knowledgeable of the laws and ordinances for which the department is responsible for enforcing? Does supervisor frequently make arrests for inappropriate penal code charge?
	LEADERSHIP TRAITS:
	20. Ability to Evaluate and Grade – Do personal relationships impede ability to grade fairly and objectively? Are extreme ratings well documented? Are ratings based on demonstrated performance for the current rating period?



21. Maintaining Morale and Discipline – Does supervisor avoid taking justifiable disciplinary action in order to gain favor with subordinates? Is commendable performance recognized and documented? Are subordinates treated equally? Does supervisor lead by example?	
22. Staffing – Does supervisor maintain a proper manpower level? Does supervisor participate in the planning and assigning of work?	
23. Training – Does supervisor provide training opportunities for his subordinates? Does supervisor insure training levels are maintained?	
24. Acceptance of Responsibility – Does supervisor make sound decisions and accept the responsibility of those decisions?	

Comments:

(Should be used to explain additional information to include but not limited to: Acting Supervisor, Field Training Officer, etc.)

RATED BY:

Signature	Title	Date
<input type="checkbox"/> I have discussed this report with my supervisor.	<input type="checkbox"/> I request a review of this report with the Department Head.	
Employee's Signature	Title	Date

REVIEWED BY:

Signature	Title	Date
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HEAD OF DEPARTMENT:

<input type="checkbox"/> Evaluation Completed	<input type="checkbox"/> Evaluation reviewed with Employee	
Signature	Title	Date

	8. Operation & Care of Equipment – Does officer take proper care of equipment such as firearms, issued items, office machines, vehicles, etc.? Does officer use correct and safe methods with utilizing equipment?
	9. Performance with Minimum Supervision – Does officer operate effectively with brief instructions and explanations? Does officer have difficulty understanding instructions? Does officer have to be led by the hand?
	10. Performance in New Situations – Can officer perform under changed circumstances and in new environments? Is officer able to adapt and improvise without supervisory intervention?
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Employee's Signature	Title	Date
REVIEWED BY:		
Signature	Title	Date
HEAD OF DEPARTMENT:		
<input type="checkbox"/> Evaluation Completed	<input type="checkbox"/> Evaluation reviewed with Employee	
Signature	Title	Date

<i>EFFECTIVE DATE:</i> March 1998		<i>GENERAL ORDER NUMBER:</i> 11-5.330
<i>SUBJECT:</i> FIELD INTERVIEWS AND PAT-DOWN SEARCHES		<i>REPLACES POLICY NUMBER:</i> 3.31
<i>REFERENCE:</i> IACP Model Policy		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i> March 1999	<i>NUMBER OF PAGES:</i> 4

1. PURPOSE –

The purpose of this policy is to assist officers in determining when field interviews and pat-down searches are justified and the manner in which they must be conducted.

2. POLICY –

The field interview is an important point of contact for officers in preventing and investigating criminal activity. To protect the safety of officers in approaching suspicious individuals, law enforcement officers shall conduct field interviews and perform pat-down searches in conformance with procedures set forth in this policy.

1. The field interview is recognized as a valuable and necessary form of investigation.
2. Field interviews can often furnish information such as:
 1. Placing possible suspect(s) at the scene of a crime.
 2. Physical descriptions.
 3. Clothing descriptions.
 4. Current addresses.
 5. Associates of the person interviewed.

3. DEFINITIONS –

1. **FIELD INTERVIEW** - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purposes of determining the individual's identity and resolving the officer's suspicions.
2. **PAT-DOWN SEARCH** - A "frisk" or external feeling of the outer garments of an individual for weapons.
3. **REASONABLE SUSPICION** - Articulable facts that, within the totality of the circumstances, lead an officer to reasonably suspect that criminal activity has been, is being or is about to be committed.

4. FIELD INTERVIEW PROCEDURES -

1. **JUSTIFICATION FOR CONDUCTING A FIELD INTERVIEW -**
Law enforcement officers may stop individuals for the purpose of conducting a field interview only where reasonable suspicion is present. Reasonable suspicion must be more than a hunch or feeling, but need not meet the test for probable cause sufficient to make an arrest. In justifying the stop, the officer must be able to point to specific facts which, when taken together with rational inference, reasonably warrant the stop. Such facts include, but are not limited to, the following:
 1. The appearance or demeanor of an individual suggests that he is part of a criminal enterprise or is engaged in a criminal act.
 2. The actions of the suspect suggest that he is engaged in a criminal activity.
 3. The hour of day or night is inappropriate for the suspect's presence in the area.
 4. The suspect's presence in a neighborhood or location is inappropriate.

5. The suspect is carrying a suspicious object.
6. The suspect's clothing bulges in a manner that suggests he is carrying a weapon.
7. The suspect is located in proximate time and place to the alleged crime.
8. The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity.
9. The suspect is suspected of specific wrongdoing.
10. The suspect fits the description of a suspect in a specific crime.

2. **INITIATING A FIELD INTERVIEW -**

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a suspect if he has articulable, reasonable suspicion to do so. The following guidelines shall be followed when making an authorized stop to conduct a field interview.

1. When approaching the suspect, the officer shall clearly identify himself as a law enforcement officer, if not in uniform, by announcing his identity and displaying departmental identification.
2. During the contact, officers shall maintain caution and vigilance for furtive movements to retrieve weapons, conceal or discard contraband, or other suspicious actions.
3. Officers should confine their questions to those concerning the suspect's identity, place of residence and other inquiries necessary to resolve the officer's suspicions. However, an officer should not detain a suspect longer than is reasonably necessary to make these limited inquiries.
4. Officers are not required to give suspects Miranda warnings in order to conduct field interviews unless the person is in custody and about to be interrogated.

3. **UNAUTHORIZED USES OF FIELD INTERVIEWS -**

1. Field interviews will not be used solely for the purpose of generating activity.
2. Officers will not use field interviews for the purpose of harassment or any other abuse of authority.

5. **PAT-DOWN SEARCH PROCEDURES -**

1. **JUSTIFICATION FOR CONDUCTING PAT-DOWN SEARCHES -**

A law enforcement officer has the right to perform a pat-down search of the outer garments of a suspect for weapons if he has been legitimately stopped with reasonable suspicion and only when the officer has a reasonable fear for his own or another person's safety. Clearly, not every field interview poses sufficient justification for conducting a pat-down search. Following are some criteria that may form the basis for establishing justification for performing a pat-down search. Officers should note that these factors are not all-inclusive--there are other factors that could or should be considered. The existence of more than one of these factors may be required in order to support reasonable suspicion for the search.

1. The type of crime suspected--particularly in crimes of violence where the use or threat of deadly weapons is involved.
2. Where more than one suspect must be handled by a single officer.
3. The hour of the day and the location or neighborhood where the stop takes place.
4. Prior knowledge of the suspect's use of force and/or propensity to carry deadly weapons.
5. The appearance and demeanor of the suspect.
6. Visual indications which suggest that the suspect is carrying a firearm or other deadly weapon.
7. The age and gender of the suspect. Whenever possible, pat-down searches should be performed by officers of the same sex.

2. **PROCEDURES FOR PERFORMING A PAT-DOWN SEARCH**

When reasonable suspicion exists to perform a pat-down search, it should be performed with due caution, restraint and sensitivity. These searches are only justifiable and may only be performed to protect the safety of officers and others and may never be used as a pretext for obtaining evidence. Under these circumstances, pat-down searches should be conducted in the following manner.

1. Whenever possible, pat-down searches should be conducted by at least two officers, one of whom performs the search while the other provides protective cover.
2. Because pat-down searches are cursory in nature, they should be performed with the suspect in a

- standing position. Should a weapon be visually observed, however, a more secure search position may be used, such as the prone position.
3. In a pat-down search, officers are permitted only to externally feel the outer clothing of the suspect. Officers may not place their hands in pockets unless they feel an object that could reasonably be a weapon, such as a firearm, knife, club or other item.
 4. If the external feeling of the suspect's clothing fails to disclose evidence of a weapon, no further search may be made. If evidence of a weapon is present, an officer may retrieve that item. If the item is a weapon and possession of the weapon is a crime, the officer may make an arrest of the suspect and complete a full-custody search of the suspect.

6. REPORTING

1. The Uniform Violation and Complaint form will be used as the Field Interview form for the Lawton Police Department.
 1. The Interviewing officer will write "Field Interview" in the Other Violation section of the Uniform Violation Complaint form.
 2. The Field Interview form should be filled out as completely as possible.
2. In addition to completing the information required on the field interview form, the officer will record any further pertinent information on the suspect in the officer's remarks section of the field interview form. This includes the reason for the field interview, activity of the individual at the time of the contact, scars, tattoos, associates, clothing, etc.
3. Additional information that cannot be placed in the "officer's remarks" section will be placed on a supplemental form.

<i>EFFECTIVE DATE:</i> March 1996		<i>GENERAL ORDER NUMBER:</i> 11-5.350
<i>SUBJECT:</i> FIREARMS REVIEW BOARD		<i>REPLACES POLICY NUMBER:</i> 3.34
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i> March 1997	<i>NUMBER OF PAGES:</i> 3

I. PURPOSE-

The purpose of this policy is to provide guidelines for the establishment and function of the Firearms Review Board.

- A. The board will be convened at the discretion of the Chief of Police for the following reasons:
 - 1. The Firearms Review Board will review:
 - a. Incidents in which an officer discharges a firearm, intentionally or accidentally.
 - b. Any shootings occurring on the pistol range where a person is killed or injured.
 - 2. Exceptions:
 - a. Target practice.
 - b. Ballistics examinations.
 - c. Incidents involving the destruction of an animal.
- B. If an incident has been referred to the Oklahoma State Bureau of Investigation (OSBI) and/or to the district attorney or another authority for investigation, no Firearms Review Board will be convened.
- C. The board may also be convened at the discretion of the Chief of Police for the following reasons:
 - 1. The board may review any incident in which an officer is shot or shot at by another individual.
 - 2. At the request of a division commander or above, the board may review any incident involving force not related to shooting.

II. PURPOSE OF THE BOARD-

- A. The board will conduct hearings and discussions directed toward the issues of the officer's compliance with proper and appropriate procedures and the exercise of sound judgment.
- B. The board will submit a report of its conclusions to the Chief of Police. The report will not include recommendations pertaining to discipline.
- C. Based on the review of any incident, the board may recommend modification of policy, procedure, and training, as related to the use of force.

III. BOARD MEMBERSHIP-

- A. The composition of the Firearms Review Board will be five (5) members consisting of the following personnel:
 - 1. The Assistant Chief of Police who will act as the chairman of the board.
 - 2. The commander of the Training Division.
 - 3. The commander of the division to which the involved officer is assigned.
 - 4. An officer of the same rank as the involved officer.
 - 5. An active state certified firearms instructor.
- B. Occasionally, extenuating circumstances would dictate that an alternate be used on the board.
 - 1. If alternates must be used, the chairman of the board will make the alternate selections.
 - 2. If the chairman is unable to sit on the board, the commander of a division not listed to be represented will act as the chairman.

IV. CONVENING THE BOARD-

- A. The board will be convened at the discretion of the Chief of Police.
- B. The chairman of the Firearms Review Board will set the date, time and location where the board will convene.
- C. The chairman will be responsible for ensuring that all concerned parties are notified in writing that the board will convene.

V. DUTIES OF INVESTIGATOR/SUPERVISOR-

- A. The officer who investigated the incident shall act as the review officer.
- B. The review officer should be familiar with all aspects of the case and will present the case to the board.
- C. The chairman will be responsible for ensuring that all concerned parties are notified in writing that the board will convene.

VI. OFFICER PRESENCE/REPRESENTATION-

- A. The officer involved in the shooting will be invited to attend the board hearing and may bring a personal representative, if he so desires.
- B. The officer's presence is not mandatory.

VII. SUPERVISOR PRESENCE/PARTICIPATION-

- A. The supervisor of an officer involved in a shooting will be present for participation in the board hearing.
- B. The supervisor will be subject to interview by the board.

VIII. BOARD CONCLUSIONS AND DISPOSITION-

- A. After considering the case presentation by the review officer plus other facts presented by anyone else called before the board, the board will make a determination within the categories below:
 - 1. Standard Performance-This ruling indicates the lack of any deficiencies identified in the officer's performance of duty.
 - 2. Substandard Performance-This ruling indicates specific deficiencies in the officer's performance of duty.
 - 3. Accident-This ruling indicates that the officer accidentally discharged the firearm.
- B. The board should make every effort to reach a unanimous decision. When a unanimous decision cannot be reached, the decision of the majority will serve as the board's decision.
- C. The decision will be forwarded to the Chief of Police.
- D. The findings of the board are intended for official use only within the department. All privileges, including any governmental and executive privileges, applicable to the board's inquiry and findings are claimed by the approval hereof

EFFECTIVE DATE: April 2019		GENERAL DIRECTIVE NUMBER: 11-5.360
SUBJECT: Small Unmanned Aircraft Systems (sUAS)		REPLACES POLICY NUMBER:
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: ALL OFFICERS	RE-EVALUATION DATE: APRIL 2021	NUMBER OF PAGES: 4

I. PURPOSE

The purpose of this policy is to establish guidelines for the use of a small unmanned aerial system (sUAS) by the Lawton Police Department.

II. DEFINITIONS

- A. Program Coordinator (PC): The individual responsible for reviewing and recommending the use of the sUAS in a law enforcement mission to the chief of police or his/her designee. The program coordinator has full oversight responsibility of logistical and administrative elements of sUAS operations.
- B. Pilot in Command (PIC): The individual responsible for the overall flight operations of a specific mission. The PIC has the authority to terminate a sUAS flight for any safety of flight issues. The PIC will be certified through training and experience to safely and effectively operate a sUAS in an operational environment. All pilots of sUAS aircraft shall hold a current FAA Part 107 certification and maintain current training in the operation of all sUAS aircraft.
- C. Visual Observer (VO): The individual trained to maintain the line-of-sight and 360 degree hazard awareness around the sUAS at all times and assist the PIC in carrying out all duties required for the safe operation of sUAS.
- D. Camera and Remote Sensor Operator (CRO): The trained officer responsible for the operation of all camera (video and still) and remote sensor functions during sUAS operation.
- E. Area of Operation: The physical location of an authorized law enforcement mission. The area will be defined by the PIC and based on a fixed point. This point shall be identified by latitude and longitude or any other standardized identification system known to all members of the operation. The scope of the area shall be determined by operational necessity. The ceiling shall be greater than 200 feet above ground level (AGL) and below 400 feet above ground level (AGL) unless otherwise authorized.
- F. Public Certificate of Authorization (COA): Authorization by the FAA to conduct governmental operations within the National Airspace System (NAS), within the boundaries of a public aircraft not for hire or compensation. All personnel connected with the sUAS operation must read and comply with the contents of the authorization and its provisions. This shall include the issuance and maintenance of an FAA Certificate of Authorization (COA). All LPD use of sUAS aircraft should be under the authority of a COA whenever practicable.
- G. Small Unmanned Aircraft System (sUAS): An unmanned aircraft weighing less than 55 lbs (25 kg) and the equipment necessary for the safe and efficient operation of that aircraft. An unmanned aircraft is a component

of a sUAS. It is defined by statute as an aircraft that is operated without the possibility of direct human intervention from within or on the aircraft. (Public Law 112-95, Section 331(8) Source: www.faa.gov/uas/faqs).

- H. Notice to Airmen (NOTAM): A notice issued by the FAA to inform pilots of changes to airports, airways and local procedures that affect safety. (NOTAMs can be checked at www.1800wxbrief.com).

III. POLICY STATEMENT

A sUAS may be utilized when considered appropriate, subject to the parameters set forth in this policy, to enhance the department's mission of protecting lives and property, to include situations when other means and resources are not available or are deemed less effective. Any use of a sUAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

IV. PRIVACY

The use of the sUAS involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during sUAS operations.

V. PROGRAM COORDINATOR

The chief of police will appoint a program coordinator who will be responsible for the management of the sUAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- A. Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- B. Ensuring that all authorized operators and observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the sUAS.
- C. Developing uniform protocol for submission and evaluation of requests to deploy a sUAS, including urgent requests made during ongoing or emerging incidents. Deployment of a sUAS shall require specific authorization from the chief of police or the chief's authorized designee.
- D. Developing protocol for traffic incident reconstruction, crime scene documentation, searches for missing persons or children, conducting criminal investigations, or exigent circumstances involving a sUAS.
- E. Developing an operational protocol governing the deployment and operation of a sUAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- F. Developing a protocol for fully documenting all missions.
- G. Developing a sUAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a sUAS, up to and including its overhaul or life limits.

- H. Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- I. Developing protocols that ensure sUAS recordings and documentation of sUAS deployments are maintained to the extent required by any applicable policy, regulation or law.
- J. Developing protocols that ensure the review/inspection of the department's sUAS records are done in accordance with applicable law.
- K. Facilitating law enforcement access to images and data captured by the sUAS.
- L. Recommending program enhancements, particularly regarding safety and information security.
- M. Ensuring that established protocols are followed by monitoring and providing quarterly reports on the program to the chief of police.

VI. USE OF sUAS

- A. Only authorized operators who have completed the required training shall be permitted to operate the sUAS.
- B. Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no privacy interest, where exigent circumstances exist, or when in compliance with a search warrant or court order.
- C. sUAS operations should be conducted in accordance with the current COA, whenever practical.
- D. Officers operating a sUAS and/or overseeing the department's sUAS program, in addition to having knowledge of applicable FAA regulations, will also be responsible for being familiar with Lawton City Code Section 7-3-2-343 "Unmanned aircraft systems" and Section 16-5-1-543 "Improper use of unmanned aircraft; exceptions and penalty."

VII PROHIBITED USE

Neither the sUAS nor its video surveillance equipment shall be used:

- A. To conduct random recording or observation activities.
- B. To target a person based solely on individual characteristics, such as but not limited to, race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- C. To harass, intimidate or discriminate against any individual or group.
- D. To conduct personal business of any type. As a "public aircraft," flying a LPD sUAS for compensation or hire is prohibited. Cost reimbursement between governmental units is permitted.
- E. As a weaponized platform.
- F. In conditions that exceed the manufacturer's recommended limitations for the sUAS, including range, ceiling, wind strength and battery charge.

- G. In a manner that is otherwise inconsistent with: (1) any other provision of this policy; (2) any other applicable Lawton Police Department or City of Lawton policy; and/or (3) any applicable local, state or federal law or regulation. The prohibitions on the operation of department sUAS vehicles shall include but not be limited to those prohibitions set forth in Lawton City Code Section 7-3-2-343

<i>EFFECTIVE DATE:</i> MAY 2005		<i>GENERAL DIRECTIVE NUMBER:</i> 11 -5.370
<i>SUBJECT:</i> FORCE, USE OF		<i>REPLACES POLICY NUMBER:</i> 11-5.370
<i>REFERENCE:</i> Title 21, § 732 O.S. 1993; Title 21, § 1289.23 O.S. 1993; Title 22, § 34.1 O.S. 1993; Title 22, § 34.2 O.S. 1993		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> MAY 2007	<i>NUMBER OF PAGES:</i> 17

I. PURPOSE

The purpose of this policy is to establish guidelines for the use of force in the course of duty that will be within the boundaries of ethics, good judgment, and accepted practices.

II. DEFINITIONS

- A. **DEADLY FORCE** - That degree of force likely to result in death or great bodily injury. The discharge of a firearm (other than those loaded with low lethality munitions) toward a person constitutes the use of deadly force, even if there is no intent to kill or cause great bodily harm.
- B. **GREAT BODILY INJURY** - Bodily injury which creates a substantial risk of death or which is likely to cause serious, permanent disfigurement or loss, or extended impairment of the function of a major body member or organ.
- C. **IMMINENT PERIL OF DEATH OR GREAT BODILY INJURY** - Includes circumstances under which a danger exists in reality, or such danger is reasonably believed to exist and the officer is unable to affirm its actual existence.
- D. **LAWFUL FORCE** that level of force that is reasonable and necessary to achieve any legitimate police objective.
- E. **NON DEADLY FORCE** A quality or quantity of force which, in the circumstances then present, is neither likely nor intended to cause great bodily harm.
- F. **NECESSARY FORCE** the minimum amount and degree of force that will effectively achieve any legitimate police objective.
- G. **LOW LETHALITY IMPACT MUNITIONS** – Munitions that can be fired, launched, thrown or otherwise propelled without the likelihood of causing death or great bodily injury.
- H. **NORMAL CIRCUMSTANCES** Circumstances which have not deprived an officer of his ability to employ approved methods or weapons.
- I. **OLEORESIN CAPSICUM (OC) AEROSOL PROJECTOR** - Pepper mace.
- J. **TASER** – Conducted energy weapons that use propelled wires to conduct energy that affects the sensory and motor functions of the central nervous system.
- K. **PRUDENT ACTION** - The use of cautious or discreet action having due regard for the rights of citizens while maintaining an awareness of the responsibilities of acting as a peace officer.
- L. **REASONABLE GROUNDS** That set of facts or circumstances, based on reliable trustworthy information or personal information or observation by an officer which reasonably shows and would warrant an ordinary, prudent man in believing that a crime has been committed and/or that a particular person has committed or is about to commit some offense against the law.
- M. **REASONABLE ACTION** - A moderate and/or fair action, within reason, suitable to the confrontation.
- N. **"READY" POSITION** - Any use or display of a firearm from unholstering to the point of taking aim.
- O. **PHYSICAL STRENGTH OR SKILL** Holding, restraining, throwing, pushing, pulling, striking, etc. without the use of any weapon or device, but including special skills such as karate, judo, etc., by an officer, acting alone, or together with other officers.
- P. **SUBSTANTIAL FORCE** Includes the striking of an individual, with or without a weapon, and/or significantly injuring an individual, directly or indirectly, intentional or not.

III. NEED FOR PREPARATION -

- A. As long as members of the public are victims of violent crimes and officers are confronted with various degrees of force in the performance of their duties, it will remain necessary for officers to be properly armed and equipped for the protection of society and themselves.
- B. During their careers, officers will continue to receive training on when the use of force, up to and including deadly force, is permissible. However, the final decision to use force must rest with the individual officer.
- C. This policy cannot cover every possible situation, but rather is intended to offer a foundation on which to base the decision to use force.

IV. GENERAL RULES

- A. Force may be used by an officer in the performance of his duty:
 - 1. When necessary to preserve the peace, prevent the commission of offenses, or prevent suicide or self-inflicted injury, or;
 - 2. When making lawful arrests and searches, overcoming resistance to such arrests or searches, and preventing the escape from custody, or;
 - 3. When in self-defense, or defense of another against unlawful violence to his person or property.
- B. The careful use of force is permitted by law and the officer is, in fact, required to exercise force under certain circumstances. The unnecessary use of force is contrary to law and places the city in a position of civil liability, the officer in jeopardy of both civil and criminal liability, and is prohibited by this department.
- C. The amount and degree of force which may be employed will be determined by the surrounding circumstances including, but not limited to:
 - 1. The nature of the offense.
 - 2. The behavior of the subject against whom force is to be used.
 - 3. Actions by third parties who may be present.
 - 4. Physical conditions.
 - 5. The feasibility or availability of alternative actions.
- D. Under no circumstances will the force used be greater than necessary. The type of force may escalate as the situation dictates.
- E. Whenever an officer finds it necessary to use force to achieve a lawful police objective, it shall be incumbent upon that officer to exhaust every reasonably available means of employing the least amount of force to effect the purpose before advancing to the next, more forceful method. However, nothing in this policy shall be interpreted to mean that an officer is required to engage in prolonged, hand to hand combat or struggle rather than to resort to that method which will most quickly and safely bring the situation under control.
- F. Under normal circumstances, no officer shall carry or use any weapon unless it is approved and until he is properly trained in its use. Training will include an evaluation of the individual's proficiency in technical, mechanical, and physical aspects of the use of the weapon, a knowledge and understanding of the law, this policy, and any other regulation regarding use of the weapon. No approved weapon shall be modified or altered in any material way.

V. LEVELS OF FORCE

Under normal circumstances, the levels of force will be used as listed from the least severe to the most drastic.

- A. Mere presence.
 - B. Verbal and gestured commands.
 - C. Chemical agents/Tasers
 - D. Physical force
 - E. Low Lethality Munitions
 - F. Deadly force
- 1. MERE PRESENCE- In many cases, an officer may gain control of a situation by his mere presence coupled

- with sound advice and gentle persuasion. This is the least offensive type of force
2. VERBAL AND GESTURED COMMANDS- An officer may issue lawful orders or warnings to gain control of a situation.
 3. CHEMICAL AGENTS (Optional) /TASERS
 - a. Authorized Issuance of Equipment -
 - (1) All sworn members and jailers of the department who desire to carry an (OC) aerosol projector shall receive mandatory training from a certified aerosol instructor in the proper use of the product. This training includes the option of being sprayed with the (OC) aerosol projector.
 - (2) Officers successfully completing the training course will be issued the department (OC) aerosol projector and carrier. All certified employees of the department may carry the (OC) aerosol projector.
 - b. Carrying the (OC) Aerosol Projector -
 - (1) Uniformed employee shall carry the aerosol projector in a position on the duty belt which allows it to be easily available without interfering with the employee's ability to access other defensive weapons.
 - (2) Plain clothed officers, when carrying the (OC) aerosol projector, shall carry it in a secured manner anywhere on the body as long as it is easily accessible and hidden from view.
 - (3) Plain clothed officers when not carrying the (OC) aerosol projector shall place the canister in a secure location away from the general public's access.
 - c. Restrictions -
 - (1) Only canisters of (OC) aerosol projector issued by the department shall be carried and used.
 - (2) (OC) aerosol projector canisters, which are damaged, malfunctioning or depleted, shall be turned in and a new one will be issued.
 - (3) Only officers who have attended and successfully completed the mandatory training shall be authorized to use and carry the (OC) aerosol projector.
 - (4) The issued (OC) aerosol projector shall not be modified or customized in any manner.
 - (5) The (OC) aerosol projector shall not be stored in a motor vehicle or any other area likely to expose the canister to high temperatures.
 - d. Use of (OC) Aerosol Projector as a Non-Lethal Tool
 - (1) An officer may use the (OC) aerosol projector for, but not limited to, the following reasons:
 - (a) To defend or protect himself or other parties.
 - (b) When an officer reasonably believes that the use of the (OC) is necessary to affect an arrest.
 - (c) To prevent any person from injuring themselves, other persons, or officers.
 - (d) Articulate justification must be present before (OC) aerosol projector can be used.
 - (2) When circumstances allow, the (OC) aerosol projector should be used from a minimum distance of 36 inches.
 - e. Treatment of Exposed Persons-Persons who have been exposed to the (OC) aerosol projector should be treated for exposure in the following manner.
 - (1) As soon as safely possible, a subject should have his handcuffs removed and allowed to flush exposed area with large amounts of cool, fresh, water. Using soap on skin (not eyes) assists in the removal of the (OC).
 - (2) Allow subject to remove contact lenses and wash them prior to reinsertion.
 - (3) Remove sprayed clothing in extreme cases.
 - (4) Officers shall not apply any cream, salve, etc. on the exposed areas.
 - (5) A subject that you are unable to remove handcuffs from shall have a washcloth wiped on the face to assist in relieving the discomfort.
 - (6) The arresting officer or the transporting officer is responsible for making sure that the exposed person(s) receive the proper treatment and are monitored until they have recovered. Recovery should occur within about one hour of exposure. If symptoms persist

or in any case where a person requests medical attention, they should be taken to a medical facility for examination immediately.

- f. Use of (OC) Aerosol Projector Investigation -
 - (1) If the (OC) aerosol projector is used on a subject, the immediate supervisor will be contacted as soon as possible.
 - (2) The officer will fully document all aspects of the exposure in his report to include:
 - (a) What were the circumstances that justified the use of (OC).
 - (b) Facts concerning actual exposure (distance, location of exposure, etc.)
 - (c) Reaction of the person.
 - (d) Treatment given to suspect.
- g. Use of Tasers
 - (1) A Taser may be used when other less lethal force options have been ineffective or when it reasonably appears that such option will be ineffective in subduing the subject.
 - (2) The Taser temporarily overrides the central nervous system and directly controls the skeletal muscles. In most cases, this causes an uncontrollable contraction of the muscle tissue, allowing the Taser to physically debilitate a subject regardless of pain tolerance or mental focus.
 - (3) Usage Criteria
 - (a) For maximum effectiveness, the Taser should be discharged at center mass. Shots directly at the face are prohibited unless deadly force is authorized. The Taser transmits electrical pulses along the wires and into the body of the target through up to two inches (2") of clothing.
 - (b) The Taser should not be used around flammable liquids, gases, blasting materials, or other highly combustible materials. Some self-defense sprays are flammable and would be extremely dangerous to use in conjunction with the Taser. Tasers are not to be deployed near or in the areas of a meth lab due to the possible flammable and volatile chemical environment.
 - (c) Tasers should be held level and not tilted when discharged.
 - (d) Officers can apply restraints to a subject while the Taser is in operation by avoiding any area between the two (2) darts. Once the subject is secured, the Taser will be shut down immediately.
 - (e) The Taser may be quickly reloaded and discharged again or used as a contact stun backup should the individual free him/herself from the darts and/or the situation justifies the use of the Taser again.
 - (f) Officers authorized to use the Taser will properly secure, deploy and/or use the Taser for law enforcement purposes ONLY.
 - (g) The Taser may not be effective and should not be used on a subject further than twenty-one feet away.
 - (h) The Taser may be used when:
 - (i) Lesser force options have been or are likely to be ineffective, and
 - (ii) The officer reasonably believes the suspect poses a threat of injury or death to himself, the public, or officers, and
 - (iii) The subject poses the threat from a distance and the officer is at greater risk if he/she attempts to close the gap.
 - (4) Dart Removal and Medical Follow-up
 - (a) If the Taser is used on a subject, the immediate supervisor will be contacted as soon as possible.
 - (b) Upon arrival at the scene, the supervisor will either direct an officer specifically trained to remove the darts to effect their removal and/or direct the suspect be immediately transported to a medical facility as the circumstances require. The supervisor will also direct the taking of photographs of the suspect whether visible injuries are present or not.

- (c) The officer will fully document all aspects of the exposure in his report to include:
 - (i) What were the circumstances that justified the use of the Taser.
 - (ii) Facts concerning actual deployment (distance, location of darts, etc.)
 - (iii) Reaction of the person.
 - (iv) Treatment given to suspect to include name of the person who removed the darts.
- (d) Each and every discharge and/or contact use shall be reported and documented in writing. This excludes training and the demonstration of the device.

4. PHYSICAL FORCE

- a. Without Weapons
 - (1) This includes the use of physical strength or skill to gain control of a situation. It does not include minor or slight contact such as that used to direct a person, etc.
 - (2) The use of any type of chokehold or "sleeper" hold should be considered as use of deadly force. It shall not be used to subdue an individual unless the use of deadly force is justified.
- b. With Non Deadly Weapons
 - (1) Display of Weapons Weapons should be drawn and/or displayed only as necessary.
 - (2) Baton/ASP The baton/ASP may be used when reasonably necessary to gain control of a situation and lesser types of force have failed or the circumstances justify its immediate use.
 - (a) Blows from the baton/ASP to the head and neck are prohibited unless deadly force is justified.
 - (b) Blows to the groin and upper torso should be avoided.
 - (c) The baton/ASP should be used to deliver blows to vulnerable areas of the body which will render the opponent temporarily incapacitated without causing serious bodily harm. Some of these areas include:
 - (i) Elbows
 - (ii) Knees
 - (iii) Shins
 - (iv) Extremities
 - (d) The baton/ASP may also be used as a barricade, a repelling device in crowd control situations, or as a defensive weapon to ward off blows from an assailant.
 - (e) If a baton/ASP is used and an individual is struck, its use must be reported in any resulting offense report and/or arrest report.
 - (3) Slappers
 - (a) Uniformed officers are prohibited from carrying slappers.
 - (b) Because slappers may be concealed more readily than a baton, a non-uniformed officer may carry a slapper in lieu of a baton.
 - (c) Use of the slapper shall be governed by the same guidelines as those for the baton.

5. LOW LETHALITY IMPACT MUNITIONS –

Authorized Use and Restrictions –

- a. Low lethality impact weapons may be used when reasonably necessary to prevent bodily injury to the public, the officer, or more serious injury to the suspect.
- b. Only personnel who have completed a departmentally approved training course in the proper use and deployment of Low Lethality Munitions will be authorized to use them during actual operations.
- c. An officer deploying Low Lethality Impact Munitions shall always have the capability of lethal force in the event the circumstances so require.

- d. If the circumstances allow, shot placement should start with the arms and legs; then abdominal area. The officer will consider factors, such as age, clothing, size and physical condition of the person. Shots to the chest and back area provide for the highest probability of causing immediate incapacitation, but also present a greater risk of injury and will be avoided if the circumstances allow. Shots to the head and neck are prohibited unless deadly force is justified.
 - e. Shots less than 10 feet are prohibited unless deadly force is justified or the “Exact Impact” round is used at a distance of greater than 5 feet.
 - f. Only departmentally approved Low Lethality Impact Munitions will be used.
 - g. Only departmentally approved weapons will be used to deploy Low Lethality Impact Munitions.
 - h. Once a weapon has been designated as a low lethality impact delivery system it will be checked by at least two people before use to determine it is loaded only with the appropriate munitions.
 - i. Individuals who are struck by Low Lethality Impact Munitions will be transported to a medical facility for examination when the circumstances require as determined by a supervisor.
 - j. Use of Low Lethality Impact Munitions shall be documented in an incident or arrest report.
6. **DEADLY FORCE**
- a. **General Guidelines -**
 - (1) Officers shall not draw or exhibit a weapon unless necessary.
 - (2) The following guidelines are provided to aid the officer in deciding whether to shoot or not:
 - (a) Have other reasonably available methods of apprehension been exhausted?
 - (b) What is the approximate age of the suspect and seriousness of the offense believed to have been committed?
 - (c) Are innocent people in the line of fire and what type of backstop is present?
 - (d) Can the suspect be clearly seen?
 - (e) Be conscious of the danger of firing while running or jumping due to erratic control of the weapon by the officer and the potential danger to surrounding persons.
 - (3) The officer should take reasonable precautions known to him at the time prior to the use of deadly force.
 - (4) The use of deadly force cannot be justified on mere suspicion that a crime, no matter how serious, was committed or that a particular person committed the crime. An officer should have either witnessed the crime or obtained sufficient information to establish probable cause that a particular person committed an offense for which the use of deadly force may be warranted.
 - (5) This policy is not intended to address any discharges of weapons, which occur as an officer is practicing or training at an approved range or while engaged in the sport of hunting.
 - (6) **Prohibited Weapons**
 - (a) **Flashlights:** Flashlights are to be used for their intended purpose and shall not be used as a weapon unless necessary to prevent death or serious bodily harm.
 - (b) **Sap Gloves** The wearing of and/or use of sap gloves are prohibited.
 - (c) **Stun Guns** The carrying of and/or use of stun guns is prohibited.
 - b. **Justification to Use Deadly Force-A police officer is justified in using deadly force when:**
 - (1) **Apprehending fleeing felons if:**
 - (a) such force is necessary to prevent the arrest from being defeated by resistance or escape, and
 - (b) there is probable cause to believe that the person to be arrested has committed a felony crime involving the infliction or threatened infliction of death or serious bodily harm and continues to pose a significant danger of death or serious bodily harm to officers or others should he escape; and
 - (c) he has given a verbal warning, if possible.
 - (2) The officer reasonably believes the use of such force is necessary to protect himself or others from

imminent danger of serious bodily harm or death.

- (3) Such force is necessary to apprehend an escaped, convicted criminal who was incarcerated for commission of a violent crime and is likely to endanger human life or inflict serious bodily harm if not apprehended.
- (4) Justification for the use of deadly force must be limited to what facts or circumstances are known or perceived by an officer at the time he or she decides to use such force. This justification includes, but is not limited to, such factors as:
 - (a) Age of the suspect,
 - (b) Whether the suspect is armed or not, and
 - (c) The type of the offense.
- (5) When a firearm is used by an officer, it must be with the realization that the death of some person may occur even though death may not have been intended.
- (6) When the opportunity exists, the officer should advise the person that he is a law enforcement officer and/or making an arrest unless to do so would pose additional danger.
 - c. Unauthorized Use of Firearms -
 - (1) An officer shall not fire a warning shot in an attempt to induce the surrender of a suspect.
 - (2) An officer shall not shoot into a crowd or under circumstances where the risk to innocent persons outweighs the risk created if deadly force is not employed.
 - (3) An officer shall not shoot at a fleeing or moving vehicle unless necessary to protect himself or others from imminent danger of serious bodily harm or death.
 - (a) Officers must realize that handgun rounds cannot be depended upon to stop a moving vehicle.
 - (b) Officers should be aware that handgun rounds are usually unable to penetrate the metal or glass surfaces of an automobile and are more likely to ricochet.
 - (c) If the officer must shoot at a moving vehicle, it should be directed toward the tires, engine compartment, or other points of control or any occupant who presents an imminent threat that would justify the use of deadly force.
 - (4) An officer shall not shoot from a moving vehicle unless necessary to protect himself or others from imminent danger of serious bodily harm or death.
 - (a) Under no conditions shall a weapon be fired from a moving vehicle without due regard for the safety of innocent bystanders who may be in the area.
 - (b) Officers should realize that there is little probability of hitting the target while moving in a vehicle.
 - (c) Such firing adversely affects accuracy and increases the ever-present possibility of hitting an innocent bystander or destroying property.
 - (d) The threat to the officer or others must exceed the danger created by discharging a weapon under these circumstances.
 - (e) If the officer is in a moving vehicle and is shooting at another moving vehicle, he should realize that:
 - (i) Damage to the police unit is more likely to occur.
 - (ii) If the vehicle does stop, the officer must realize that the number of rounds available has been reduced.
 - d. Drawing of and/or Displaying of Weapons -
 - (1) A weapon may be brought to the "ready" position when it appears that the situation, at the moment, is likely to justify its use.
 - (2) In the exercise of good judgment, an officer is permitted to draw or display his firearm when he has reason to fear for his own personal safety and/or the safety of others.
 - (3) An officer may draw or display his firearm when the offender is suspected of having a deadly weapon in his possession.
 - (4) An officer may display a weapon when necessary to obtain and maintain control of arrestees.

- (5) Officers may not draw or display their firearms unnecessarily.
 - (a) The exception is during official inspection ceremonies.
 - (b) If a firearm needs to be checked or must be removed from the holster for any reason other than its authorized uses, the officer will remove himself from public view.
- e. Deadly Force Used to Destroy Animals-Deadly force may be used to destroy a dangerous animal or an animal so badly injured that humanity requires it be relieved from further suffering.
 - (1) If an Animal Control Officer is readily available, police officers should first attempt to have him respond to the scene and take appropriate action.
 - (2) Unless circumstances warrant immediate action in the protection of life or property, an officer should notify dispatch and/or his immediate supervisor before destroying an animal.
 - (3) Officers should utilize the following guidelines:
 - (a) If possible, an animal should not be destroyed in the presence of children.
 - (b) Shoot down into the animal from close range so that the projectile will enter the ground if it passes through the body. (Note: Officers should exercise common sense if the animal is on concrete and use another trajectory to avoid ricochets.)
 - (c) The animal should be disposed of by shooting into the cranial cavity so as to minimize suffering. (NOTE: The exception is for animals suspected of having rabies.)
 - (d) Animals suspected of having rabies should be shot in the chest cavity directly behind the front legs.
 - (e) The Animal Control Center should be notified to remove the carcass.
 - (4) Skunks should be destroyed due to the potential health hazards they create for the community.
 - (5) Officers should only use the firearms and/or ammunition as approved below to destroy animals:
 - (a) Small animals such as skunks, dogs, etc.
 - (i) 12 gauge shotgun
 - (ii) #6 shot as furnished by the department
 - (b) Large animals such as cows, horses, etc.
 - (i) 12 gauge shotgun
 - (ii) "00" Buck or Rifled Slug
 - (c) Handguns may be used if a shotgun is not reasonably available.

VI. REPORTING THE USE OF FORCE

- A. Officers are daily confronted with situations where use of force must be exercised to effect arrests and to protect public safety.
 - 1. Whenever an officer uses physical force, with or without weapons, he will report the details of the confrontation in the arrest report and/or incident report.
 - 2. Any person subject to the application of physical force by an officer will normally be suspected of having committed an offense which would warrant an arrest.
 - a. If the person is not arrested or escapes custody, the officer will file an incident report.
 - b. Unless the arrestee assaulted the officer, the officer will file an arrest report with no further documentation necessary.
 - c. Incidents where an officer is assaulted are covered in the Assaults on Officers section below.
- B. Whenever an officer must employ substantial force in the course of effecting an arrest or controlling a dangerous situation, the officer will report the incident to his immediate on-duty supervisor as soon as practical.
 - 1. If the person subjected to the application of substantial force is arrested:

- a. The officer's immediate supervisor will check the arrestee for injuries for the purpose of ensuring that the arrest report adequately reflects relevant information and will ensure that photographs or videotapes are taken, if advisable.
 - b. Officers will also place in the incident or arrest report, facts regarding any injury actually received or complained of and will identify the type of injury.
2. A subject who is either injured or claims to be injured, as a result of any police activity, will receive immediate medical attention and the supervisor will ensure that the subject's injury or claimed injury is either photographed or videotaped, if deemed advisable. If the person is injured and must be taken to the hospital, the officer's immediate supervisor will make sure that the required arrest report and/or incident report is completed.
- a. If the person is to be arrested, an arrest report will be completed and the details will reflect where the arrestee has been admitted to a hospital, if applicable.
 - (1) If the arrest is for a misdemeanor, the arrestee will be issued an arrest and summons.
 - (2) Unless the arrestee is actually taken to the jail section, he will not be entered into the jail logbook.
 - b. If the person is not to be arrested, such as those accidentally injured by police activity, the officer will fill out an Incident Report.
- C. Any arrestee in custody who is injured or claims to have been injured by any member of the department shall have his claim investigated.
- 1. A supervisor will:
 - a. Attempt to verify that there are bonafide injuries and ensure that photographs or videotapes are taken, if advisable.
 - b. Check the arrest report to see that any injuries are documented, including how they occurred.
 - (1) If satisfactorily documented, no further investigation is required unless directed by the Chief of Police.
 - (2) If not documented, he will take corrective action.
 - (3) The supervisor will record the action taken onto a summary sheet of a confidential supplemental report. The report should be filed in the arrestee's arrest jacket.
 - 2. Upon determining that further investigation is warranted, the officer's supervisor, or the professional standards officer will conduct a thorough investigation of the allegation.
 - a. If the officer's immediate supervisor investigates the allegations and they are sustained, he will recommend whatever disciplinary action that he deems appropriate for the officer's failure to adhere to policy requiring the reporting of the injury.
 - b. If the professional standards officer investigates the allegations and they are sustained, he will report his findings to the Chief of Police who will determine what disciplinary action will be taken or recommended to the City Manager.
 - c. If the allegations are proven untrue or appear to be untrue after reasonable investigation, the investigation may be terminated with a detailed report of the findings.
 - d. All paperwork will be submitted through the chain of command to the Police Chief.
 - 3. Advise and assist the arrestee of the proper method to file a complaint should the arrestee so desire.
- D. ASSAULTS ON OFFICERS
- 1. An officer who is assaulted/battered while in performance of his official duties should notify his immediate supervisor as soon as possible after the incident.
 - a. Officers who are injured will receive immediate medical attention and their supervisor will either photograph or videotape the officer's injury, if advisable.
 - b. Officers will also place in the incident or arrest report, facts regarding the injury received and will identify the type of injury. In coordination with the supervisor, he will prepare all appropriate documentation.

2. Prior to the arrest report or incident report being turned in, the officer's immediate supervisor will review the report for details and accuracy.
 - a. For any Assault and Battery on a Police Officer case, the supervisor will:
 - (1) Ensure that an offense report is prepared.
 - (2) Prepare a Foreman's Report of Injury (Form PD 139), if necessary.
 - (3) Ensure that photographs of the injuries are taken, if advisable.
 - b. Within three (3) calendar days of the date of the assault, the supervisor will then make copies of all paperwork and reports concerning the assault and forward a copy to:
 - (1) The assaulted officer.
 - (2) The assaulted officer's division commander.
 - (3) The Police Chief.
 - (4) Others as may be required by the labor contract.
- E. EXCESSIVE FORCE -
1. When a police officer witnesses another officer using excessive force, the witnessing officer must report such use of excessive force to his immediate supervisor.
 - a. The report will include:
 - (1) The date, time, and place of the occurrence;
 - (2) The identity, if known, and description of the participants;
 - (3) A description of the events and the force used.
 - b. The report shall be made in writing within twenty-four (24) hours of the occurrence of the use of such force.
 - c. Failure to report such use of excessive force or any officer who knowingly makes a materially false statement could be charged with a misdemeanor as per state statutes (Title 22 § 34.2, O.S. 1993).
 2. The supervisor will forward a copy of the report through the chain of command to the Chief of Police within twenty-four (24) hours after receiving the initial written report.
 3. The Chief of Police will:
 - a. Assign the officer's supervisor or the Professional Standards Officer, to investigate the report.
 - b. Report the allegation to the local office of the Federal Bureau of Investigation

<i>EFFECTIVE DATE:</i> February,2018		<i>POLICY NUMBER:</i> 11-5.372
<i>SUBJECT:</i> Restraint Chair		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS CORRECTIONAL OFFICERS	<i>RE-EVALUATION DATE:</i> February,2020	<i>NUMBER OF PAGES:</i> 3

- I. **PURPOSE** - The purpose of this policy is to provide jail and police personnel with standards regarding the use of the restraint chair within the jail section of the Lawton Police Department.
- II. **DEFINITION** - The restraint chair is a chair designed to help restrain an inmate to prevent injury to themselves or others.
- III. **POLICY** - The restraint chair shall only be used with the approval of the jail administrator or designee. The designee (for purposes of this policy) shall mean a jail supervisor or patrol supervisor. The restraint chair shall only be used for the management and control of inmates who have been deemed to require restraining for the following reason: To prevent inmate self-injury or injury to others, and then only with the approval of the jail administrator and/or the above-listed designees Gail supervisor or patrol supervisor).

In no event will the restraint chair be used as a means of punishing an inmate.

A minimum of at least three (3) police department and/or jail personnel shall be present when an inmate is placed in the restraint chair. All police department and/or jail personnel who may have occasion to use the restraint chair and/or be present during the use of the restraint chair shall be trained in accordance with this policy and the chair manufacturer's instructions.

Inmates confined in the restraint chair will be physically separated from other inmates. Inmates confined to the restraint chair will be located where they can be continuously monitored by jail and/or police department personnel.

Each time an inmate is placed in the restraint chair, it will be documented in the Incident Log Book at the booking desk, in the Restraint Chair Log form, and a Response to Aggression form will be completed. This will include the time, specific reason(s) for the use of the restraint chair, and who authorized its use.

Whenever an inmate is placed in the restraint chair, department personnel will examine the inmate to ensure the restraints are properly employed and to ensure the safety of the inmate. Department personnel will continuously monitor the restrained inmate, to include at a minimum, a physical check every fifteen (15) minutes to determine if the restraints are too tight or if any other unusual medical or physical response is being exhibited by the inmate. Each examination of the inmate confined in the restraint chair will be documented on the Restraint Chair Log form. If department personnel notice circulation in the hands or feet of the inmate is being effected, with backup personnel present, the restraints will be re- adjusted for better circulation. Any such re-adjustment will be documented on the Restraint Chair Log form. If department personnel observe respiratory distress or any other medical problems exhibited by the inmate confined in the restraint chair, department personnel will immediately request emergency medical assistance. The removal of the inmate from the restraint chair may be necessary at this time with backup personnel present.

A decision to retain or release the inmate from the restraint chair can be made at any time by the jail administrator and/or jail supervisor or patrol supervisor.

In no event will an inmate be confined to the restraint chair for more than two (2) consecutive hours.

If an inmate is confined to the restraint chair for two (2) consecutive hours, the inmate may not be confined to the restraint chair again until at least one (1) hour has passed from the time the inmate was released from the restraint chair.

If an inmate is confined to the restraint chair for up to one and a half (1.5) consecutive hours, the inmate may not be confined to the restraint chair again until at least thirty (30) minutes have passed from the time the inmate was released from the restraint chair.

In no event will an inmate be confined to the restraint chair for more than six (6) hours (total) within a twenty-four (24) hour time period.

In all events in which the restraint chair is utilized to restrain an inmate, department personnel will rely on training and observation of the inmate's behavior to determine if the EOD process should be initiated. However, the EOD process shall be initiated in the following instances:

- A. After an inmate has been confined to the restraint chair for two (2) consecutive hours, is released from the restraint chair and;
 - 1. Within an hour of being released from the restraint chair the inmate requires any other method of restraint to prevent inmate self-injury or injury to others; or,**
 - 2. An inmate requires another confinement to the restraint chair to prevent inmate self-injury or injury to others an hour after being released from the restraint chair.****

- B. Anytime an inmate exhibits behavior presenting a risk of self injury or injury to others requiring confinement to the restraint chair more than six (6) hours (total) within a twenty-four (24) hour time period or otherwise requires the intervention of department personnel and meets EOD guidelines.**

Upon determination that the inmate is no longer in danger of injuring himself/herself or others, the inmate shall be removed from the restraint chair. The date, time of release and who approved the release will be documented on the Restraint Chair Log form. The supervisor who authorizes the inmate removal from the restraint chair will be responsible for making sure the Restraint Chair Log form is completed for each incident. This form will be retained in the inmate's records and a master file.

Restraint Chair Log

DATE: _____ Inmates Name: _____

Correctional officers on Duty: _____

Justification for use of Restraint Chair: _____

Date/Time placed in Chair: _____ Date/Time removed form chair: _____

Supervisor approved use of: _____ Supervisor approved removal: _____

15 minutes observation notes: (list specific behaviors, add pages if needed)

	00			00	
	15			15	
	30			30	
	45			45	
	00			00	
	15			15	
	30			30	
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	00			00	
	15			15	
	30			30	
	45			45	

Total amount of time inmate was restrained: _____

Other notes: _____

Signature of Correctional Officer(s): _____

<i>EFFECTIVE DATE:</i> DECEMBER 1996		<i>GENERAL ORDER NUMBER:</i> 11-5.380
<i>SUBJECT:</i> FORCED ENTRIES		<i>REPLACES POLICY NUMBER:</i> 3.37
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> DECEMBER 1997	<i>NUMBER OF PAGES:</i> 2

I. PURPOSE

The purpose of this policy is to provide guidelines for situations in which an officer must force entry into a house or vehicle, whether by request of owner or as part of a legal performance of duty.

II. AS A PUBLIC ASSIST OR OWNER REQUEST

When a member of this department is requested to enter locked houses or open locked vehicles where keys are unavailable and entry would require force, they will first determine the nature of the call and the reason for the request.

- A. An officer will not force entry as a public assist or upon the owner's request unless there is an emergency or life threatening situation involved.
- B. If there is no emergency or life threatening situation requiring immediate forced entry, the requesting party shall be advised:
 1. That the Police Department does not possess the required equipment to gain such entry without damage to their property and for that reason alone it is forbidden, unless there is an emergency or life threatening situation.
 2. To contact a locksmith (or wrecker company, if special tools are needed for automobiles).
 3. That a field unit will not be dispatched (where someone has called the department requesting assistance).
- C. A field unit will be dispatched when:
 1. The situation involves an emergency or life threatening situation.
 2. The situation requires personal attention due to unusual circumstances.
- D. When the officer has determined that entry is required, he shall:
 1. Obtain his immediate supervisor's approval before effecting such entry, if the circumstances allow.
 2. Attempt to gain entry by the means which will inflict the least amount of injury to those present and/or the least damage to property.
 - a. The officer may request assistance from the Fire Department, time permitting.
 - b. The officer may use whatever means that is readily available which will reduce the chance for injury or extensive damage including the use of "slim jims" for automobiles.

III. TO EFFECT AN ARREST OR SERVE A WARRANT (SEE ARREST PROCEDURES POLICY

<i>EFFECTIVE DATE:</i> MARCH 2003		<i>GENERAL ORDER NUMBER:</i> 11-5.460
<i>SUBJECT:</i> HOSTAGE/CRISIS SITUATIONS		<i>REPLACES POLICY NUMBER:</i> 3.41
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> MARCH 2004	<i>NUMBER OF PAGES:</i> 5

I. PURPOSE

The purpose of this policy is to provide guidelines for handling Hostage Situations.

II. POLICY -

Extreme caution must be used in Hostage Situations so that hostages are not harmed because of police activity.

III. PROCEDURE

A. DISPATCHER -

1. When a call is received at the switchboard or by the dispatcher advising of a hostage situation or an extortion where a hostage is involved, the caller should be immediately connected to the Watch Commander of Police. In his absence, the call should go to any available Acting Watch Commander who will act as the Watch Commander's designee.
2. If the call comes through the "911" system, the Watch Commander or his designee will be contacted and asked to call or come to the Dispatch Office immediately. In the meantime, the person answering the "911" call should attempt to obtain all available information.
3. If at all possible, no radio dispatches will be made in reference to hostages or extortions.

B. WATCH COMMANDER OR HIS DESIGNEE -

1. When talking to the caller, the Watch Commander or his designee should determine:
 - a. If hostages are actually being held and if so, the Tactical Team should be mobilized immediately.
 - b. The identity of the hostage(s) and/or suspect(s).
 - c. If a payoff is to be made, and if so, the location and method to be used.
 - d. The address and phone number of the caller, victim, and the victim's family.
 - e. Where the hostage is being held
 - f. In cases of extortion,
 - (1) If someone is attempting to determine the status of the victim.
 - (2) If the family can verify the location of all family members so that the possibility of a hoax can be eliminated.
 - (3) If the neighbors have been contacted and asked to check to see if the victim or his family is at home.
 - (4) If someone is attempting to determine if the extortioner or his partner(s) are in a location where they can observe the activities of the caller or the victim's family.
2. An open telephone line should be maintained with the telephone caller.
3. No advice will be given to the victim's family or person being extorted as to whether an actual payoff should be made.
 - a. If it is determined that the alleged hostage is safe, an attempt should be made to make the payoff using a "dummy" package.
 - b. If an actual payoff is made with real money, "bait" money should be included where the

- serial numbers, series, year, types of notes and denominations are prerecorded.
4. The Watch Commander or his designee will have unmarked units dispersed to:
 - a. The vicinity of the caller;
 - b. The vicinity of the payoff location for extortion, cases, and;
 5. When the hostage's location has been determined, the Watch Commander or his designee will direct Patrol Units, marked or unmarked, a Field Supervisor, and the Tactical Team to go the location as dictated in the circumstance.
 6. If a trained Departmental Negotiator is needed, one will be assigned or called out. See policy on Hostage/Crisis Negotiation Team 11-5.465
 7. Traffic units will be sent to locations where they may be needed to control traffic.
 - a. Traffic units will provide traffic control at their assigned locations and will not leave that location until properly relieved or released.
 - b. Traffic units will not approach the location of the hostage situation unless directed to do so by the ranking officer in charge of the situation.
 8. The Watch Commander or his designee will go to the hostage's location as soon as it has been determined.
 9. The Watch Commander or his designee will immediately advise all participating officers when the hostage situation has been resolved.
 10. Observation units will be advised immediately if it has been determined that no hostages are being held.
 11. Following the safe release or recovery of a hostage, extensive interviews will be conducted with:
 - a. The victim and his family.
 - b. The neighbors,
 - (1.) Around the victim's home.
 - (2.) Around the location where the hostage was being held
 - c. Potential witnesses along the route(s) used by the suspects.
- C. UNIFORMED OFFICER (S) ON THE SCENE -
1. The officer(s) sent to a hostage situation must be extremely cautious when approaching the location.
 - a. Emergency sirens should not be used within twelve (12) blocks of the location.
 - b. Emergency lights should not be used within two (2) blocks of the location.
 - c. Officers should not drive so that their arrival is announced by squealing tires, racing motors, etc.
 2. Upon arrival at the scene, uniformed officers should:
 - a. Avoid the use of the two-way radio as much as possible to avoid unnecessary persons from gathering at the scene who may have monitored the radio conversations.
 - b. Avoid endangering hostages by their actions.
 - c. Confine the subjects to the smallest area possible.
 3. No other action should be taken without direction from a supervisor unless the situation becomes immediately life-threatening.
- D. UNMARKED UNITS -
1. Officers in unmarked units who are sent to a hostage situation should be extremely cautious when approaching their assigned destination and not use red lights or sirens. They should use a circumspect approach in making contact with any suspicious person.
 2. Plainclothes officers should act as observers and not take any action whatsoever that will endanger the life of any hostage being held.
 3. Officers in observing units near the payoff site should be alert for any suspicious vehicles and/or persons even though the payoff package is not picked up by said persons.
- E. SUPERVISOR ON THE SCENE -
1. The ranking Field Supervisor on the scene will be in charge of the operations until relieved by a

higher ranking Supervisor.

2. The supervisor on the scene will:
 - a. Establish an inner perimeter and evacuate any non-essential persons from the area.
 - b. Limit access to the inner perimeter to essential persons only, realizing that excessive persons can only cause more danger to the hostage(s).
 - c. Establish a Command Post near the scene.
 - d. Set up a staging area where officers can report as they arrive, rather than to the Command Post.
 - e. Establish communications with the subject using:
 - (1.) A telephone (The preferred method)
 - (2.) A Bullhorn or PA system.
 - (3.) Any other means available at the scene.
 - f. Determine the layout of the building where the subjects are located.
 - g. Obtain available information on the identity and description of the suspect, hostages, and weapons.
 - h. Obtain identities and addresses of witnesses, and arrange to have them interviewed beyond the staging area.

F. NEGOTIATOR -

1. Many times the safe release of hostages require a break from traditional law enforcement techniques. Patience and buying time through the use of negotiators familiar with psychological methods are of primary importance.
2. Each confrontation must be treated individually since there are no two alike.
3. Hostage negotiators should have a mature appearance so that they will appear as persons of authority to the captor(s). However, the negotiator should not present himself as the ultimate decision maker. This permits the negotiator to defer decisions, buy time, and maintain rapport with the captor(s) when demands are delayed or refused because he, the negotiator, is not the person denying the captor's request.
4. The negotiator must remain calm, cool, resourceful, mature, and most importantly, effective in verbal communications.
5. Practically all demands are negotiable for the sake of time.
 - a. However, under no circumstances will weapons be supplied or traded for.
 - b. Additional or different hostages will not be negotiated to be given or exchanged.
6. To effect the safe release of the hostage(s), negotiators and decision makers should attempt to develop strategies and alternatives short of force.

G. WATCH COMMANDER OR HIS DESIGNEE, AT THE SCENE -

1. Upon his arrival at the negotiating site, the Watch Commander or his designee will delegate responsibility and/or personally:
 - a. Confer with persons at the Command Post.
 - b. Establish an outer perimeter.
 - c. Establish a press information center.
 - d. Interview witnesses or persons possessing knowledge of the situation or location.
 - e. Establish liaison with other agencies within our jurisdiction, as needed.
 - f. Prepare a floor plan of the location where the hostages are being held.
 - g. Endeavor to have an aircraft on standby in the event the situation becomes mobile.
 - h. Have emergency medical personnel on standby at the staging area
 - i. Ensure that assault and containment personnel are in position at all times to ensure the safety of the hostages.
 - j. Ensure that relief personnel are scheduled or available.
 - k. Direct the negotiator to report all demands and negotiations to the Command Post and that they will not make any decisions on their own.
2. In the event the captor(s) and hostage(s) move from their original location, the Watch Commander

or his designee should:

- a. Ensure vehicles and drivers are available and ready.
 - b. Ensure aircraft is ready.
 - c. Ensure the route of travel is known to all personnel and outside agencies having jurisdiction.
 - d. Ensure the negotiator has transportation so he can follow.
 - e. Ensure that all police personnel are directed not to interfere with the progress of the convoy unless specifically ordered to do otherwise.
 - f. Maintain responsibility.
 - g. Consider using the negotiator as the escape vehicle operator.
 - h. Direct that only unmarked police vehicles parallel the convoy on adjoining streets.
 - i. Ensure that the Tact Team personnel are in convoy vehicles.
 - j. Maintain communications as to progress and exact location of the convoy.
 - k. When the convoy arrives at the new destination, ensure the inner and outer perimeters are reestablished.
 - l. Ensure that the Tact Team precedes the convoy to the new destination, if it is known so that they may deploy before the convoy arrives.
3. The Watch Commander or his designee will remain in complete charge of the operations at all times.
 4. Should the Watch Commander assume the role of Incident Commander, an Acting Watch Commander should be designated.

H. TACTICAL TEAM -

1. When the Tactical Team arrives at the location of the hostage situation, they will remain at the Command Post until assigned a position by the Tact Team Commander.
2. The Tactical Team will be responsible for making any advances or assaults on the captor, however, no advance or assault will be made until directed to do so by the Incident Commander or his designee.
3. Once assigned the responsibility of removing the hostage(s) and/or captor(s), the Tactical Team Commander will be in complete charge of directing the extrication operation.

<i>EFFECTIVE DATE:</i> August, 2007		<i>GENERAL ORDER NUMBER:</i> 11-5.470
<i>SUBJECT:</i> POLICE VEHICLE/EQUIPMENT COLLISIONS/INCIDENTS: PREVENTION, REVIEW, AND CLASSIFICATION OF		<i>REPLACES POLICY NUMBER:</i> 3.53
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> August, 2009	<i>NUMBER OF PAGES:</i> 8

I. PURPOSE

- A. The purposes of this policy are to reduce injury exposure for Police Department employees and the public and to minimize the loss of City resources due to officers being involved in preventable vehicle collisions/incidents. These resources include man-hours, equipment, and money.
- B. The purpose of this policy is to establish departmental procedures for the review and classification of police vehicle collisions/incidents and to establish a classification point system and penalties for dealing equitably with officers who are involved in police vehicle or equipment collisions/incidents.

II. POLICY -

The intent of this policy is to ensure that all Police vehicle operators are properly licensed, trained, and oriented on safe driving procedures and for the specific type(s) of equipment that they will be required to operate while on the job; that only properly qualified drivers are allowed to operate city-owned equipment; that employee behavior that adversely affects the safe operation of equipment is modified and/or appropriately penalized; and that collision free drivers are recognized and rewarded for their efforts. It shall be the policy of the Lawton Police Department that all levels of supervision take appropriate action when they view or become aware of unsafe vehicle conditions or unsafe driving behavior. It shall also be the policy of the Lawton Police Department to investigate and classify every collision/incident involving a police vehicle.

III. COLLISION PREVENTION

- A. Each individual driver of a police vehicle is responsible for the daily inspection and maintenance of all vehicle equipment, which relates to safe operation. (Lights, overheads, turn signals, siren, horn, brakes, tire condition and pressure, etc.)
- B. Supervisors of all levels and divisions are charged with the responsibility of reporting unsafe vehicle conditions and unsafe driving behavior to the immediate supervisor of the employee involved.
- C. Internal and written citizens' complaints of unsafe vehicle condition or operation will result in an investigation by the immediate supervisor of the named employee. The supervisor will prepare written documentation and recommendations, which will be sent through the chain of command for approval.

IV. DEFINITIONS - Terms used in this policy are defined as follows:

- A. COLLISION -
A sudden, unplanned, and unintended occurrence whereby property damage or bodily injury results from the operation of a driver controlled vehicle or piece of equipment on a publicly owned street or highway,
- B. INCIDENT -
An occurrence whereby property damage or bodily injury results from operation of a driver controlled vehicle or piece of equipment on private property or those that involve the following:
 1. Suicide, legal intervention, deliberate intent, heart attack and other health related collisions, and any other investigation, which is not considered to be a traffic collision by the Oklahoma Department of Public Safety.

2. Damage due to cataclysm (cyclone, earthquake, flood, tornado, hail, lightning, and other acts of God.)
- C. COMPLAINT INVESTIGATION -
 These are reports of driving or equipment violations on the part of particular city vehicle or equipment operators. They may originate from the public, supervisors, co-workers, management, Safety Committee members, etc.

V. PROCEDURES

- A. RECORDS REVIEW -
 The Chief of Police will cause a review to be conducted of the driving record of each person to be recommended for employment, transfer, or promotion.
- B. DEFENSIVE DRIVING TRAINING –
1. Every officer shall be required to attend a defensive driving course within 120 days of employment.
 2. Every officer who has been assessed more than two (2) points against his driving record will be scheduled to attend the next available defensive driving course offered by the City or Police Department.
 3. All employees who operate City owned vehicles will be scheduled to attend defensive driving training no less than every five (5) years
 4. The Safety and Risk Officer for the City of Lawton will inform departments of the names of the employees who are scheduled to attend.
- C. DRIVING AWARDS -
1. An incentive and recognition program is implemented to reward safe, collision free vehicle operation. Awards are based on collision (incident) free years. Any collisions or incidents where the employee was not assessed points by the Review Board will not count against the employee for the purposes of a Safe Driving Award; however, any point assessment during the past year will disqualify the employee for the award.
 2. Cumulative Safe Driving Award Schedule -

1 Year	Certificate of Achievement
2 - 4 Years	Safe Driving Pin
5 - 10 Years	Safe Driving Pin plus ½ day of non- charged leave time.
11 + Years	Safe Driving Pin plus 1 day of non-charged leave time.
 3. For award consideration, collision free time starts the first of the month following hire or the first of the month following the month in which a preventable collision/incident occurs.
 4. At the time of a preventable collision/incident, all accumulated collision free time is lost.
 5. Awards will be presented annually during the first three months of the calendar year. The Mayor, City Manager or other official will present the awards in an appropriate ceremony.
- E. POLICE VEHICLE COLLISION INVESTIGATION -
1. A Police Field Supervisor, preferably the immediate supervisor of the officer involved, will respond to the scene of every police vehicle collision to assess the severity, be briefed on the circumstances, and ensure that appropriately skilled investigators are made available. Traffic Reconstructionists or Field Supervisors will investigate all collisions that involve a personal injury. Personal injury and fatality collision investigations will be directly managed by a Police Field Supervisor.
 2. The Police Field Supervisor will review the collision and all supplemental reports for accuracy and completeness. The Supervisor may require statements and/or additional information from the investigator, officer involved, other drivers, and witnesses.
 3. The Supervisor will prepare a package, which will include:
 - a. The Official Collision Investigation Report and all supplemental reports.
 - b. Statements from witnesses.

- c. Written documentation regarding classification of the collision and any recommendations
- d. Field Supervisor's Report of Injury, if applicable.
- e. Motive Equipment Damage Report.
- f. Photos will be processed according to evidence photo policy 11-5.055
- 4. The Supervisor will distribute the collision report package as follows:
 - a. Entire original package to the Division Deputy Chief of the officer involved.
 - b. The Deputy Chief will distribute a copy of the package to the on duty Fleet Supervisor and to the Watch Commander of the officer involved.
- 5. A minimum of (3) three estimates from approved body shops will be obtained. If the vehicle is drivable, estimates will be obtained as soon as possible. If the vehicle is not drivable, it will be towed to the City Compound for storage, and the Fleet Officer will be responsible for obtaining estimates.
- 6. Final approval of the investigation and recommendations will be made by the Chief and his Staff.

F. CLASSIFICATION OF POLICE VEHICLE COLLISIONS/INCIDENTS

- 1. The purpose of the classification system is to provide for uniform classification of collisions involving departmental personnel and for equitable consideration of the driving records of such personnel.
- 2. Collisions will be classified as listed below:
- 3. Each police vehicle collision will be classified as a class "A", "B", "C", or "D" collision using the criteria listed below.
- 4. Class "A" Collision/Incident - (0 Point)
 - A class "A" collision/incident is one wherein there is no reasonable doubt that there was no improper action on the part of the operator. This would be a non-chargeable/non-preventable collision or incident.
- 5. Class "B" Collision/Incident - (1 Point)
 - A Class "B" collision/incident is one wherein there is a reasonable doubt that the officer did everything he reasonably could have done to prevent becoming involved in a situation which resulted in an collision/incident. This would be a preventable collision/incident.
- 6. Class "C" Collision/Incident - (2 Points)
 - A Class "C" collision/incident is one in which the officer committed an act (or failed to perform an act) which allowed him to become involved in a situation that resulted in a collision/incident.
- 7. Class "D" Collision/Incident - (4 Points)
 - A Class "D" collision/incident is one in which the officer committed some act in violation of the law, or he omitted some act required by law to be performed. This would be a Chargeable Collision/Incident, one in which charges could be filed against the officer.
- 8. "Code V" - Valid Driving Complaint - (1 Point)
 - This is a complaint or discrepancy report about a driving violation, which has been investigated and found to be valid. The complaint can originate from a citizen, a fellow worker, a supervisor, or any other source. The complaint information can regard any violation of the law, unsafe vehicle condition, or any behavior that could result in an accident or damage to property.

G. REVIEW OF POLICE VEHICLE COLLISIONS/INCIDENTS -

- 1. All police vehicle collisions will be reviewed to establish the classification for each and to determine if corrective action is needed concerning the officer involved.
- 2. Police vehicle incidents determined by a shift commander to be Class "A" need not be reviewed unless directed by the Deputy Chief of Police. Note: This does not include collisions.
- 3. The recommendation of the Collision Review Board will be forwarded to the Deputy Chief of the involved officer's division.
- 4. The Deputy Chief of the involved officer's division will then forward the Collision Review Board's recommendation along with his recommendation to the Chief of Police for final approval.

H. COLLISION REVIEW BOARD -

- 1. Convening of Review Boards -

- a. The Collision Review Board will convene at least once every 60 days to review all collisions involving police vehicles, which have occurred and/or have not been reviewed since the previous meeting.
 - b. The Collision Review Board may convene in a special meeting at the direction of the Chief of Police, to be scheduled by the presiding officer.
2. Selection and Scheduling of Review Boards -
- a. The Chief of Police will select the members of the Review Board.
 - b. The Collision Review Board will consist of one (1) Captain (Chairman), one (1) Lawton Police Department Fleet Supervisor, two (2) sworn Police Officers (at least one will be a Master Officer), one (1) Equipment Maintenance Superintendent, one (1) City of Lawton Safety and Risk Officer or his designee.
 - c. Members will serve, at the discretion of management, for the period of one (1) year following their appointment and may be re-appointed to succeeding terms.
 - d. Review Board members will not serve on the Review Board for a collision/incident he investigated or was involved in.
 - e. The recommendations of the Collision Review Board shall be made in accordance with majority vote of the members of the Board.
3. The Duties of the Collision/Incident Review Board -
- a. Review all available records and reports pertinent to the collision/incident being considered by the Board.
 - b. Interview the officer who investigated the collision/incident.
 - c. Interview the officer involved in the collision/incident if applicable.
 - d. Interview any other person(s) available having knowledge pertinent to the collision/incident if applicable.
 - e. Review the driving record of the officer involved.
 - f. Analyze all circumstances involved in the collision/incident.
 - g. Evaluate the officer's involvement in the collision/incident, after reviewing and analyzing available records and reports, evidence presented, and any other known factors, which are pertinent.
 - h. Classify the collision/incident according to procedures established in this policy.
 - i. Determine the classification and points if any.
 - j. Recommend to the Deputy Chief what disciplinary action (if appropriate) should be taken in conformance with the schedule as outlined below in the "Classification Points and Penalties" section.
 - k. All recommendations submitted will be accompanied by a written justification.
4. Duties of the Presiding Officer - (Chairman)
- a. Assist the risk management officer in maintaining driving record files for Police Department employees.
 - b. Make a complete driving record available to the board for consideration. These records will include:
 - (1.) All documentation related to the collision under investigation and all past collisions.
 - (2.) The current point level of the named employee.
 - (3.) Copies of all valid driving complaints.
 - (4.) Records of past disciplinary actions regarding collisions or driving behavior.
 - (5.) Records of all driving awards and/or documentation of safe driving.
 - (6.) Any other record which may be appropriate for consideration by the board.
 - c. Prepare and submit to the Deputy Chief of the involved officer's division, a written report of the findings and recommendation(s) of the Board including:
 - (1.) The classification given to the collision being considered.
 - (2.) The number of collision classification points (if any) on the involved officer's driving record (unless the collision being considered was classified as a Class "A"

- collision).
- (3.) The disciplinary action (if any) recommended by the Board.
- (4.) Any dissenting opinion when so requested by a member of the Board.
- (5.) All recommendations submitted will be accompanied by a written justification.
- d. Explain to the involved officer that the officer will be notified of the results and final decision by the Chief.
- e. Maintain records for the purpose of immediate retrieval as necessary. These records are to be retained in a confidential folder on the city police computer network (H drive).
- F. Notify the City of Lawton Safety and Risk Officer of the final disposition of the Chief's findings.
- 5. Duties of the Division Deputy Chief -
 - a. The Division Deputy Chief will review the findings and recommendation(s) of the Review Board.
 - b. If he agrees with the Board, he will forward his written endorsement to the Chief.
 - c. If he disagrees with the Board, he will forward his written recommendation(s) as to classification of the collision and/or disciplinary action (if any), along with his reasons for his opinion to the Police Chief.

I. CLASSIFICATION OF POINTS AND PENALTIES -

- 1. A collision/incident classification point system is hereby established to provide for dealing fairly with an officer's driving record.
- 2. Disciplinary action resulting from this policy, of less severity than suspension, will not prohibit an officer from taking part in the promotional selection process.
- 3. For promotional purposes only, disciplinary action resulting from this policy shall be considered effective on the date of the collision or incident.
- 4. Point accumulation should result in progressively higher disciplinary action recommendations. The board can recommend termination on a single case, combination of cases, or because of point accumulation.
- 5. Removal of collision classification points from an officer's records may be accomplished in the following manner:
 - a. One continuous year of collision free driving will remove up to four (4) collision classification points from an officer's record.
 - b. Twenty-four (24) months of continuous collision free driving will remove all points from an officer's record.

POINTS	RECOMMENDED MINIMUM PENALTIES
0	None
1	Written Warning.
2	Written Warning.
3	Written Reprimand.
4	One (1) Day Suspension.
5	Two (2) Day Suspension.
6	Three (3) Day Suspension.
7	Four (4) Day Suspension.
8	Five (5) Day Suspension.
9+	Ten (10) Day Suspension.

- c. Detailed written documentation will be required for any deviations from the recommended penalties listed above.

J. DRIVER LICENSE EXAMINATION -

It is strictly forbidden for an employee to operate a City owned vehicle or piece of equipment

without a driver's license that is currently valid in the State of Oklahoma. Employees are required to have a valid license on their person when operating a City owned vehicle or piece of equipment and make it available for inspection when requested. Supervisors should physically inspect the validity of driver's licenses for all persons in their unit on a regular basis

<i>EFFECTIVE DATE:</i> MAY 2005		<i>GENERAL ORDER NUMBER:</i> 11-5.480
<i>SUBJECT:</i> IMPOUNDMENTS, VEHICLE		<i>REPLACES POLICY NUMBER:</i> 3.43
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL EMPLOYEES	<i>REEVALUATION DATE:</i> MAY 2007	<i>NUMBER OF PAGES:</i> 5

I. **PURPOSE -**

The purpose of all police impoundments is to provide a systematic method of protecting a vehicle and its contents for the rightful owner and/or preservation of evidence.

II. **AUTHORITY AND DIRECTION TO IMPOUND -**

Lawton Police Officers are authorized to impound vehicles in any of the following circumstances:

- A. The driver is lawfully arrested and another responsible person is unavailable to take control of the vehicle.
 - 1. The vehicle will not be released to anyone without the owner's consent and/or request.
 - 2. The vehicle will not be released to anyone who cannot legally operate a motor vehicle.
- B. The vehicle is listed as stolen, embezzled, or an unauthorized taking.
 - 1. Before impoundment, the officer will confirm that the report on the vehicle is still outstanding.
 - 2. The officer will then determine if there may be any evidence to be collected that may be lost during the impoundment, and if so, the officer will contact a detective, if available, and have the vehicle processed prior to the impoundment.
 - 3. Unless needed for further evidentiary purposes, the officer will then request that the owner be contacted to take custody of the vehicle.
 - a. Upon arrival of the owner, the vehicle will be released to their custody. An impound sheet will be filled out showing the vehicle was released to the owner.
 - b. If the owner is unable to respond within a reasonable period of time or cannot be contacted, the vehicle will be impounded.
- C. The vehicle or its contents has substantial evidentiary value for a specific crime which may be lost or destroyed if the vehicle is not taken into custody. Some examples include:
 - 1. An officer locates a vehicle that has been involved in a hit and run collision and is unable to successfully clear the case.
 - 2. An officer discovers a vehicle containing confirmed stolen property, or other evidence of a crime in plain view.
- D. The vehicle is left unattended or disabled on any part of the traveled portion of any public street, highway, or road and constitutes a definite hazard or obstruction to the normal movement of traffic.
 - 1. Before impoundment, the officer will attempt to locate the owner to determine if the vehicle will be moved within a reasonable period of time.
 - 2. If the owner cannot be located or is unable to remove the vehicle within a reasonable period of time, the vehicle will be impounded.
- E. The vehicle has apparently been abandoned on any publicly owned property, especially if it appears susceptible to vandalism or other damage.
 - 1. The officer should attempt to contact the owner and arrange removal. The officer will impound the vehicle if:
 - a. The officer cannot locate the owner.
 - b. The owner has been contacted and is unable or unwilling to remove the vehicle within a reasonable period of time.
 - 2. An officer should impound a vehicle that has been confirmed, by red tags or other reliable information that the vehicle has abandoned for a minimum of forty-eight (48) hours.
- F. The officer witnesses a driver operating a vehicle while their license has been suspended or revoked and there is no authorized and/or lawful driver in the vehicle to take custody of the vehicle.
- G. The vehicle has been involved in an accident and the driver/owner has been taken to the hospital for

treatment without making arrangements for another responsible person to govern the removal of the vehicle and the security of its contents.

1. The vehicle will be completely inventoried and a stolen check will be run on the tag and the VIN.
 2. If the hospitalized person appears to be the owner based on 10-28 information, the investigating officer will take the impoundment report to the hospital and give the owner a copy of the report.
- H. The vehicles registration is over ninety (90) days expired.
- I. Other circumstances warranting impoundment as determined by a supervisor.

III. IMPOUNDMENT REPORT -

- A. The impounding officer will fill in all appropriate blanks on the impoundment form.
1. All pertinent information will be printed in a very neat and legible manner.
 2. The VIN information is critical and will be given specific attention to ensure that look alike numbers and/or letters are distinguishable.
 3. The owner will be listed on the impound sheet as the person the vehicle is registered to as shown on the state computer (10-28).
- B. A complete systematic inventory of all valuable items will be performed on a impounded vehicles.
1. The officer will inventory from the front to rear and driver's side to passenger compartment until the vehicle is thoroughly inventoried.
 2. All items of value, other than installed equipment, will be listed on the impoundment report.
 3. Easily removable, non-factory pieces of equipment (e.g. TV Screens, stereos, etc.) will be listed.
 4. The officer will inventory all open, accessible areas of the vehicle.
 - a. If a key is available, the glove box, console and trunk will be inventoried.
 - b. If a key is not available for a locked compartment, the officer will note on the impoundment report that they were unable to inventory that portion of the vehicle (e.g. trunk locked - no key).
 5. Evidence and/or items of great value will be removed from the vehicle and placed on property receipt at the police department.
 - a. Evidence will be separated from personal property and placed on different property receipts.
 - b. Removed items will be listed on the impoundment report and labeled, "Removed to Property Receipt No. _____."
 6. Locked suitcases or other similar containers will not be opened, but will be properly labeled on the impoundment report (e.g. locked brown suitcase.)

IV. SEALED IMPOUNDMENTS -

- A. MAJOR CASES MAY REQUIRE A SEALED IMPOUNDMENT.
1. If there is any doubt as to the preferred method of impoundment, the officer should contact their supervisor and/or a detective.
 2. Where there may be essential evidence involved, a sealed impoundment should be done on any vehicle in a major felony crime or a major traffic collision.
- B. THE IMPOUNDING OFFICER WILL ACCOMPLISH A SEALED IMPOUNDMENT BY:
1. Making an inventory from outside the vehicle on what can be seen through the windows only.
 2. Denying access to the vehicle by anyone.
 3. Following any special instructions given to them by their supervisor and/or detective.
 4. Locking the vehicle, if possible.
 5. Securing the vehicle in the basement of the Lawton Police Department.
 6. Sealing the doors with properly labeled evidence seals or evidence tape.
 7. Prominently posting pertinent information, such as "Do Not Touch" on a conspicuous place on the vehicle.

8. Properly labeling the Impoundment Report including:
 - a. "Held in LPD basement"
 - b. "Hold for _____"
 - c. Name of officer and their division who authorized the "Hold".

C. THE IMPOUNDING OFFICER AND/OR THE ASSIGNED INVESTIGATOR WILL:

1. Obtain a search warrant, or consent of the owner, before the vehicle is searched if applicable.
2. Inventory the vehicle completely, collecting and processing evidence as it is found.
3. Document the completed inventory and attach a copy to the original inventory that had been conducted outside the vehicle.
4. Notify the Technical Services Division that any "Holds" have been released as soon as the vehicle is no longer needed for evidentiary reasons.
5. Determine where the vehicle will be removed.
 - a. It may be transferred to the storage yard of the impounding wrecker.
 - b. It may be released to the owner, if no longer needed and the towing/storage bill has been satisfied.

V. HOLDS ON IMPOUNDED VEHICLES -

- A. All "Holds" must be prominently labeled on the Impoundment Report.
 1. The reason for the "Hold" must be identified.
 2. The authorizing officer and their division will be identified.
- B. A copy of the Impoundment Report will be forwarded to the CID/Narcotics Division and the vehicle forfeiture officer for any vehicle held for forfeiture proceedings.

VI. OWNER NOTIFICATION OF IMPOUNDMENT -

Every officer having any connection to a specific vehicle impoundment will exert reasonable effort to notify the rightful owner of the vehicle's location and the circumstances surrounding its impoundment. In most situations the Technical Services Division will notify the registered owner by letter of the vehicle location.

VII. PRIVATE PROPERTY IMPOUNDMENTS -

- A. Officers will not impound vehicles from private property strictly because the property owner desires the vehicle to be removed. There must be a legal reason requiring police action such as it being stolen, involved in a hit-and-run, etc.
- B. If the citizen requests a vehicle be removed from their property, the tag number and VIN will be checked for stolen.
 1. If it is stolen, the vehicle will be processed as outlined above 2. If the vehicle is not reported stolen, the property owner will be advised to contact the wrecker company of their choice.

VIII. RELEASE OF IMPOUNDS -

- A. Vehicles that are impounded for "Improper Registration" must be released through the police department. Prior to the release of the vehicle, the owner will be required to present the following documents to procure the release.
 1. Proper vehicle title with the current owner being shown as the registered owner.
 2. Current state license plates.
 3. Current vehicle liability insurance.
 4. Current drivers license or photo identification.

The releasing officer will attempt to insure that the current owner is the same as the registered owner by a computer check through OLETS. All paperwork presented will be copied and attached to the impoundment form. The releasing officer will then direct the vehicle's owner to the location of the wrecker company to acquire their vehicle.

- B. Vehicles that are impounded and a "Hold" is placed on the vehicle, must be released through the

police department. The releasing officer will insure that the impoundment form reflects that the "Hold" has been released, showing date, time and by whom that the hold was released. The release procedure will be the same as above (Section VIII, A.).

C. All other vehicles that are impounded by the Lawton Police Department will not require the owner to obtain a release through the police department. Owners of vehicles that have been impounded may acquire their vehicles by going to the wrecker company where their vehicle is stored, pay the appropriate fees and receive their vehicle.

<i>EFFECTIVE DATE:</i> JANUARY 2004		<i>GENERAL ORDER NUMBER:</i> 11-5.520
<i>SUBJECT:</i> JUVENILE PROCEDURES		<i>REPLACES POLICY NUMBER:</i> 3.47
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> JANUARY 2005	<i>NUMBER OF PAGES:</i> 13

I. PURPOSE

The purpose of this policy is to establish guidelines for the procedures to be used in juvenile matters.

II. DEFINITIONS – (Reference Title 10 for this policy.-West’s Oklahoma Family Law, 2001-2002 Edition.)

A. CHILD OR JUVENILE –

“Child” or “juvenile” means any person under eighteen (18) years of age, except for any person sixteen (16) or seventeen (17) years of age who is charged with any crime specified in subsection A of Section 7306-1.1 of this title, or any person thirteen (13), or fourteen (14) or fifteen (15) years of age who is charged with murder in the first degree pursuant to subsection B of Section 7306-1.1 of this title or Section 7306-2.5 of this title, or any individual who has been certified as an adult pursuant to Section 7303-4.3 of this title, or any individual against whom the imposition of judgment and sentence has been deferred after certification as an adult pursuant to Section 7303-4.3 of this title, or any person fifteen (15) years of age or older and charged or certified as a youthful offender pursuant to the Youthful Offender Act; provided that any person under eighteen (18) years of age who is not convicted after being charged with a crime pursuant to Section 7306-1.1 of this title, or any individual who is not convicted after certification as an adult pursuant to Section 7303-4.3 of this title, or any individual who is not convicted as a youthful offender pursuant to the Youthful Offender Act, shall continue to be subject to the jurisdiction of the juvenile court.

B. DELINQUENT CHILD –

“Delinquent child or juvenile” means a juvenile who:

1. Has violated any federal or state law or municipal ordinance except a traffic statute or traffic ordinance or any provision of the Oklahoma Wildlife Conservation Code, the Oklahoma Vessel and Motor Regulation Act or the Oklahoma Boating Safety Regulation Act, or has violated any lawful order of the court made pursuant to the provisions of the Oklahoma Juvenile Code, or
2. Has habitually violated traffic laws, traffic ordinances or boating safety laws or rules.

C. CHILD IN NEED OF SUPERVISION –

A child who:

1. Has repeatedly disobeyed reasonable and lawful commands or directives of his parent or legal guardian.
2. Is willfully and voluntarily absent from his home without the consent of his parent or guardian or legal custodian for a substantial length of time or without intent to return. (Commonly known as RUNAWAYS.)
3. Is willfully and voluntarily absent from school for fifteen or more days or parts of days within a semester or four or more days or parts of days within a four-week period without a valid excuse. (Commonly known as TRUANCY.) This section is usually enforced by school officials.
4. Has been served with an ex parte or final protective order pursuant to the Protection from Domestic Abuse Act.

D. DEPRIVED CHILD -

Means a child:

1. Who is for any reason destitute, homeless, or abandoned.
2. Who does not have the proper parental care or guardianship or whose home is an unfit place for the child by reason of neglect, abuse, cruelty, or depravity on the part of the child’s parents, legal guardian, or other person responsible for the child’s health or welfare.

3. Who is a child in need of special care and treatment because of the child's physical or mental condition and the child's parents, legal guardian, or other custodian is unable or willfully fails to provide such special care and treatment including, but is not limited to, a child who at birth tests positive for alcohol or a controlled dangerous substance and who, pursuant to a drug or alcohol screen of the child and an assessment of the parent, is determined to be at risk for future exposure to such substances
4. Who is a child with a disability deprived of the nutrition necessary to sustain life or of the medical treatment necessary to remedy or relieve a life-threatening medical condition in order to cause or allow the death of the child if such nutrition or medical treatment is generally provided to similarly situated children without a disability or children with disabilities; provided that no medical treatment shall be necessary if, in the reasonable medical judgment would be futile in saving the life of the child
5. Who is, due to improper parental care and guardianship, absent from school as specified in Section 10-106 of Title 70 of the Oklahoma Statutes, if the child is subject to compulsory school attendance, or
6. Whose parent, legal guardian or custodian for good cause desires to be relieved of custody.
7. The phrase "dependent and neglected" shall be deemed to mean deprived.
8. (NOTE: A child being treated or cared for by spiritual means alone shall not be considered to be a deprived child for that reason alone if administered in good faith, by a practitioner of a recognized church or religious denomination.

E. CHILD IN NEED OF MENTAL HEALTH TREATMENT –

- Any child who is afflicted with a substantial disorder of the emotional processes, thought, or cognition which grossly impairs judgment, behavior, or capacity to recognize reality or ability to meet the ordinary demands of life appropriate to the age of the child. It shall not mean a child afflicted with epilepsy, mental retardation, organic brain syndrome, physical handicaps, or brief periods of intoxication caused by alcohol and drug intake. Such child includes:
1. One who has a demonstrable mental illness or is a drug- or alcohol-dependent person and who as a result of that mental illness or dependency can be expected within the near future to intentionally or unintentionally seriously and physically injure self or another person and who has engaged in one or more recent overt acts or made significant recent threats that substantially support that expectation, or
 2. One who has a demonstrable mental illness or is a drug- or alcohol-dependent person and who as a result of that mental illness or dependency is unable to attend to those of the basic physical needs of the person such as food, clothing or shelter that must be attended to in order for the person to avoid serious harm in the near future and who has demonstrated such inability by failing to attend to those basic physical needs in the recent past, or
 3. One appears to require inpatient treatment:
 - a. For a previously diagnosed history of schizophrenia, bipolar disorder, or major depression with suicidal intent, or
 - b. Due to the appearance of symptoms of schizophrenia, bipolar disorder, or major depression with suicidal intent, and
 - c. For whom such treatment is reasonably believed to prevent progressively more debilitating mental impairment.
- F. CHILD ABUSE AND/OR NEGLECT -
Harm or threatened harm to a child's health or welfare by the child's parent(s), guardian, or other responsible person whether in the same home as the child, a relative's home, a foster care home, a babysitter's home, or other locale. Child abuse can occur through non-accidental physical or mental injury, sexual abuse, negligent treatment or mistreatment, including the failure to provide adequate food, clothing, or shelter.
- G. JUVENILE BUREAU -
Refers to the Comanche County Juvenile Bureau of the District Court at 501 SW D Ave.
- H. MARIE DETTY -
Refers to the Marie Detty Youth Services Center at 1201 NW Arlington.
- I. CHILDREN'S SHELTER -
Refers to the J. Roy Dunning Children's Shelter at 901 SW 17th.

- J. TALIAFERRO/SOUTHWEST BEHAVIORAL -
Refers to mental health resources for juveniles.
- K. JOB CORPS -
Refers to the Treasure Lake Job Corps.
- L. C.I.C. –
Refers to the Community Intervention Center at 811 SW 17th.
- M. J.D.C. –
Refers to the Juvenile Detention Center at 701 SW 17th.

III. LOCAL JUVENILE FACILITIES AND THEIR FUNCTIONS

- A. COUNTY JAIL -
These facilities may be used only for special detention situations as outlined in this policy with a Judge’s Order.
- B. MARIE DETTY -
This facility is available for runaways or to those who voluntarily seek a place for shelter when trying to resolve disputes within their own residence, or in lieu of detention for some offenses. In order to go to Marie Detty, the juvenile must:
 - 1. Agree to voluntarily stay for counseling and/or treatment.
 - 2. Not be violent.
 - 3. Not be intoxicated on drugs or alcohol.
 - 4. Be a juvenile (Usually age 12 or older).
- C. CHILDREN’S SHELTER -
This facility temporarily houses juveniles (Usually less than 12 years of age):
 - 1. Whose parent(s), guardian, or responsible custodian has been arrested and another relative or responsible friend is not immediately available and/or identifiable.
 - 2. Whose parent(s), guardian, or responsible custodian has been involved in an accident or has a sudden, unexpected illness requiring immediate readily available and/or identifiable.
 - 3. Who are dependent and/or neglected.
 - 4. Who are victims of abuse.
 - 5. Who are lost and the child’s identity and/or address cannot be determined.
- D. TALIAFERRO/SOUTHWESTERN BEHAVIORAL HEALTH -
Mental health resource for juveniles.
- E. JUVENILE DETENTION CENTER -
This facility is owned and operated by the Comanche County Juvenile Bureau.
- F. COMMUNITY INTERVENTION CENTER- CIC
A facility that serves as a short-term reception facility to receive and hold juveniles for an alleged violation of a municipal ordinance or state law. Title 10 Section 7301.1-3 (8).

IV. DETENTION RULES -

- A. The Juvenile Detention Center, County Jail, and Community Intervention Center are the designated places of detention for juveniles in Comanche County.
- B. Upon arrest of a juvenile, the Arresting Officer will immediately call the Juvenile Bureau.
 - 1. The Juvenile Bureau has been delegated the authority to place children in detention until the next judicial day.
 - a. Their decision to detain or release a juvenile is mandated by state statute and will be honored.
 - b. The Arresting Officer should be prepared to explain the circumstances of the arrest and to answer questions pertaining to why the juvenile should be detained.
 - c. The Juvenile Bureau Officers’ phone numbers are for AUTHORIZED PERSONNEL ONLY and are not to be given out publicly. If a parent needs to talk to an officer, the dispatcher will take the name and telephone number of the calling parent, call the officer, and allow the officer to return the call to the parent.

2. No child will be detained in any detention facility beyond the next judicial day unless so ordered by the Juvenile Judge.
 3. No child will be detained in or released from any county facility without the permission of a District Court Judge, or the Director, or an Officer from the Juvenile Bureau.
- C. When determining if a juvenile is to be detained, the Juvenile Bureau considers if the child is:
1. An escapee from a correctional facility, community correctional program, or placement.
 2. A fugitive from another jurisdiction with a warrant or a delinquency charge or a confirmation of delinquency charges by the home jurisdiction.
 3. Seriously assaultive or destructive towards himself or others.
 4. Charged with a crime that would constitute a felony if committed by an adult.
 5. Currently on probation or parole on a prior delinquent offense; or a pre-adjudicatory community supervision; or currently on release status on a prior delinquent offense; or has willfully failed to appear for juvenile court proceedings and is currently charged with a misdemeanor.
- D. Whenever a child is taken into custody as Delinquent Child or a Child in Need of Supervision, he shall be:
1. Detained at the direction of the Juvenile Bureau or
 2. Released directly to the custody of his parent(s), guardian, attorney, or custodian, or released to the custody of the parent(s), guardian, attorney, or custodian by the Community Intervention Center (C.I.C.) upon the written promise to bring the child to the court at the appropriate time. A Uniform Violation Complaint Form, showing an arrest and summons has been issued with a court date as provided by the Juvenile Bureau, will be completed for each child so released after having been taken into custody.
 3. When issuing an arrest and summons, a copy of the offense report, arrest report, and Uniform Violations Complaint must be left in the Juvenile Bureau intake box in the Records Section by 8:00 A.M. the following day.
- E. Any child, who appears in need of mental health treatment and who appears to be an immediate danger to himself or others, to the extent that immediate emergency action is necessary, will be taken into custody unless alternate emergency intervention will occur.
1. The Officer will transport the child to a medical facility for clearance.
 2. The Officer will prepare an Emergency Order of Detention (EOD) in which he will detail the basis for his belief that the child is In Need of Mental Health Treatment and the circumstances under which he took the child into custody, and he will request an immediate evaluation.
 - a. The EOD will include statements made or actions observed by the Officer that caused him to believe that custody was warranted and necessary.
 - b. If the Officer does not make the determination to take the child into custody based on his personal observation, the person upon whose statement the Officer relies shall also sign a written affidavit indicating the basis for his belief that the child is In Need of Mental Health Treatment.
 3. When a juvenile has been taken into custody on a delinquent offense and is exhibiting disturbed adolescent type behavior, the Officer should EOD the juvenile as directed by the court.
- F. Contact will be made with the parent(s), guardian, or responsible custodian and they will be advised to contact the Comanche County Juvenile Bureau the next business day for the shelter hearing time and date.
- G. Persons who shall be considered an adult or youthful offender as outlined in Title 10, Section 7306-2.0 according to their age and the crime they are charged with is as follows:
1. *Murder I (Title 10 Section 7306-1.1) Ages 13-17
 *Youthful Offenders (Title 10 Section 7306-2.6)
 2. Category I Ages 15, 16, and 17
 - a. Murder II.
 - b. Kidnapping for Extortion.
 - c. Manslaughter I.
 - d. Robbery with Dangerous Weapon or Attempt.
 - e. Robbery with Firearm or Attempt.
 - f. Rape 1 or Attempt.

- g. Rape by Instrumentation or Attempt.
- h. Forcible Sodomy.
- i. Lewd Molestation
- j. Arson I or Attempt.
- k. Shooting with Intent to Kill.
- l. Discharge Firearm/Crossbow or Weapon from Vehicle.
- 3. Category II Ages 16 and 17
 - a. Burglary I or Attempt
 - b. Aggravated Assault and Batter on a Police Officer
 - c. Intimidating a Witness
 - d. Trafficking or Manufacturing in Illegal Drugs
 - e. AWDW
 - f. Maiming
 - g. Residential Burglary after 2+ prior Burglary I or II Adj.
 - h. Rape II
 - i. Use of Firearm in the Commission of a Felony
- H. Upon the arrest and detention, such persons so accused will have all the statutory and constitutional rights and protection of an adult accused of a crime, but shall be detained in a jail cell or ward entirely separate from prisoners who are eighteen years of age or older.

V. RUNAWAY PROCEDURES

- A. An Officer may immediately take into custody any child who is willfully and voluntarily absent from his home without the consent of his parent(s), guardian, or legal custodian, or without intent to return. Title 10 Section 7301-3 paragraph 6. (In most cases, the parent will have filed a Runaway Report with the Police Department.)
- B. In the event that either the child refuses to return home, or the parents refuse to allow the child to return home, or the child is a runaway from out of town, the officer will place the child in the designated facility/shelter, as appropriate, for children in need of supervision, the Community Intervention Center (C.I.C.). A copy of the Juvenile Detention Report will be forwarded to the Juvenile Bureau.
- C. A runaway from a state institution (a correctional facility such as the L.E. Rader Center) or a community correctional program or placement (e.g. Lawton Boys Group Home) is interpreted as being an “escapee” and the juvenile can be detained upon authorization by the Juvenile Bureau.
- D. An officer need not issue citations for runaways under the following conditions:
 - 1. If the juvenile is picked up on an offense for runaway from our jurisdiction they are taken to the Community Intervention Center (C.I.C). An officer will prepare a supplement to go with the original runaway offense from our department showing that they have been recovered and taken to the Community Intervention Center (C.I.C). Even if they are in NCIC from our jurisdiction we do not need a citation.
 - 2. If they are picked up on an NCIC hit out of another jurisdiction for runaway, then an officer will prepare an arrest report. If the only charge is NCIC hit for runaway then no citation is needed. In the arrest report charge block put LPD-2.
 - 3. The only time a citation is needed is if they are picked up and there is another charge to go with the NCIC Runaway hit.

VI. MISDEMEANOR ARRESTS

- A. An Officer may arrest a juvenile committing a misdemeanor crime in the presence of the officer.
- B. An officer may take a juvenile into custody for a misdemeanor, without a warrant, when a Citizen’s Arrest is made in accordance with proper procedures. (See Arrest Procedures Policy 11-5.030).
- C. The Arresting Officer will insure that all paperwork, including a Juvenile Arrest Report, is completed.
- D. The Arresting Officer will contact the “On-Call” Juvenile Bureau Officer.
- E. If a juvenile is issued an arrest and summons to appear, he shall be released directly to the custody of his parent(s), guardian, attorney, or custodian, or released to the custody of the parent(s), guardian, attorney, or

custodian by the Community Intervention Center (C.I.C.) upon the written promise to bring the child to the court at the appropriate time. A Uniform Violation Complaint Form, showing an arrest and summons has been issued with a court date as provided by the Juvenile Bureau, will be completed for each child so released after having been taken into custody.

- F. A copy of the offense report, arrest report, and Uniform Violations Complaint Form will be placed in the Juvenile Bureau intake box by 8:00 A.M. of the following day by the Technical Services Division.

VII. FELONY ARRESTS

- A. An officer may arrest a juvenile for a felony, with or without a warrant based on probable cause.
- B. The Officer will then call the Juvenile Bureau and they will determine if the juvenile is to be detained or released.
- C. Juveniles who are transported to the police station on a felony arrest will be photographed and fingerprinted..

**VIII. DUI, DWI, AND APC VIOLATIONS
(See DUI, DWI, and APC Procedures Policy 11-5.230).**

IX. TRAFFIC CITATIONS

- A. An Officer issuing a juvenile a traffic citation will check the area on the citation, which indicates that the violator is a Juvenile.
- B. The Officer will ensure that the parent's name, address, and phone number is recorded on the face of the citation.
- C. If the juvenile refuses to sign the citation; he will be taken to the Police Station to post bond.
- D. If the juvenile cannot post bond; the Juvenile Bureau will be contacted for direction.

**X. TRANSPORTATION OF JUVENILES
(See Prisoner Transportation Policy 3.55).**

XI. JUVENILE RECORDS

Juvenile records are not open to public inspection except as permitted by state law, and requests for such records should be referred to the Technical Services Division Commander.

XII. MEDICAL TREATMENT OF JUVENILES IN CUSTODY -

- A. When any child is taken into custody and it appears that the child is in need of medical treatment to preserve his health, the Officer shall immediately attempt to locate a parent, guardian, legal custodian, or other responsible person competent to authorize medical treatment.
- B. If a parent, guardian, legal custodian, or other responsible person cannot be located, the Officer may request the medical examination and/or medical treatment as may be required.
- C. The parent, guardian, legal custodian, or other responsible person or entity is responsible for the medical expenses.
- D. If a juvenile is detained and he/she appears to be under the influence of drugs and/or alcohol, the juvenile will be taken to a medical facility and cleared prior to confinement.

XIII. QUESTIONING OF JUVENILES -

- A. A juvenile will not be questioned as a suspect about any specific offense unless he has been advised of his rights and his parent(s), guardian, legal custodian, or attorney is present except as specified by the Youthful Offender Act.
- B. The juvenile may waive his rights and answer questions over the objection of his parent(s), guardian, legal custodian, or attorney.

XIV. CHILD ABUSE AND/OR NEGLECT CASES

- A. Any Officer who receives a report of or comes in contact with a case of suspected child abuse or neglect will make an investigation at once to determine the following:

1. Whether the child is in any immediate danger of harm or threatened harm to his health or welfare and needs to be taken into custody by the Officer.
2. Whether the child needs special care or medical treatment.
3. Where there is a criminal act involved, the parent, guardian, legal custodian, or other responsible person may be placed under arrest at this time.
4. When the conditions are such that photographs need to be taken, and a detective called to the scene, the Officer's Immediate Supervisor should be contacted first and he will make the final determination.
5. When the alleged abuse or neglect is of a nature at this point that only an offense report and follow-up investigation is needed.
6. Consideration should be given for the removal of any remaining siblings for protective custody reasons.

NOTE: Statutory Authority for removing a child from his home due to abuse or neglect is vested with the court, court officers and law enforcement. DHS cannot direct an officer to do this.

- B. After the Officer has come to a determination of one or more of the above, he will then take the appropriate action(s).
1. If the child is in immediate danger of harm or threatened harm, the Officer will take the child into custody and see that the child receives medical treatment if needed. The child is to be taken to the appropriate shelter where the child will be kept until an investigation and a Shelter Hearing has taken place.
 2. The Officer will attempt to obtain the following information prior to placing the child in the Shelter:
 - a. Child's name
 - b. Child's date of birth
 - c. Parent's name(s)
 - d. Address of residence
 - e. Required medication (if any)
 - f. Special formulas (if any)
 - g. Name of the family doctor (if any)
 - h. Allergies (if any)
 - i. Disabilities (if any)
 3. In cases where the parent/guardian were not present when the child was taken into custody, the Officer will make contact with the Front Desk Officer on duty by either phone or in person.
 - a. In order to protect the child's identity and preserve the confidentiality that may be required, the Officer will not make contact over the police radio.
 - b. The Officer will give the following information to the Front Desk Officer.
 - (1.) The name of the child in the Shelter.
 - (2.) Where the child was taken into custody.
 - (3.) If the parents should be detained if they come to the front desk.
 - c. The Front Desk Officer will notify:
 - (1.) The Communications Section in case an Officer is stopped in the field and questioned about the child and his whereabouts.
 - (2.) His relief, if the parents or responsible person has not been located or come in by the end of the shift.
 - d. The Officer will make a detailed Offense Report giving special attention to the food, clothing, and shelter available to the abused or neglected child.
 - (1.) The Offense Report will list the child as the complainant and the parent(s), guardian, legal custodian, or other responsible person(s) as the suspect(s).
 - (2.) If more than one child is involved, the eldest child will be listed as the complainant.

- C. After receiving a copy of the Offense Report or otherwise being notified, a Detective will be assigned the responsibility of conducting a complete investigation on any case of child abuse and/or neglect.
 - 1. He will gather all facts and evidence, interview witnesses and suspects, conduct necessary investigations, prepare and present the case to the District Attorney's Office.
 - 2. The Detective will contact the Child Welfare Division of the Department of Human Services for follow-up investigation.
- D. Any information concerning Child Abuse, Child Neglect, or Child Sexual Abuse shall not be released to anyone except:
 - 1. Other Law Enforcement Officers.
 - 2. Employees of the District Attorney's Office.
 - 3. Department of Human Services investigators.
 - 4. Juvenile Bureau Officers.
- E. Any information requested by any of the above listed exceptions shall be provided to them only in their official capacity and on a need to know basis. This portion of the policy is mandated by law and prohibits the dissemination of information to the parents and the news media even though they have very strong interests.

XV. LOST CHILD AND/OR CHILDREN IN NEED OF SHELTER CASES –

- A. Any report of Child Abuse, Child Neglect, or Lost Children will list the child as the complainant. If there is more than one child involved, the eldest child will be listed as the complainant.
- B. If a Lost Child is found, the Officer should try to determine the child's name and where he lives.
 - 1. If the child can provide enough information, he will be transported back home.
 - a. After the child has been taken back home, the Officer will conduct an investigation to determine if there was any fault on the part of any adult.
 - b. If there appears to be any significant fault on the part of the adult, or other responsible party, the Officer will make out an Offense Report for further follow-up.
 - c. If there appears to be no significant fault, the Officer will make out an Incident Report.
 - 2. If the child is unable to give his name and address, or the name of his parent(s), he will be transported to the appropriate shelter.
 - a. The Officer will make an Incident Report as far as he can.
 - b. When the parent(s), guardian, legal custodian, or other responsible person is located, the Officer will complete the report and conduct the appropriate investigation at that time.
 - c. If the parent, guardian, legal custodian, or other responsible person is not located by the time the officer goes off duty, he will submit the incomplete report to his immediate Supervisor.
- C. An Incident Report should be completed every time a child is placed in the Children's Shelter and a copy forwarded to the Juvenile Bureau.
- D. If an officer is dispatched on a lost child, the officer will make contact with the reporting party and will advise all units on duty as to pertinent information on the lost child. The officer will coordinate the search for the lost child with his immediate supervisor. If necessary, the Watch Commander or his designee will contact the local media in reference to the missing/endangered child or initiate an Amber Alert.

XVI. DIVORCE CUSTODY DISPUTES -

- A. In any child custody disputes arising from any divorce or separation, the Officer will remain neutral.
- B. Child custody disputes are usually a civil matter in which a provision of the divorce settlement has been violated. Before it can escalate to a criminal matter, further court action is usually necessary with proper warrants issued at that time.
- C. If the Officer cannot get the disputants to come to a mutual understanding, he should advise them to seek assistance from the proper, legal authorities including:
 - 1. Their attorney(s)

2. The Department of Human Services.
 3. The Civil Court where the divorce was granted.
- D. In cases where the child's safety or welfare is in apparent jeopardy, the Officer will take the child to the appropriate shelter as a last resort.
- E. In situations where the child has been removed from one parent's residence or custody by the other parent, the Officer will make an Incident Report and advise the complaining parent to contact the proper authorities as listed above.

<i>EFFECTIVE DATE:</i> July 1, 2000		<i>GENERAL ORDER NUMBER:</i> 11-5.570
<i>SUBJECT:</i> NARCOTICS ARRESTS		<i>REPLACES POLICY NUMBER:</i> 3.51
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i> July 1, 2008	<i>NUMBER OF PAGES:</i> 4

I. PURPOSE -

To establish guidelines to be followed by members of this Department in preparation of a “case” for the District Attorney’s office for an arrest involving a narcotics violation.

II. PROCEDURE –

A. ARREST/EVIDENCE –

1. Upon the initial confiscation of narcotic evidence, the evidence will remain in the custody and control of the confiscating officer until it is deposited into the “Drop Box” or submitted to the OSBI Lab by that officer. (See Exception)
 - a. If a suspect is arrested, a detailed step-by-step arrest report will be made.
 - b. All suspects in narcotic arrests will be thoroughly searched, however, prior to a strip search, approval must be obtained from a supervisor.
 - (1). The supervisor will determine if there is “probable cause” for a strip search.
 - (2). The suspect will remain in view and under security of the arresting officer until the supervisor makes his decision.
2. If no arrest is made, a detailed statement of the circumstances surrounding the confiscation of evidence will be made.
 - a. The statement/arrest report will contain exact time, date, and place of the confiscation.
 - b. Evidence confiscated in narcotic arrests will not be placed on property receipt and left at the station. (See Exception)
 - c. A copy of all paperwork pertaining to any narcotics sent to OSBI for destruction will be forwarded to the narcotics division.

B. SUBMITTAL OF EVIDENCE –

1. Preparation –
All evidence will be listed on property receipt and the number of the receipt and/or evidence will be included in the statement or arrest report.
 - a. A copy of the property receipt, submittal sheet (OSBI) and front and back of the evidence envelope will be attached to the arrest report or statement.
 - b. A copy of all paperwork will then be forwarded to the Narcotics Section and the Detective Division. A detective will be responsible for filing the case with the District Attorney.
 - c. The transfer of the prisoner(s) is the responsibility of the Detective filing the case with the District Attorney’s office. Phoning the jail section and advising the jailer can accomplish this.
 - d. Officer’s assigned to the Narcotics Section will adhere to the policy of preparing cases set forth by the supervisor assigned to that section.

C. OFFICER SUBMITTAL PROCESS –

The following is a brief summary of the process to be used in submitting evidence to the OSBI Lab for analysis:

1. Evidence is confiscated and left in original container(s) if possible. The container(s) are sealed with tape and the officer’s initials dates, and place of confiscation is placed on the container.
2. The evidence is then placed in an OSBI evidence envelope, if possible, if not then places the envelope to the container with it filled out completely by the officer.
3. A property receipt is filled out by the officer and will reflect from whom the evidence was obtained

and where as well as said evidence was being delivered to the OSBI Lab by what officer.

NOTE: YOU MUST KEEP THE EVIDENCE IN YOUR CUSTODY UNTIL IT IS DELIVERED TO THE OSBI LAB.

4. Make a Xerox copy of the property receipt and deliver the evidence to the OSBI Lab as soon as possible. If the drop box is used, leave the necessary paperwork with it, e.g. submittal sheet, property receipt. If the delivery is made during OSBI's working hours, the evidence will be transferred in person. The Xerox copy of the property receipt will be submitted to the property officer.
5. If any paraphernalia is confiscated without charges being filed, it should be recorded on a property receipt and marked for destruction by the Lawton Police Department.
6. If confiscated paraphernalia contains any residue of a controlled or dangerous substance (CDS), it must be submitted to the OSBI for destruction.
 7. The Technical Services Supervisor, or his designee, shall forward narcotics evidence from the Lawton Police Department.

D. VEHICLES –

If vehicle is impounded, the arresting officer must ensure that:

1. The vehicle is inventoried completely.
2. A HOLD is placed on the vehicle, via the impoundment sheet.
3. A copy of the impoundment sheet is forwarded to the Narcotics Section and to the Forfeiture Officer with a copy of all paperwork. (See policy on Vehicle Forfeitures).

E. Exception-

1. The Property/Identification Clerk will retain evidence relating to a misdemeanor Marijuana case at the Lawton Police Department.
2. Evidence relating to misdemeanor Marijuana cases will be disposed of in the following manner:
 - a. Upon notification by the court of jurisdiction to Technical Services Supervisor, or his designee, for destruction.
 - b. Upon notification by the Court of Jurisdiction to Technical Services, the suspect Marijuana will be forwarded to OSBI for analysis.
3. An officer making a felony narcotics case in conjunction with the misdemeanor marijuana case will forward all evidence to OSBI.

<i>EFFECTIVE DATE:</i> February 1, 1999		<i>GENERAL DIRECTIVE NUMBER:</i> 11-5.580	
<i>SUBJECT:</i> CANINE OPERATIONS		<i>REPLACES POLICY NUMBER:</i> New	
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>	
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i> February 1, 2000	<i>NUMBER OF PAGES:</i> 9	

I. PURPOSE-

The purpose of this policy is to establish procedures governing the organization, operation, responsibilities and use of canine teams.

II. POLICY-

The principal goals and objectives of the Canine unit are to provide a higher level of specialized police response to better serve the public and to develop preventative canine patrols as a deterrent to crime.

III. DEFINITIONS-

- A. CANINE UNIT-
That component of the Lawton Police Department encompassing canines and their handlers.
- B. CANINE TEAM (K-9 Team)-
One officer and one canine assigned together as part of the Lawton Police Department Canine Unit.
- C. MUTUAL AID CANINE TEAM (K-9 Team) -
One or more officers and one or more canines assigned together as part of the multi-jurisdictional mutual aid Canine Unit.
- D. HANDLER-
A sworn officer assigned to work with a canine as part of a canine team.

IV. GENERAL INFORMATION-

- A. OWNERSHIP OF CANINES -
All dogs accepted for training and use by the Lawton Police Department are the property of the City of Lawton. All expenses incurred in the care and feeding of the canine, are the responsibility of the Lawton Police Department. Proper care and maintenance of the canine are the responsibility of the handler.
- B. USE OF DOGS-
Police dogs will be obtained by the Chief of Police or his designee. Police dogs will not be used for any purpose other than official duties. Prohibited uses include, but are not limited to:
 - 1. Entry in any dog show or exhibition, or registration with any society or organization without the authority of the Chief of Police (or his designee). This does not prohibit the dog from being certified or titled through professional associations as deemed appropriate by the Chief of Police.
 - 2. The handler will not use or permit the use of police dogs for stud purposes.
- C. RETIREMENT OF DOG-
The City of Lawton shall transfer ownership of a police dog in accordance with any city ordinances when it becomes necessary to retire a police dog from active duty.
- D. VETERINARY CARE OF CANINES-
 - 1. Handlers will only have their police dogs examined or treated by veterinarians approved by the Lawton Police Department.
 - 2. All medical arrangements are to be made by the handler and veterinarian, with notification to the Uniform Division Commander and the Chief of Police.
 - 3. In the event of an emergency, the closest veterinary service may be utilized without prior approval. The on-duty Watch Commander will be notified of the injury and will be responsible for having dispatch

contact the veterinarian's office. The Uniform Division Commander shall be notified as soon as possible.

E. **KENNELING-**

1. The handler will submit all request for kenneling to the Uniform Division Commander for approval. Police dogs will be kept only in Department approved kennels.
2. If the police dog is ill, the Department approved veterinarian will determine if the police dog should work. This determination should be made as soon as possible prior to start of the tour of duty. The handler will notify the Watch Commander any time a police dog cannot be used due to illness. The handler will report for duty. Handler discretion is advisable for minor illness/injuries to avoid unnecessary stress on the dog.
3. If a handler is on vacation or going out of town for a period exceeding 24 hours, and no family member is available to properly care for the police dog, a Department approved kennel will be used.
4. A police dog will not accompany a handler on vacation without prior approval of the Chief of Police or his designee.

F. **MISTREATMENT OF POLICE DOGS-**

1. Lawton Police Department members or other persons shall not tease, pet, handle, give orders to, hug, lean down close to the canine's head/muzzle or otherwise harass or agitate any police dog unless specifically directed to do so by the handler as part of a training exercise. The handler is responsible for instructing others to remain clear of the dog.

G. **CANINE HANDLER KILLED OR INJURED-**

1. In the event that a handler is killed, injured or otherwise unable to properly control the police dog and it becomes necessary to remove the police dog from the scene, the on-duty Watch Commander and the other Canine handler will be immediately notified.
2. The on-duty Watch Commander may call on other jurisdictional dog handlers to assist. If the handler is down and being guarded by the canine, under no circumstances should personnel approach the canine or the handler. Two (2) handlers should be contacted, advised of the situation and be utilized to effect control of the canine.
3. The safety of the handler, other officers and the public is the prime consideration in determining the method and timeliness of removing a police dog.
4. Any attempt to remove a police dog which may result in the animal being harmed or destroyed should be considered only as a last resort. An Animal Control Officer should be notified to respond with tranquilizers before destroying the dog.

H. **SELECTION OF CANINE HANDLERS-**

The following criteria will be considered and/or met.

1. Completed their probationary period as a Police Officer;
2. Have a good work record which shall include, attendance, performance evaluations and any prior canine experience or suitability;
3. Consent of their spouse, if applicable, to become a handler;
4. A residence with adequate space for the placement of a departmentally approved kennel. Officers living in apartments will not normally be considered for the position of a handler except when there is adequate space on the property for the kennel and would pose no hazard to either the dog or other residents;
5. Made personal contact with all adjacent neighbors advising them of the intent to board a police dog.

V. CANINE UNIT SUPERVISOR-

A. The Uniform Division Commander will be responsible for the following:

1. Canine equipment inspections, inventory and purchases;
2. Coordination of In-service training;
3. Maintenance of Canine Unit records and forwarding training logs to the Training Supervisor;
4. Distribution of canine officers phone numbers for emergency calls will be provided to all supervisors and the Communications Section.

B. The Uniform Division Commander shall develop or cause to be developed a operational budget for each fiscal year, which will include such budgetary items as acquisition of new dogs, training equipment, medical

needs, food, veterinarian costs, and any other items that are necessary.

VI. CANINE/HANDLER TRAINING-

- A. Initial training of the handler and dog will be conducted under the supervision of a trainer skilled in the application of canines to law enforcement. The length of training, times and location will be determined by the Chief of Police.
- B. In no case will a canine team be used until such time as they have been certified by a law enforcement oriented canine trainer or a law enforcement training facility.
- C. Canine teams will be tested annually to ensure they are performing satisfactorily. In-service refresher training assignments will be conducted regularly.
- D. A written training log will be completed and forwarded to the Training Supervisor regarding all training by the canine handler. The log will include all activities conducted at the training sessions.
- E. Certification standards will be based upon accepted standards for police canine teams.
- F. Failure to meet certification requirements will result in remedial training to correct the deficient areas. This remedial training will be done under supervision of a skilled police dog trainer. If the canine team does not successfully pass those deficient areas, the canine will be removed from service until the deficiency is eliminated.
- G. It will be the responsibility of the handler to ensure that the proper training is completed to keep the police dog proficient in all areas of duty use.

VII. CANINE HANDLER ASSIGNMENTS/DUTIES-

- A. Canine handlers will be assigned to the Uniform Division and function as patrol officers on their assigned shift. All rules, regulations and policies pertaining to Patrol Officers will apply to canine handlers. However, the preceding may not apply to a Canine Team which functions solely in the area of narcotics detection. Patrol procedures of the Canine Team will include but not be limited to:
 - 1. All alarms, except fire;
 - 2. Suspicious vehicle stops;
 - 3. Felony-in-progress calls;
 - 4. Open door/window calls.
- B. No officers will work a Department police dog other than the assigned handler.
- C. Except in emergencies, Canine units should not be used to transport prisoners. A canine handler making an arrest will request a unit for the purpose of transporting prisoner(s).
- D. Canine handlers duties shall include, but are not limited to maintaining the:
 - 1. Physical fitness, cleanliness and care of the police dog;
 - 2. Canine equipment, vehicle and adequate supplies;
 - 3. Department installed kennel at the handler's residence;
 - 4. Requests for a Canine Team, whether or not the Canine Team is used, by completion of a Canine Usage Report;
 - 5. Completion of all training logs;
 - 6. The canine handler assigned to assist any outside agency will complete a Canine Usage Report regarding this activity, prior to the end of his tour of duty. The report will be forwarded to the Watch Commander through Department channels.

VIII. CANINE HANDLER UNIFORMS/EQUIPMENT-

- A. Canine handlers will wear a uniform as prescribed by the Chief of Police.
- B. Handlers will be issued the necessary equipment to care for and train the police dog. This equipment will include, but is not limited to, food, water, bowls, leads, collars, tracking harnesses, protective attack suits/sleeves, muzzles or any other equipment deemed necessary by the Uniform Division Commander.

IX. CANINE VEHICLES-

- A. Each canine team will be assigned a marked, four-door, specially equipped vehicle for their specific use. The vehicle will be clearly marked "Police Dog" on both sides.
- B. The vehicle will be equipped as necessary to facilitate the expeditious use of the canine and will be equipped with a remote control door release, when possible.
- C. Canine vehicles will not be used to transport any animals other than the police dog as this would increase the potential of the police dog contracting various diseases.
- D. Canine vehicles are to be kept in good operating order. The interior will be regularly cleaned and disinfected. All other departmental regulations pertaining to the proper maintenance of vehicles shall apply.

X. REQUEST FOR CANINE TEAMS-

- A. Request for use of a Lawton Police Department Canine Team from an outside agency will be handled in the following manner:
 - 1. All request will be directed to either the Chief of Police, Uniform Commander or on-duty Watch Commander.
 - 2. The Canine Team maybe called out to assist an outside agency in the following situations:
 - a. A child or elderly person is lost or foul play is suspected.
 - b. A child is lost in an area where their life may be endangered.
 - c. Searching a disaster scene for victims.
 - d. Providing police service for field, ground or building searches.
 - e. Providing narcotic searches.
 - f. Public relation appearances and demonstrations.
 - 3. If the request is granted, a back-up officer from the Lawton Police Department should be assigned if available, or a back-up officer should be requested from the outside agency.
- B. Every effort should be made to accommodate requests from outside agencies. However, the decision will be at the discretion of either the on-duty Watch Commander or the Uniform Division Commander.
- C. If the on-duty Watch Commander, or his designee, denies a request from an outside agency, he will direct an interdepartmental memorandum to the Chief of Police stating the circumstances and reason for the denial.

XI. CALL OUT OF CANINE TEAM-

- 1. On Duty - The Canine Unit can be requested by any officer when the team is on duty. A field supervisor will be notified of the nature of request.
- B. Off-Duty - If the Canine Unit is not on duty, team call out must be approved by the Watch Commander.

XII. CANINE OPERATION PROCEDURES-

- A. Canine teams are trained to track, search open areas, search enclosed structures, capture persons, protect on command and to detect narcotics. The canine handler will review the circumstances of each situation and make a determination if the canine should be utilized. The decision of whether or not to use the canine shall be discussed with supervisory personnel, if available. However, each situation is unique and following the discussions, the handler may enter his opinion based upon his experience and the possibility of the canine being unnecessarily injured. No supervisor shall order deployment of a dog when the dog handler presents valid objections to the deployment.
- B. The use of a trained police dog, by its handler may, in certain circumstances, be considered use of force. Therefore, the handler will follow the Department policy regarding the use of force when deploying the police dog. The dog will be immediately removed from a bite once control of the suspect has been obtained by the handler or other officers.
- C. The canine handler will maintain control of the police dog in the following manner;
 - 1. Handlers should keep the police dog on lead at all times, except in instances outlined in this policy.
 - 2. Handlers may release the police dog from the lead while maintaining verbal control or when the handler believes it is necessary to:
 - a. Protect a citizen or another law enforcement officer from physical attack.
 - b. Pursue and stop a person who the handler has probable cause to believe has committed or attempted

- to commit a felony.
 - c. Search a structure, enclosure or area believed uninhabited by innocent parties for locating a hidden offender(s).
 - d. Guard and restrain an arrested person and/or to prevent flight of an arrested person.
 - e. To break and/or exercise the dog.
 - 3. Handlers may release their police dog from lead at other times and locations when the canine handler reasonably believes that this is the most effective method available.
 - 4. Before any search, when practical, the handler will attempt to notify all other police personnel at the scene that a canine team is being deployed. This may be done by radio transmission, personal communications or any other method determined appropriate by the circumstances that exist.
 - 5. Handlers will emphasize the canine's function as a working dog and discourage persons from playing with or coming in contact with the dog. This does not apply to household members who reside with the handler.
- D. Assignment of back-up officers should occur in incidents concerning apprehensions of persons wanted for criminal acts. A back-up officer should be made available to accompany the handler on the search or track upon request of the handler. The back-up officer shall maintain a position behind the Canine Team and will follow instructions as given by the canine handler.
- E. Building Search
 - 1. The perimeter of the building should be secured as best as possible and Lawton Police Department members, as well as all other persons in the area, should remain clear of the suspected point of entry while awaiting the arrival of a Canine Team.
 - 2. Attempts should be made to contact a key holder to determine if there are any special conditions the canine handler should be advised of, such as chemicals, poisons or other items potentially dangerous to the handler or the police dog.
 - 3. Prior to releasing the police dog into the building, the handler will make an announcement that he is releasing a trained police dog into the building to search the building and the possibility of persons being bitten by the police dog if they do not surrender. In the case of large buildings, this announcement will be repeated as needed. The announcement will be made unless it is tactically inappropriate to make such an announcement.
- F. Field/Articles Search
 - 1. The area should be secured to the extent possible and no one shall be allowed to enter. The handler will advise police personnel when the canine is being deployed.
 - 2. The handler will determine the method, direction and whether the police dog will be on or off lead, while conducting the search. A back-up officer will be assigned upon request of the handler.
- G. Tracking
 - 1. Unless a suspect is in the sight of investigating officers and is being followed or pursued maintaining visual contact, officers should not attempt to follow a believed trail or search an area. Officers should remain clear of the area where the suspect was last seen if an attempt is to be made to track the suspect with the police dog.
 - 2. The area involved should be secured to the extent possible and no one shall be allowed to enter. A back-up officer will be assigned upon request of the handler. The search will be conducted as determined by the canine handler.
- H. Request for School Searches
 - 1. A school search is the action of the police dog sniffing for controlled substances. It is understood that this action is not a search as defined under the fourth amendment.
 - 2. Requests by local school districts for a school search shall only be authorized after the following criteria has been met:
 - a. The request must be in writing, signed by the superintendent of schools and addressed to the Chief of Police.
 - b. The request should state that the search is directed towards maintaining a safe and secure school environment.

- c. The request should list specific facts substantiating a drug problem.
 - d. The request should state that the school officials will take either criminal or administrative action against those determined to be in possession of controlled substances.
 - e. A dog will conduct no more than one school search each month.
- I. School search procedures
- 1. No individual or body searches will be performed.
 - 2. Administrative action:
 - a. The canine handler will mark lockers or areas where the police dog gives indications. The canine handler will not open or pry into these areas or make arrests. School personnel will conduct the searches in the areas that the dog gives indications that there are controlled substances present. If the school personnel discover any controlled substances during the search, the handler will impound the controlled substances and process same as per department policy.
- J. Officer protection/crowd control
- 1. Canine units may be utilized to assist in officer protection/crowd control in emergency situations with the authorization of the on-duty Watch Commander.
 - 2. When canine teams are used in this manner the police dog should remain on a lead at all times. The handler must maintain total control over his dog to ensure safety of the public and other officers.
 - 3. When a canine team is used in an officer protection/crowd control situation, the patrol operation field supervisor will notify the on-duty Watch Commander as soon as possible, advising him of the situation.
 - 4. When a canine team is utilized in an officer protection/crowd control situation, the handler will take extra care to describe the action that the handler took at the scene in the canine usage report.
- K. Community Relations Demonstrations
- 1. The Chief of Police or his designee must approve all requests for public relations demonstrations and the Uniform Division Commander will be responsible for coordinating, implementing and documenting the event.
 - 2. Demonstrations will not be permitted if an admission fee is charged to attend the event.
- L. Police dog bite procedure
- 1. In the event the police dog bites a subject, prompt medical attention should be provided to the subject as soon as possible.
 - 2. A written report of the incident will be completed by the handler involved with copies forwarded to the Chief of Police and the Uniform Division Commander.
 - 3. The Uniform Division Commander will ensure that arrangements are made for the police dog to be taken for examination by the designated veterinarian and that all notices are made in accordance with the requirements of the Lawton Animal Control office. Police dogs will not be quarantined by the Lawton Animal Control. Guidelines set forth by State Law governing police dogs will be followed.

<i>EFFECTIVE DATE:</i> DECEMBER 1996		<i>GENERAL ORDER NUMBER:</i> 11-5.590
<i>SUBJECT:</i> OFFENSIVE MATERIALS		<i>REPLACES POLICY NUMBER:</i> 3.19
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL EMPLOYEES	<i>REEVALUATION DATE:</i> DECEMBER 1997	<i>NUMBER OF PAGES:</i> 1

1. PURPOSE

The purpose of this policy is to set forth guidelines to be followed by members of this department regarding the duplication, posting, distribution, or circulation of jokes, cartoons, or other written material not directly related to the mission of the police department.

2. POLICY

All members of the Lawton Police Department are prohibited, while in a duty status and/or in any city facilities, from duplicating, posting, distributing, or circulating any joke, cartoons, or other written material not directly related to the mission of the police department.

3. RESPONSIBILITY –

Since the police department is subject to a high degree of public exposure, efforts will be made to guard against offending any individual or group of citizens, intentionally or unintentionally. Jokes, cartoons, pictures, or written material which are considered amusing by some are often considered offensive to others. Therefore, it shall be the responsibility of ALL SUPERVISORY PERSONNEL to enforce this policy.

<i>EFFECTIVE DATE:</i> February 1, 1999		<i>GENERAL ORDER NUMBER:</i> 11-5.630
<i>SUBJECT:</i> POLICE MEDIA RELATIONS		<i>REPLACES POLICY NUMBER:</i> NEW
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Employees	<i>REEVALUATION DATE:</i> February 1, 2000	<i>NUMBER OF PAGES:</i> 5

1. PURPOSE-

It is the purpose of this policy to establish guidelines for release and dissemination of public information to the news media

2. POLICY-

It is the policy of this law enforcement agency to cooperate with authorized news media representatives in their efforts to gather factual public information pertaining to departmental activities, as long as these news media efforts do not unduly interfere with departmental operation, infringe upon individual rights or violate the law.

3. DEFINITIONS-

Public Information: Information that may be of interest to the general public regarding policy, procedures or events involving the department or other newsworthy information that is not legally protected from disclosure and the release of which does not unduly interfere with the mission of the department, infringe upon the rights of a defendant or compromise the legitimate safety and privacy interest of officers, victims, witnesses or others.

News Media Representatives: Those individuals who are directly employed by agencies of the electronic or print media such as radio, television and newspapers. Freelance workers in this field are to be regarded as other members of the general public unless otherwise designated by the Chief of Police.

Public Information Officer (PIO): The department's Public Information Officer serves as a central source of information for release by the department and responds to requests for information by the news media and the community.

4. PROCEDURE-

1. DUTIES OF THE PUBLIC INFORMATION OFFICER-

The department's PIO is available to:

1. Assist news personnel in covering routine news stories, and at the scenes of incidents.
2. Assist the news media on an on-call basis.
3. Prepare and distribute news releases.
4. Arrange for, and assist at, news conferences.
5. Coordinate and authorize the release of information about victims, witnesses, and suspects.
6. Assist in crises situations within the agency.
7. Coordinate the release of authorized information concerning investigations and operations.

2. COOPERATION WITH THE MEDIA-

1. Authorized news media representatives should have reasonable access to the PIO and the Chief of Police or his designee. When information must be denied to a media representative, the basis for that denial should be courteously explained.
2. This department recognizes authorized identification from all local, national and international news organization. Failure of media personnel to present authorized identification may provide grounds for restricting access to requested information or to incident scenes.
3. Public information should be released to the media as promptly as circumstances allow.
4. Public information may be provided to media representatives by telephone if the identity of the

representative is known or can be authenticated.

5. Ranking officers at crime or incident scenes may release information of a factual nature to the media as governed by this policy. Where the officer is unsure of the facts or the propriety of releasing information, he shall refer the inquiry to the PIO.
6. Written press statements shall be released only following the approval of the Chief of Police or his designee.
7. The watch commander shall be responsible for ensuring that the agency's PIO or the Chief of Police is informed of events that may have media interest.

3. **INVESTIGATIVE INFORMATION-** From the initial stage of a criminal investigation until the completion of trial or disposition without trial, police personnel shall refer all requests for information to the Chief of Police or his designee.

1. Information which may be released in connection with investigations includes:
 1. The type or nature of an event or crime.
 2. The general location, date and time, injuries sustained, damages and a general description of how the incident occurred.
 3. Request for aid in locating evidence, a complainant or a suspect.
 4. Numbers of officers or people involved in an event or investigation, and the length of the investigation.
 5. Name of the officer in charge of a case, his supervisor and division or unit assignment (exception: The name of any undercover officer will not be released).

2. Information which may not be released in connection with investigations of an event or crime, unless authorized by the Chief of Police or his designee, include:

1. The identity of a suspect or his photograph prior to arrest unless such information would aid in apprehending the suspect or serve to warn the public of potential danger.
2. The identity of any victim of a sex crime or any related information which, if divulged, could lead to the victim's identity.
3. The identity of victims or witnesses if such disclosure would prejudice an investigation, or if it would place the victim or witness in personal danger.
4. The identity of any juvenile who is a suspect or defendant in a case subject to the jurisdiction of the juvenile court.
5. The identity of any critically injured or deceased persons prior to notification of next of kin.
6. The results of any investigative procedure such as lineups, polygraph tests, fingerprint comparisons, ballistic tests or other procedures (the fact that these tests have been performed may be revealed without further comment).
7. Information which, if prematurely released, may interfere with the investigation or apprehension such as the nature of leads, specifics of an "MO," details of the crime known only to the perpetrator and the police or information that may cause the suspect to flee or more effectively avoid apprehension.
8. Information that may be of evidentiary value in criminal proceedings.
9. Specific cause of death unless officially determined by the medical examiner.
10. The home address or telephone number of any member of the department.

4. ARREST INFORMATION-

1. Following arrest, issuance of an arrest warrant or filing of an indictment, it is permissible to release:
 1. The accused's name and age.
 2. An arrestee description, including the name, date of birth, address, race, sex, physical description, and occupation of the arrestee.
 3. Facts concerning the arrest, including the time and place of arrest, cause of the arrest, charges made against the arrestee, etc.
 4. The identity of the arresting officer and the duration of the investigation unless the officers are engaged in undercover operations.

2. Following the arrest and formal charging of a suspect but prior to adjudication, the following types of information should not be released without express permission of the Chief of Police:
 1. Character or reputation of a defendant.
 2. Existence or contents of any confession, admission or statement of a defendant or his failure or unwillingness to make a statement.
3. Results of any test, or a defendant's refusal or failure to submit to test such as a polygraph.
4. Identity, statement or expected testimony of any witness or victim.
5. Any opinion about the guilt or innocence of a defendant or the merits of the case.
6. Any opinion or knowledge of the potential for a plea bargain or other pretrial action.

5. SPECIAL CONSIDERATIONS - CRIMINAL MATTERS

1. Departmental personnel shall extend every reasonable courtesy to news media representatives at crime scenes. This may include closer access of personnel and equipment than available to the general public to the degree that it does not interfere with the police mission or the movement of traffic.
2. The news media shall not be allowed access to any area or scene of an incident or crime where there is a possibility that evidence may be damaged, altered, destroyed or otherwise prejudiced by its existence being published or portrayed.
 1. Suspects or accused persons in custody shall not be posed or arrangements made for photographs, telecasts or interviews, nor shall departmental personnel pose with suspects or accused persons in custody.
 2. When an individual is charged with criminal offenses and is sought by law enforcement authorities, photographs or mug shots may be released to the media to help locate the individual. No departmental photographs, mug shots, videotape film or composites of subjects in custody shall otherwise be released to the media unless authorized by the Chief of Police or authorized designee.
 3. At the scene of major crimes, such as hostage and barricade situations, the officer in charge shall designate a preliminary press area as early as possible and as close to the scene as safety and operational requirements allow.
 4. The fact that a suicide or suspected suicide has occurred may be reported to the media together with factual information describing how it happened. The name, age, sex and occupation of the victim may also be released following the notification of next of kin. The fact that a suicide note exists may also be acknowledged without further comment. The content of such notes is personal and confidential and shall not be released except as provided by law.

6. SPECIAL CONSIDERATIONS - NONCRIMINAL MATTERS

1. At the scene of significant accidents, man-made or natural catastrophes, the principles of media cooperation shall be maintained to the degree that they do not interfere with the mission of the police, fire, medical or other emergency relief workers.
2. Media access to and movement within the fire lines shall be controlled by the fire officer in charge. In consultation with the fire officer in charge, the ranking police officer at the scene shall establish an observation point from which the media may observe and photograph the incident. At the discretion of the officer in charge, an inner perimeter may be established for the media from which to record the event.
3. No information relating to internal investigations of police officers shall be released without express permission of the Chief of Police.
4. Statistical reports of criminal activity will be made available to the media.
5. Media representatives shall be denied access to the contents of investigative or incident reports and records where release of the information would:
 1. Interfere with law enforcement proceedings, including pending investigations.
 2. Deprive a person of the right to a fair trial or an impartial adjudication, or give one party to a controversy an undue advantage by exclusive access to such information.
 3. Constitute an unwarranted invasion of the personal privacy rights of a person.
 4. Reveal the identity of an individual who has furnished information to the department under confidential circumstances.

5. Disclose specialized investigative techniques and procedures, thereby impairing future effectiveness of the department.
6. Endanger the life or physical safety of any person.

<i>EFFECTIVE DATE:</i> March 2012		<i>GENERAL ORDER NUMBER:</i> 11-5.635
<i>SUBJECT:</i> Property Receipts		<i>REPLACES POLICY NUMBER:</i>
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Employees	<i>REEVALUATION DATE:</i> March 2014	<i>NUMBER OF PAGES:</i> 3

- I. **PURPOSE** – The purpose of this policy is to establish procedures for placing evidence and other property on property receipt.
- II. **POLICY** - Property that comes into the custody of an officer or the police department will be accounted for by placing the items on a property receipt in accordance with this policy.
- III. **TYPES OF PROPERTY**
- A. Evidence
1. Items of evidence will be listed on a property receipt and taken to the appropriate location as soon as possible, such as:
 - a. Front desk property vault
 - b. Property and ID section
 - c. OSBI or other laboratory
 - d. Any other authorized location
 2. Alcohol evidence will have a sample vial taken and taped to the original empty container.
 3. If possible, all evidence will be marked with the officer’s initials, date and time.
- B. Found property with no evidentiary value
1. If the owner is known, a reasonable effort shall be made to return it to the owner without it being placed on a property receipt. This would include such items as:
 - a. Driver’s license
 - b. Identification cards
 - c. Cell phones
 - d. Other lost property where ownership is not in doubt.
 2. If the owner is not known, a decision will be made by the officer whether to bring the property to the station or not. The police department cannot accept every piece of found property. Officers should consider the following factors in making the decision:
 - a. the value of the property
 - b. hazard to the public
 - c. size of the object
 - d. Examples of found property that should not be put on property receipt:
 - (1) ice coolers
 - (2) furniture
 - (3) tires
 - (4) hand tools
 - (5) car parts
 - e. Examples of found property that would be placed on property receipt include:
 - (1) money
 - (2) jewelry
 - (3) car tags
 - (4) functioning electronics
 - (5) items that may have future evidentiary value
 3. Found Weapons, Drugs, or Alcohol
 - a. All found firearms will be placed on property receipt

- b. All found drugs will be placed on property receipt and submitted for destruction or analysis. No drugs will be flushed or disposed of in any other manner.
 - c. Found knives that are a hazard to the public will be placed on property receipt. The property clerk will later have the knife rendered safe by having the blade broken, cut, or removed. The knife will then be sent to the landfill by the property clerk. No knives will be kept in a unit or kept by an officer.
 - d. Found alcohol that has no evidentiary value will be placed on property receipt for destruction.
- C. Confiscated property
- 1. Property that is not evidence but is confiscated will be put on property receipt.
 - 2. Confiscated property cannot be released to anyone without a pink release card authorizing the release.
- D. Personal Property
- 1. Any property that is not evidence, found, or confiscated will be listed as personal property.
 - 2. Personal property, except ammunition, will be returned to the owner if requested.
 - 3. No pink release card is required.

IV. FIREARMS

- A. The property receipt will contain the following information:
- 1. Brand name
 - 2. Caliber
 - 3. Whether it is a pistol, rifle, or shotgun
 - 4. Whether it is a revolver, bolt action, semi-automatic, or other action
 - 5. Serial number

V. MONEY

- A. Money will be counted by at least two officers.
- B. Two officers will always be present when the money is counted.
- C. The location for the count will be dictated by the amount of money
 - 1. Large amounts of money should not be counted in the field such as on the hood of a car.
 - 2. Large amounts of coins may need to be counted at a coin counter such as at a bank.
- D. Any money taken will be counted, a property receipt filled out and secured in a safe or vault at the police station before the officer goes off duty that day.
- E. The employee or officer assigned to the front desk will count any money before it is placed in the vault.
- F. Money will be sealed in an envelope or other container with the initials, date, and time on the seal by those doing the count.
- G. Money will be transferred to the property room as soon as practical.
- H. An employee assigned to Property and ID will cut the seal and recount the money in the presence of another employee. It will be re-sealed and initialed before securing it in the property room.

VI. PROHIBITED ITEMS

- A. The following items cannot be placed in the property room:
- 1. Perishable items
 - 2. Food, including candy
 - 3. Flammables, however lighters are accepted
 - 4. Fireworks

<i>EFFECTIVE DATE:</i> March 1, 2009		<i>GENERAL DIRECTIVE NUMBER</i> 11-5.640
<i>SUBJECT:</i> REFLECTIVE SAFETY VEST		<i>REPLACES POLICY NUMBER</i> 3.80
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>RE-EVALUATION DATE</i> March 1, 2011	<i>NUMBER OF PAGES:</i> 2

I. PURPOSE

The purpose of his policy is to provide guidelines of the use and wearing of the reflective safety vest.

II. RESPONSIBILITIES -

- A. The department will issue each officer a reflective safety vest that meets current D.O.T/ANSI/ISEA standards.
- B. Each officer will be responsible for the care and maintenance of reflective safety vest issued to him.
- C. The officer will assure that the vest is available for use at all times.

III. PROCEDURE

- A. Officers are required to wear, whether day or night, the reflective safety vest while directing traffic, investigating accidents, impounding vehicles, and handling lane closures, drivers license checks, obstructed roadways and disasters.
- B. Any non-uniformed officer assisting at a scene of an accident or other incident on a road right-away is required to wear the same reflective safety vest while at the investigation scene.
- C. If weather conditions dictate, the officer shall wear the D.O.T approved reflective vest over the coat or the raincoat. A reflective raincoat alone is not sufficient.
- D. Officers conducting any potentially adversarial or confrontational situations are not required to wear the safety reflective vest. This includes traffic or suspicious stops.

<i>EFFECTIVE DATE:</i> DECEMBER 2007		<i>GENERAL ORDER NUMBER:</i> 11-5.760
<i>SUBJECT:</i> ROADBLOCKS AND CHECKPOINTS		<i>REPLACES POLICY NUMBER:</i> 3.64
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> DECEMBER 2009	<i>NUMBER OF PAGES:</i> 2

I. PURPOSE –

The purpose of this policy is to establish guidelines for the use and construction of roadblocks, barricades, and checkpoints.

II. ROADBLOCKS –

- A. Roadblocks are defined by Title 21, Okla. Stat. §540B. as a barricade, sign, standing motor vehicle, or similar obstacle temporarily placed upon or adjacent to a public street, highway, turnpike or area accessible to the motoring public, with one or more peace officers in attendance thereof directing each operator of approaching motor vehicles to stop or proceed.
- B. A supervisor must authorize the use of any roadblock.
- C. Basic roadblock methods consist of:
 - 1. Making a roadway impassable by the placement of stationary vehicles or other heavy objects.
 - 2. Lamps, flares, or other light sources placed or focused so as to confuse or blind motorists approaching the roadblock.
 - 3. Any other method designed to stop the vehicle by any other appropriate means.
- D. Barricades consist of the placing of lightweight obstacles of such density and mass that persons occupying any vehicle colliding with them would not likely be killed or seriously injured by the deceleration of the vehicle caused by impact with the barricades. Basic barricade methods include:
 - 1. The strategic placement of lightweight barricades constructed of wood, aluminum, rope or other materials.
 - 2. The strategic placement of traffic cones and other lightweight devices designed to be highly visible.
 - 3. Any other method which is designed to direct or control the movement of vehicles, without posing an apparent risk of death or serious injury.
- E. Roadblock locations will be selected with the general public safety as a prime consideration.
- F. Responding police units will proceed to pending roadblock locations and wait for orders from their supervisor.
- G. A supervisor will order the type and duration of any roadblock.
- H. Officers will take positions of maximum cover and safety with the best field of fire.
- I. If possible, a minimum of two officers will man an authorized roadblock.

III. TRAFFIC ENFORCEMENT CHECKPOINTS –

- A. Supervisor approval must be obtained before conducting any traffic checkpoint.
- B. The purpose of traffic enforcement checkpoints is to check for traffic violations that jeopardize public safety on the roadway.
- C. The supervisor giving approval will brief all officers involved of the purpose and scope of the checkpoint.
- D. The checkpoint will be highly visible with adequate traffic cones being used. Traffic will be stopped in a manner that poses no apparent threat to officer safety, police vehicle damage, and/or general public safety.
- E. Traffic enforcement checkpoints will not be utilized in a manner, time, or location that would create undue traffic congestion, lengthy delays for law-abiding citizens, or pose a threat to public or officer safety. Checkpoint operations will cease if any of the above conditions materialize.
- F. Checkpoints will not be utilized for the purpose of controlling crime in general or illegal drug enforcement. Checkpoints must be related to the safety of the motoring public.
- G. Time and manpower must be available for all vehicles to be stopped during the duration of the checkpoint.

- The duration of the individual stops should be very brief with minimal invasion of the motoring public.
- H. Officers will advise motorist of the nature of the checkpoint, (e.g. “This is a driver’s license and traffic safety checkpoint.”) If available, a sign should be placed on the approach to the checkpoint making notification of the upcoming checkpoint.
 - I. Traffic enforcement checkpoints at night should be located in a lighted area with the officers using extreme caution taking into consideration:
 - 1. The type of road.
 - 2. The weather conditions.
 - 3. The speed limit.
 - 4. The frequency of the traffic being stopped.
 - J. At traffic enforcement checkpoints, the officer will look for violations regarding:
 - 1. Possession of a driver’s license (along with insurance/registration)
 - 2. Vehicle safety.
 - 3. Operator intoxication.
 - K. If a violation is found, the officer should:
 - 1. Take the proper enforcement action.
 - 2. Check to see if the violator is wanted on an outstanding warrant.

<i>EFFECTIVE DATE:</i> June 1, 2010		<i>GENERAL ORDER NUMBER:</i> 11-5.780
<i>SUBJECT:</i> PUBLIC INTOXICATION		<i>REPLACES POLICY NUMBER:</i> 3.59
<i>REFERENCE:</i> OS 43A 3-428, OS 37 8, Ordinance 16-501,		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i> JUNE 1, 2012	<i>NUMBER OF PAGES:</i> 2

I. PURPOSE

The purpose of this policy is to establish guidelines for the apprehension and detention of persons intoxicated in a public place.

II. CRITERIA -

Before any person is detained as "Intoxicated in Public", the Officer shall have probable cause to believe that:

- A. The offender is in a public place.
- B. The offender is under the influence of intoxicants.
- C. The state of intoxication is such that the offender may endanger himself or other persons or property, or disturb persons in the vicinity.

III. CAUTION

- A. A person cannot be presumed to be intoxicated solely because of the odor of alcoholic beverages emanating from his body.
- B. In addition to insuring the basic criteria listed above is met, the detaining officer will attempt to determine that the offender is not:
 1. A diabetic having an insulin reaction.
 2. On medication to the extent and of the type that would cause reactions characteristic of alcohol.
 3. So intoxicated that medical attention is required.
- C. If the officer suspects that the person may have been affected by one of these situations or any medical problem, he will request an ambulance and have the suspect taken to the hospital for treatment before any detention or release.

IV. PERSONS IN NEED OF HELP - DETENTION DETERMINATION FACTORS

When the officer has determined that the offender is intoxicated and appears to be in need of help, he may:

- A. Arrange for the offender's safe transportation to his residence.
 1. If the offender has enough money on his person to pay for the fare, the officer may send him to his residence in a taxi.
 2. If another sober, responsible person known to the offender is willing and readily available, the officer may allow him to transport the offender to his residence.
- B. Transport the offender to the appropriate Detoxification Center and fill out their paperwork as requested.
 1. Male offenders will be taken to Miller Manor.
 2. Female offenders will be taken to the Helen Holiday House.
- C. Arrest and book the offender in to the City Jail on a charge of Public Intoxication, (sec 16-501), if the subject has refused to go to an appropriate Detoxification Center or the Detoxification Center refuses to accept the offender. (Ref O.S. 43A 3-428).

V. INTOXICATED PERSONS WHO ARE NOT IN NEED OF HELP

Intoxicated persons who do not appear to be in need of help may be arrested and prosecuted under city ordinances or state statutes subject to the limitations set forth in this policy.

<i>EFFECTIVE DATE:</i> MARCH 2003		<i>GENERAL ORDER NUMBER:</i> 11-5.820
<i>SUBJECT:</i> TACTICAL TEAM		<i>REPLACES POLICY NUMBER:</i> 3.68
<i>REFERENCE:</i> NATIONAL TACT TEAM OFFICERS ASSOCIATION		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i> MARCH 2004	<i>NUMBER OF PAGES:</i> 3

I. PURPOSE-

The purpose of this policy is to establish the governing regulations in the selection, training, equipping, and use of the Tactical Team. It is the intent of the Lawton Police Department to provide a highly trained and skilled Tactical Team as a resource for the Department in handling of critical incidents.

II. REASONS FOR UTILIZATION-

The Tactical Team should be called out for any of the following situations among other high risk situations:

A. BARRICADED SUSPECT(S)-

1. A Field Supervisor should confirm the presence of a barricaded suspect before the Tactical Team will be called out.
2. Determination for calling out the Tactical Team will be based upon:
 - a. Belief that the barricaded suspect may be armed.
 - b. Significant potential for danger confirmed by other sources of information
3. See the policy on Barricaded Suspects 11-5.080

B. HOSTAGE/CRISIS SITUATIONS-

1. A Field Supervisor should attempt to confirm the presence of hostages.
2. The Tactical Team should be called out on all bonafide hostage situations.
3. See the policy on Hostage/Crisis Situations. 11-5.460

C. SERVING OF SEARCH WARRANTS AND/OR ARREST WARRANTS INVOLVING HIGH RISKS-

1. The Criminal Investigations Division Commander and/or Watch Commander or his designee will be responsible for determining if high risks will probably be involved before a Search Warrant or Arrest Warrant is served.
2. Determination of high risks are based upon:
 - a. Belief that the occupants or suspects may be armed.
 - b. Known past behavior of the suspects that would indicate a propensity for violence.
 - c. Information indicating the likelihood of violence.
 - d. Other information that would warrant the use of extra caution.
3. The Tactical Team should be utilized in the service of No-Knock Warrants.
4. If the Tactical Team is used to serve a warrant, the Tactical Team Supervisor is responsible for coordinating the entry and maintaining security. **Note: Tactical Team Members who make the initial entry should be clearly marked as to be identified as a police officer.**

III. METHOD OF CALL OUT-

- A. A Watch Commander or his designee will make any request for utilization of the Tactical Team.
- B. A Deputy Chief or above will be notified of any Tactical Team activation.

IV. ACTIVATION OF THE TACTICAL TEAM-

Tactical Team activations take precedence over all other assignments within the Lawton Police Department. Tactical Team members assigned to the Tactical Team will be under the direct command of the Tactical Team Supervisor until the activation is over.

V. RESPONSIBILITY OF THE TACTICAL TEAM-

- A. The Tactical Team Members should remain at the Command Post and should not take action except as directed by Tactical Team protocol.
- B. Once the Tactical Team Supervisor has been assigned the responsibility of resolving the situation, he will be in complete charge of the operation and will be responsible only to the On-Scene Incident Commander.
- C. The Tactical Team Supervisor is subordinate to the Incident Commander only in terms of when and if the tactical option will be initiated, and the options to be used, not how it will be performed. Unless the Tactical Team Supervisor relinquishes his control to another person outside the Tactical Team, no other person, who is not in a leadership position within the Tactical Team, will attempt to direct, supervise or control any element or member of the Tactical Team.

VI. DOCUMENTATION-

- A. The Tactical Team Supervisor will cause an incident report to be generated detailing the activation and use of the team.
- B. At the completion of all operations and significant training events, the Tactical Team Supervisor will conduct an after-action review. The purpose of this review will be to create a forum for Team Members to offer information for the improvement of the team. The after-action review will be formatted to develop the following information; Positive factors, Negative factors and solutions for those negative factors.

VII. SELECTION PROCESS-

- A. Criteria for application to the Tactical Team will be based on the following:
 - 1. Time in service as a Lawton Police Officer as directed by the Chief of Police.
 - 2. Satisfactory job performance in current and previous assignments.
 - 3. Satisfactory physical fitness levels.
 - 4. Satisfactory psychological testing per Tactical Team standards.
- B. A Team Member may be removed from the Team upon the approval of the Chief of Police.

VIII. TRAINING STANDARDS-

- A. The Tactical Team should conduct training a minimum of once a month or as mandated by the C.L.E.E.T. standards. All training will be performance oriented and tactical team task specific.
- B. The training program will also include regular updates on legal issues facing Tactical Team operations.

IX. EQUIPMENT STANDARDS-

- A. Tactical team members will utilize the appropriate type of footwear and uniforms that are of an approved color/pattern. Uniforms will utilize clearly visible and identifiable placards; patches, badges or lettering that identifies the wearer as a law enforcement officer. All other items of personal wear or equipment must be approved by the Tactical Team Supervisor.
- B. Tactical Team Members, to whom any item of equipment is issued, are responsible for the care, maintenance, and security of that equipment.
- C. The Tactical Team Supervisor will insure that the specialized equipment, assigned to the Tactical Team, will only be utilized by those Team Members who are properly trained and/or certified in their use.

<i>EFFECTIVE DATE:</i> MARCH 2003		<i>GENERAL ORDER NUMBER:</i> 11-5.830
<i>SUBJECT:</i> ZONE ASSIGNMENTS		<i>REPLACES POLICY NUMBER:</i> 3.69
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> MARCH 2004	<i>NUMBER OF PAGES:</i> 1

I. PURPOSE

The purpose of this policy is to establish zone assignments which an officer will work and their responsibilities within that zone.

II. ZONE ASSIGNMENTS

Zones will be designated by the Chief of Police or his designee. Officers will be assigned a particular zone to patrol, to exclude specialized units and Service Division, and shall remain in that zone unless:

- A. Dispatched out of it.
- B. Supervisory permission is granted.
- C. The officer is on meal break (10-78).
- D. The officer is servicing a unit (10-67).
- E. The officer is transporting a prisoner (10-15).
- F. The officer has another prudent and justifiable reason(s), such as the backup of another officer.

III. ZONE RESPONSIBILITY-

- A. The patrol officer assigned to any given zone/district is responsible for patrolling its streets and responding to calls as dispatched.
- B. Officers will be responsible for monitoring their radios at all times.
- C. When receiving calls for service, an officer will evaluate the nature of the type of call and the nature of any other activity he is presently engaged in.
- D. If the call has a higher priority than his current activity, he will temporarily suspend his current activity and respond to the call even if it means pulling off of a call of a lower priority and returning to it at a later time. If an officer does temporarily suspend a call under these conditions, he will notify his supervisor to ensure the first call is followed up on in case the officer originally dispatched is unable to return to it.

<i>EFFECTIVE DATE:</i> MARCH 2004		<i>GENERAL ORDER NUMBER:</i> 11-5.840
<i>SUBJECT:</i> TRAFFIC COLLISION INVESTIGATIONS		<i>REPLACES POLICY NUMBER:</i> 3.71
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> MARCH 2006	<i>NUMBER OF PAGES:</i> 6

I. PURPOSE

The purpose of this policy is to establish guidelines:

- A. To be used in determining whether a traffic collision will be investigated.
- B. For the application of the various forms that are utilized in a traffic collision investigation.
- C. For the sequence of events that an officer should adhere to during the investigation of a traffic collision.
- D. For some of the additional requirements applicable only to specific types of traffic collisions.

II. PROCEDURE -

- A. DETERMINATION OF INVESTIGATION –(References: Title 47 § 10-101et seq.)
 1. Any traffic collision resulting in a death, injury of a person, or total property damage to an apparent extent of \$500.00 or more will be investigated, and a written report of the collision will be prepared on the standard departmental form.
 2. A collision will be investigated and a report made when either of the parties involved in the collision request it.
 3. The same general guidelines will be used for private property collisions.
- B. FORMS -
 1. Official Police Traffic Collision Report - The investigating officer will complete this form as per instructions contained in the Official Police Traffic Collision Report Instruction Manual.
 2. Official Police Traffic Collision Report Supplement -
 - a. The investigating officer will complete this form as per instructions contained in the Official Police Traffic Collision Report Instruction Manual.
 - b. This form will be used for all statements, follow-up investigations, and/or other supplemental information pertinent to the traffic collision.
 3. Oklahoma Motor Vehicle Collision Report (Financial Responsibility)
 - a. To be used during the “Traffic Collision Response Restrictions”.
 - b. Any individual involved in a non-injury collision who does not report the collision in a reasonable amount of time will be issued an Oklahoma Motor Vehicle Collision Report (DPS: FR0900-44 REV 0503)
- C. ASSIGNMENT OF INVESTIGATING OFFICERS -
 1. Private Property Collisions -
 - a. Private property, non-injury collision investigations will be assigned to a patrol officer.
 - b. Private property, injury or fatal collision investigations will be assigned to a traffic officer, if one is on duty. If a death may result from the collision and no traffic officer is on duty, a supervisor will be notified and a traffic reconstructionist will be called out.
 2. Non-Injury Collision Investigations -
 - a. Non-Injury collision investigations will be assigned to an on-duty traffic officer. If a traffic officer is unavailable, a patrol officer will be assigned.
 - b. If a patrol officer drives up on a non-injury collision, the patrol officer will investigate the collision, regardless of his district assignment.
 3. Injury Collision Investigations -
 - a. All injury collision investigations will be assigned to an on-duty traffic officer. If a traffic officer is not on duty, the district patrol officer will be assigned to investigate the collision.

- b. If a death may result from the collision a supervisor will be notified and a traffic officer will be called out.
 - 4. Fatal Collision Investigations -
 - a. All collisions resulting in a fatality will be investigated by a traffic reconstructionist.
 - b. The traffic reconstructionist will ensure that the required Teletype form for fatality collisions is completed and submitted for sending.
 - 5. Hit and Run Collision Investigations -
 - a. Unless there is an injury or fatality involved, a patrol officer will make the initial investigation of all hit and run collisions and attempt to solve the case during his tour of duty.
 - b. After the initial report has been made and if the patrol officer was unable to solve the case during his tour of duty, a supervisor will assign a traffic officer to do the follow-up investigations.
 - 6. Collision Investigations Involving a Police Unit.
 - a. If a City of Lawton Police unit is involved in a non-injury collision, a traffic officer will investigate the collision.
 - b. If a traffic officer is not on-duty, the Shift Supervisor or his designee will investigate the collision.
 - c. A traffic reconstructionist and/or field supervisor will investigate the collision:
 - (1.) If the accident is serious and complex.
 - (2.) If a death or injury is involved.
 - (3.) If there is extensive property damage
- D. SEQUENCE OF EVENTS -
- 1. Get to the scene quickly and safely.
 - a. Respond immediately to the call.
 - b. Park the unit properly at the scene to:
 - (1.) Protect the scene.
 - (2.) Reroute other traffic present.
 - 2. Determine if anyone is injured, and if so:
 - a. Request an ambulance.
 - b. Render first aid.
 - 3. Determine if assistance is needed, and if so:
 - a. Request additional unit(s) and give instructions as to what they are needed to do and where they are needed to go.
 - b. Request a supervisor, if applicable.
 - c. Request Fire Department equipment and/or other special equipment, if applicable.
 - 4. Identify the parties involved in the traffic collision and:
 - a. Procure their driver's license or identification.
 - b. Seat them in the police unit, if feasible.
 - Inspect the required insurance security verification form for all vehicles registered in the State of Oklahoma (SEE EXCEPTIONS IN TITLE 47 (7-602.1).
 - c. Provide the identity of each of the parties to the other along with insurance information.
 - 5. Determine if the vehicles are operable, and if not:
 - a. Ascertain if the drivers have a wrecker preference.
 - b. Request the appropriate wreckers.
 - c. If the drivers are injured and not at the scene or unconscious, the officer will have headquarters notify the next wrecker service on the collision rotation roster and will prepare an impound including a complete inventory of the victim's vehicle.
 - 6. Inspect the traffic collision scene and:
 - a. Chalk the measurements to be taken.
 - b. Take measurements.
 - 7. When the wreckers arrive:

- a. The officer will assign the wreckers to specific vehicles.
- b. The officer will ensure that the wrecker drivers clean up the accident scene.
- 8. Complete the entire collision report including:
 - a. A narrative summary of the collision.
 - b. A diagram of the collision.
 - c. All reports shall be done in black ink or typewritten and all information shall be LEGIBLE. All handwritten reports shall be done in BLOCK PRINTING. Number 2 pencil is acceptable for the diagram only. If corrections are necessary, "white out" may be used.
- 9. Obtain additional services, as needed, to include:
 - a. Photographs
 - (1.) Request an LPD photographer.
 - (2.) Chalk the areas to be photographed.
 - (3.) Show the photographer exactly what photographs are desired.
 - (4.) Indicate on the "Official Police Traffic Collision Report" or its supplement, the following information:
 - (a.) The fact that photos were taken.
 - (b.) Who took the photographs.
 - b. Speed Determination Skid Test.
 - (1.) The skid test should be performed in a reasonable and proper manner.
 - (2.) The following information should be indicated on the "Official Police Traffic Collision Report" or its supplement:
 - (a.) The unit used to perform the test.
 - (b.) The driver of the unit used to perform the test.
 - (c.) The test results.
 - c. Physical Evidence.
 - (1.) Collection of evidence should be made for any hit and run collision evidence left at the scene.
 - (2.) All evidence must be turned in and placed on property receipt.
 - (3.) The following information should be indicated on the "Official Traffic Collision Report" or its supplement:
 - (a.) What evidence was found at the scene.
 - (b.) What the property receipt number is.
 - d. Follow-up Investigations.
 - (1.) The investigating officer is responsible for performing any follow-up investigations (except as previously noted).
 - (2.) The following information should be indicated on the "Official Police Traffic Collision Report" or its supplement:
 - (a.) The daily progress on the follow-up investigation.
 - (b.) The final result of the follow-up investigation.
 - e. Major Accidents.
 Along with the required information on the report, the investigating officer should provide the following information:
 - (1.) Information on each person who assisted in the investigation.
 - (2.) Information on what each person did who assisted in the investigation.
 - (3.) Any other information that is deemed pertinent.

III. DETERMINING FAULT

INSURANCE COMPANIES, CLAIMS INVESTIGATORS, AND CIVIL COURTS DETERMINE WHO IS AT FAULT IN AN AUTOMOBILE COLLISION. The job of the police officer is to provide a collision investigation, determine if there may be a violation of City Ordinance/State Statute, and bring any alleged violation to the attention of the proper court. LAWTON POLICE OFFICERS SHALL NOT MAKE ANY STATEMENT REGARDING FAULT UNLESS REQUIRED TO DO SO IN A JUDICIAL OR ADMINISTRATIVE PROCEEDING.

IV. MIRANDA WARNINGS -

A. GENERAL INFORMATION FOR COLLISION REPORT FORMS -

State Law requires the driver to furnish name, address, D.L. information, security verification forms, and vehicle information. The officer does not have to read the Miranda Warning Card before obtaining this information.

B. GENERAL INVESTIGATION AT THE SCENE OF AN COLLISION -

The officer may ask general questions, without reading the Miranda Warning Card, if the information sought is general information required on the Official Police Traffic Collision Report Form.

C. AFTER SUSPECT DEVELOPMENT -

If investigation efforts lead an officer to believe that a specific individual has violated a City Ordinance or a State Statute, the officer should read the Miranda Warning Card before asking any questions related to the offense, to insure the responses will be admissible in court. See examples:

1. How much have you had to drink?
2. How fast were you going?
3. Did you stop at the stop sign?
4. Are you the driver of the vehicle that left the scene?
5. Questions regarding high misdemeanor and felony offenses.

V. TRAFFIC COLLISION RESPONSE RESTRICTIONS-

Weather conditions periodically cause large numbers of traffic collisions to occur within a relatively short period of time. Responding to all collisions during such periods depletes the number of available officers to a level insufficient for appropriate response to emergencies. Therefore, when weather conditions cause excessive calls for traffic collision investigations, the Lawton Police Department shall implement Traffic Collision Response Restrictions to limit the number of traffic collisions investigated.

A. Implementation

1. Dispatch will notify the Watch Commander that weather conditions are causing excessive numbers of calls for traffic collision investigations, or
2. Field Supervisors can advise the Watch Commander of the road conditions that would warrant it.
3. Watch Commander will issue a directive to all units and to the dispatcher that Traffic Collision Response Restrictions are in effect until further notice.
4. Officer will respond to the collision and advise both drivers that we are not investigating minor collisions at this time due to the weather conditions.
 - a. Officers will hand out a pink sheet to each driver as well as an Oklahoma Motor Vehicle Collision Report (DPS: FR090044 REV 0503). The driver will mail the report directly to the Oklahoma Department of Public Safety Financial Responsibility Division.
 - b. Officers will instruct each driver to fill out the report and turn it into the front desk of the Lawton Police Department.
 - c. Inform the drivers that they must exchange the following information:
 - 1) Name, address and phone number of driver
 - 2) Driver's license information
 - 3) Name, address and phone number of owner
 - 4) Insurance verification information
 - 5) Vehicle information
 - 6) Tag information
5. Officers who arrive at a traffic collision involving the following (suspected) circumstances, will investigate the collision and report it on an Official Police Traffic Collision Report.
 - a. Fatality or injury
 - b. Drunk driver
 - c. Hit and run
 - d. City owned vehicle

- B. Cancellation of Restrictions
 - 1. The Watch Commander will cancel the Traffic Collision Response Restrictions when:
 - a. Dispatch advises that the calls are back to normal or
 - b. Field Supervisors advise the conditions so warrant it.
 - 2. The Watch Commander shall note the Traffic Collision Response Restrictions on the daily resume including the:
 - a. Conditions that warranted the restrictions implemented.
 - b. Time frame that the restrictions were implemented.
- C. Officers should not take dinner or coffee breaks while Traffic Collision Response Restrictions are in effect.

<i>EFFECTIVE DATE:</i> MARCH 2003		<i>GENERAL ORDER NUMBER:</i> 11-5.850
<i>SUBJECT:</i> TRAINING GUIDELINES		<i>REPLACES POLICY NUMBER:</i> 3.72
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> MARCH 2004	<i>NUMBER OF PAGES:</i> 3

I. PURPOSE

The purpose of this policy is to provide guidelines to be observed by all employees attending any training as a representative of the Lawton Police Department. Learning shall be the objective and better officers the goal for all training efforts.

II. POLICY -

- A. It shall be the policy of the Lawton Police Department to offer regular blocks of In- Service Training in a manner that complies with the existing employment agreement between the City of Lawton and the bargaining agent for the Officers.
- B. Any employee attending any school as a representative of the Lawton Police Department is expected to maintain a professional manner of conduct including attendance, punctuality, dress, courtesy, behavior, and participation.

III. TRAINING TIME SCHEDULE

- A. All In-Service Training days will be based upon eight (8) hours of classroom instruction or field exercises.
- B. Unless otherwise posted, In-Service Training will be on Wednesdays from 8:00 A.M. to 5:00 P.M.

IV. ATTENDANCE

- A. Unless the officer is attending a school on his own time, training will be paid duty time.
- B. Any officer who is assigned to In-Service Training will be expected to be present and on time.
- C. The Training Division will make a roster available to Shift Commander for them to review.
- D. If an officer is absent for any portion of training, the following guidelines will be observed:
 - 1. If an officer must leave, departure should occur during a break so that classroom disruption is avoided.
 - 2. The officer will check out and check in with his supervisor and member of the Training Division staff or their designee when his absence is necessary.
 - 3. The hours of absence will be subtracted from the number of training hours to be credited to the officer's In-Service Training records. If fifteen minutes or more is missed during that hour's block of instruction, credit will not be given for that hour.
 - 4. Total absence and/or absence because of personal business (e.g. Doctor's Appointments) will be reported to the officer's Immediate Supervisor. Since this is a duty day, time will be subtracted from CDO time, leave time, etc., at the supervisor's approval.
 - 5. If class must be missed to honor a subpoena, a copy of the subpoena will be presented to the Training Division staff or their designee with recorded times of court.
 - 6. If an officer is unable to return to training from court, immediately upon completion of court, the officer will place a copy of his subpoena in the Training Division mailbox.

V. PUNCTUALITY

- A. Each and every officer assigned to In-Service training is expected to be on time. This includes the beginning of class, the resuming of class following a break, and the resuming of class after a meal break.
- B. The following actions should be taken to encourage punctuality:
 - 1. If an officer is late by fifteen minutes or less, his tardiness will be reported to his supervisor for necessary corrective action.
 - 2. If an officer is late by more than fifteen minutes, training credit will not be give for that hour's instruction. Additionally, his tardiness will be reported to his supervisor for necessary corrective

action and to determine if CDO time, leave time, etc. should be taken for the missed hour.

VI. DRESS CODE

- A. Officers who are attending training are expected to maintain a professional image.
- B. Officers may wear the Standard Field Uniform, attire suitable for court with the exception of a tie and coat. See the Clothing and Appearance Standards policy or as posted on the training announcement.
- C. Officers sent home to change clothes will not be given training credit for the time missed and will be reported to his supervisor for necessary corrective action.

VII. CLASSROOM BEHAVIOR

- A. Each student is expected to behave in a manner that is not disruptive, discourteous, or distasteful.
- B. All officers are expected to project a positive, professional image with an open desire to participate and learn.
- C. The following rules will be observed by all and shall be enforced by any supervisor present:
 - 1. No vulgar language or offensive jokes of any type will be tolerated.
 - 2. Each student is expected to give his undivided attention to the instructor/speaker.
 - 3. Tobacco products will not be used, consumed, smoked, or chewed in the classroom. Regular breaks will be provided for this and other purposes outside the classroom.
 - 4. Officers will not bring any reading material into the classroom. The only authorized material to be read during class is material provided by the instructor.
 - 5. Officers will not put their feet on the tabletops or on any chairs.
 - 6. Horseplay and classroom disruptions of any type will not be tolerated.
 - 7. The instructor/speaker will be treated with courtesy and proper respect.
 - 8. Private conversations will not be permitted. The classroom will be reserved for the instructor's lecture and professional class participation.
 - 9. All other conduct will be the type, which is expected and demanded in any professional school.

VIII. TEST

- A. Short, multiple choice question tests may be administered during any part of the training day.
- B. The purpose of the tests is to:
 - 1. Gauge and maintain course presentation standards.
 - 2. Ensure that students are making a valid attempt to learn.
- C. When test scores are below 70%:
 - 1. Remedial review will be given after the class and another test will be administered.
 - 2. An officer must pass the original test or the remedial test before any training credit will be given for the block of instruction tested.

IX. OFFICER/INSTRUCTOR -

- A. An officer who instructs In-Service Training classes will be allowed at least two (2) hours of on-duty preparation time for each one (1) hour of instruction. The purpose of this preparation time is to prepare the classroom material and lesson plans that may be required.
- B. The officer/instructor must furnish a lesson plan to the Training Division for review at least one week prior to the first scheduled period of instruction. Lesson plans must be approved before use to ensure that the course material is valid and up-to-date, and to ensure that the presentation will maintain a professional standard of excellence.

EFFECTIVE DATE: MARCH 2003		GENERAL ORDER NUMBER: 11-5.880
SUBJECT: VACATION SCHEDULING		REPLACES POLICY NUMBER: 3.75
REFERENCE:		SPECIAL INSTRUCTIONS:
DISTRIBUTION: ALL OFFICERS	REEVALUATION DATE: MARCH 2004	NUMBER OF PAGES: 2

I. PURPOSE-

The purpose of this policy is to provide guidelines for the scheduling of vacations by employees.

II. DEFINITION- VACATION

The normal time accrued by contract agreement for periods of rest and freedom from work.

III. PROCEDURE-

- A. Vacations will be scheduled based on seniority as determined by the contract.
 - 1. Vacation requests of 40 hours or more will be submitted to the officer's immediate supervisor at least 30 days but not more than 45 days prior to the starting leave.
 - 2. Those vacations will be approved and locked in, based on seniority, 30 days prior to the start of the leave.
 - 3. Any leave request made under 30 days will be approved on a first come-first serve basis by the Watch Commander or his designee. Should more than one officer make a leave request on the same day, seniority will decide which officer will be approved.
 - 4. Leave approved by the Watch Commander or his designee will be placed on the Team Duty Roster and a copy of the approved leave given to the officer requesting the leave.
 - 5. The ultimate approval or denial of scheduling vacations lies with the Chief of Police.
- B. Vacations will be scheduled so that the effect on the Police Department's operation is minimized.
- C. Based on division assignment, the following limits are established as the guidelines for personnel that can be scheduled off for vacation at the same time.
 - 1. Uniform Division - Two (2) officers and one (1) supervisor per shift.
 - 2. Detective Division - Two (2) detectives and one (1) supervisor.
 - 3. Special Units - As determined by their respective supervisor
 - 4. Service Division - (Civilian Personnel) – As determined by their respective Division Commander.
- D. Any variations to the number of personnel scheduled off at the same time must be approved by the Watch Commander.
- E. Extended vacations (over 80 hours at a time) must be approved by the officer's Division Commander.

III. EXCESS LEAVE-

- A. Officers accruing vacation time in excess of that allowed by contract should not wait until the last minute to use such time and follow procedures outlined above.
- B. Officers may donate their excess leave to the Lawton Police Department leave bank as outlined in the Collective Bargaining Agreement (Contract)
- C. Supervisors will periodically check their subordinates' leave time accrued and may schedule excess leave in conjunction with the officer's normal days off.

<i>EFFECTIVE DATE:</i> September 2005		<i>GENERAL ORDER NUMBER:</i> 11-5.890
<i>SUBJECT:</i> FORFEITURES		<i>REPLACES POLICY NUMBER:</i> 3.76
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i> September 2007	<i>NUMBER OF PAGES:</i> 3

I. PURPOSE

The purpose of the policy is to establish procedures to be followed in criminal cases involving property or assets eligible for forfeiture.

II. DEFINITIONS -

A. VEHICLE -

Any motor vehicle, airplane, boat, or other vessel used for conveyance.

B. CONTROLLED DANGEROUS SUBSTANCE -

Any drug, substance or precursor as described in Title 63, Section 2-101 of the Oklahoma Statutes.

C. PROPERTY SUBJECT TO FORFEITURE -

1. All CDS and items associated therewith used or intended for use in violation or to facilitate a violation of the Uniform Controlled Dangerous Substance Act, or otherwise subject to forfeiture under Title 63, Section 2-503 of the Oklahoma Statutes.
2. Vehicles, cash or other property authorized to be forfeited by Title 21, Section 1738 of the Oklahoma Statutes, when used in crimes such as, but not limited to:
 - a. Burglary
 - b. Armed Robbery
 - c. Use of a Vehicle to Facilitate the Discharge of a Firearm
 - d. Motor Vehicle Theft
 - e. Arson
3. Any property having a counterfeit mark
4. Any weapon possessed, used or available for use in any manner during the commission of a felony, or any firearm possessed by a convicted felon.
5. Any computer and its peripherals when used in the commission of any crime.

III. PROCEDURE

A. SEIZURE OF ANY PROPERTY

1. A police officer may seize any vehicle, CDS, or other property subject to forfeiture when there is probable cause to believe the property has been used in or is otherwise connected to a crime and the property qualifies for forfeiture under Oklahoma Law.

B. DUTIES UPON SEIZURE OF VEHICLE

1. Upon discovering that a vehicle is being used in felony crime or is otherwise eligible for forfeiture, an officer may impound the vehicle or have it impounded.
2. A thorough impound inventory will be made with all property, including any controlled dangerous substance, listed on the impound report.
 - a. On the impoundment report, the officer should list where each item was found.
 - b. All confiscated items should be photographed before removal.

- c. The impounding officer should show confiscated items, including any controlled dangerous substance, as being removed from the inventory and placed on property receipt.
- d. The impounding officer will write, "HOLD FOR FORFEITURE", across the face of the Impoundment Report in a conspicuous location.
- 3. The arresting officer will prepare copies of the Impoundment Report, the Arrest Report, any follow-up statements and forward one copy to the Narcotics Division Office and one copy to the Forfeiture Officer.
- 4. Vehicles should be driven to the city police compound to avoid towing charges if feasible.

C. DUTIES OF THE ASSIGNED FORFEITURE OFFICER -

- 1. The Forfeiture Officer shall review all reports and make a decision as to the feasibility of requesting forfeiture action against all property subject to forfeiture.
- 2. The Forfeiture Officer shall determine the legal ownership of the vehicle or property and if there is a lien recorded against the vehicle or property. If a lien is recorded, he will determine the amount of the lien and the name and address of the lien holder.
- 3. If the Forfeiture Officer determines that forfeiture action should be requested on a vehicle:
 - a. Vehicles not in the police compound will be removed from private storage facilities and stored within or on City Property.
 - b. A sufficient amount of money from special services funds will be drawn to pay any towing and storage fees recorded against the vehicle.
 - c. The storage and towing fees will be paid and a record will be kept for each additional day that the vehicle is kept in storage within or on City Property
- 4. The Forfeiture Officer shall prepare all necessary paperwork in reference to the action and submit it to the District Attorney's Office with the request for filing of forfeiture action.

D. PRESERVATION OF SEIZED PORPERTY

- 1. Any property or assets seized for forfeiture will be placed on property receipt and listed as evidence or confiscated.
- 2. "Hold For Forfeiture" will be conspicuously written on the property receipt and related paperwork.

<i>EFFECTIVE DATE:</i> February 2015		<i>POLICY NUMBER:</i> 11-5.910
<i>SUBJECT:</i> VEHICLES, INSPECTION OF POLICE		<i>REPLACES POLICY NUMBER:</i> 3.77
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REVALUATION DATE:</i> February 2018	<i>NUMBER OF PAGES:</i> 4 Pages

I. PURPOSE-

The Purpose of this policy is to provide guidelines for the procedures to use for inspecting police vehicles.

II. RESPONSIBILITY FOR INSPECTIONS -

A. OFFICER/OPERATORS -

1. Officer/Operators will inspect the vehicle they are driving prior to going on duty.
 - a. The vehicle will be inspected for fresh damage and/or service needs. Any problem areas will be reported immediately to the Officer's Immediate Supervisor.
 - b. The vehicle's back seat area will be thoroughly inspected for weapons and/or contraband.
 - c. The vehicle's shotgun will be inspected to make sure that it is in the proper state of readiness and operational.
2. Officer/Operators will inspect the vehicle after every prisoner transport to insure that weapons and/or contraband that could be deposited are detected immediately. This procedure allows for the filing of additional charges against the prisoner that deposited the weapon and/or contraband during transportation.

B. SUPERVISOR/INSPECTORS -

1. Regardless of division assignment, a Supervisor is responsible for conducting a formal, monthly inspection of each vehicle under his direct command. (E.g. Captains will inspect the Lieutenants' vehicles; Lieutenants will inspect the Officers' vehicles.)
 - a. Day-Shift Patrol Inspections will occur during the first week of every month.
 - b. Evening-Shift Patrol inspections will occur during the second week of every month.
 - c. Midnight-Shift Patrol inspections will occur during the third week or every month.
 - d. Detective, Staff, and Traffic/Motor/Special units will be inspected during the fourth week or every month.
2. Additionally, a Supervisor will conduct regular spot checks on each vehicle under his command.
3. The inspecting Supervisor will decide the location where the inspection will be held.
4. The inspecting Supervisor will complete an inspection report for each inspection.
 - a. Completed inspection reports will be maintained in a file designated for the vehicle by number.
 - b. Tue individual inspection reports will be maintained on that vehicle until it is retired by the Department.

III. AREAS TO BE INSPECTED -

A. THE EXTERIOR OF THE VEHICLE WILL BE INSPECTED FOR:

1. Body Damage
2. Cleanliness
3. Faded Paint
4. Tires
 - a. Tread Depth
 - b. Uneven Wear

- c. Scuffs, cracks, cuts, etc.
- d. Bent Wheels
- e. Missing valve caps.
- f. Hubcaps bent or missing
- 5. Lights
 - a. Headlights on High and Low Beam
 - b. Front and Rear Parking Lights
 - c. Side Clearance Lights
 - d. Back-up Lights
 - e. Emergency Flashers
 - f. Overhead Emergency Lights
 - g. Spotlights
 - h. Alley Lights

B. THE INTERIOR WILL BE INSPECTED FOR:

- 1. Cleanliness
- 2. Foot pedal pads missing or excessively worn
- 3. Rips in the seats, dash, headline, etc
- 4. Operation of the Radio, Siren, Public Address (PA) System, etc.
- 5. Control switches for equipment
 - a. Heater, defroster, rear window defroster, air conditioner, etc.
 - b. Cigarette Lighter
 - c. Horn
 - d. Windshield wipers
- 6. Seat belt operation
- 7. Dash lights and interior lights
- 8. Flashlight available and operable
- 9. Shotgun
 - a. Clean and operable
 - b. Loaded and stored properly

C. THE MOTOR AREA WILL BE INSPECTED FOR:

- 1. Cleanliness
- 2. Oil changed as prescribed by Equipment Maintenance Division Policy
- 3. Corroded cables
- 4. Clean air filter
- 5. Excessive belt wear
- 6. Unusual operating noises
- 7. Exhaust leaks
- 8. Worn wiring
- 9. Rough idling

D. THE TRUNK AREA WILL BE INSPECTED FOR:

- 1. Cleanliness and/or orderliness
- 2. Spare tire in place and in good working condition
- 3. Jack and lug wrench available and secured
- 4. Fire extinguisher serviced and secured
- 5. Role-tape available
- 6. First Aid Kit available and secured
- 7. Other items as they may be assigned to the unit

IV. INSPECTOR RESPONSIBILITIES -

- A. The inspector is responsible for arranging to have necessary repairs and/or maintenance performed.
- B. The inspector will make notations of special efforts such as:
 - 1. Vehicle waxed
 - 2. Interior protected by Armor-All, etc.
 - 3. Mats and pads installed for better appearance
 - 4. Equipment for organization of paperwork, etc
- C. In order to prevent recurrence of negligence or to prevent safety factors from being violated, the inspector will initiate whatever disciplinary action that he deems necessary against officers who fail to have their vehicles in a condition to meet the standards.

<i>EFFECTIVE DATE:</i> October 1995		<i>GENERAL ORDER NUMBER:</i> 11-5.920
<i>SUBJECT:</i> STANDBY STATUS / PAY		<i>REPLACES POLICY NUMBER:</i> New Policy
<i>REFERENCE:</i> City of Lawton Personnel Policy, Chapter 17 Section 139		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i> October 1996	<i>NUMBER OF PAGES:</i> 1

I. PURPOSE

The purpose of this policy is to establish departmental procedures for officers to be on standby and to receive standby pay.

II. GENERAL GUIDELINES -

Standby pay is defined and established as a premium pay paid at a rate of ten percent (10%) of the normal daily pay rate paid to the designated officer(s), subject to the following provisions:

- A. The Chief of Police or his designee will designate officers to be on standby status. Standby status is not intended to prevent the officer(s) from using non-duty time effectively for his or her own purposes.
- B. Officers for this assignment must be on call during their non-duty time around-the-clock; to include weekends and holidays.
- C. Being on call means directly available to a telephone call at a known number for response to the department's emergency needs.
- D. Officers who are on standby must respond to the scene of the incident/emergency within a reasonable time, not to exceed forty-five (45) minutes.
- E. Emergency call-out of an officer on standby during the officer's non-duty hours will be subject to regular overtime pay for the hours for which the officer is called out in compliance with the Employee Agreement between the City of Lawton and the bargaining agent for the officer.
- F. An officer designated to be on standby who cannot be reached, or fails to respond, shall be subject to disciplinary action.

CITY OF LAWTON POLICE DEPARTMENT AMBER ALERT PLAN

LAW ENFORCEMENT CHECKLIST

1. Is the kidnapping one in which the child is 15 years of age or younger?
If YES, answer question #5.
If NO, answer question #2.
2. Is the kidnapping one in which the victim has a proven mental or physical disability?
If YES, answer question #5.
If NO, answer question #3.
3. Was the child kidnapping witnessed by anyone?
If YES, answer question #5.
If NO, answer question #4.
4. Did the kidnapping involve acts of violence?
If YES, **ACTIVATE THE AMBER PLAN ALERT.**
If NO, answer question #5.
5. Do the police believe the child to be in danger of serious bodily harm or death?
If YES, **ACTIVATE THE AMBER PLAN ALERT.**
If NO, **DO NOT ACTIVATE THE AMBER PLAN ALERT.**
6. If the Amber Plan Alert is activated the alert must contain a description of the child and details of the abduction. The police should carefully consider NOT activating the plan if there is no information to send out.

CITY OF LAWTON POLICE DEPARTMENT

Investigative Lead Sheet

Lead # _____ Priority: H M L Date/Time _____ / _____
Case # _____ Received by: _____
Assigned to: _____ Date Assigned: _____

Source of Information

Refused: _____
Name: _____ Race/Sex _____ / _____ DOB: _____
Home Address: _____ City: _____ State: _____
Phones: (H) _____ (W) _____ (C) _____
Source Characteristics (how is source connected with the case): _____

Suspects or Contacts to be Interviewed

Last: _____ First: _____ Middle: _____
Nickname(s): _____
Address: _____ Home Phone: _____
City: _____ State: _____ Work Phone: _____
DL#: _____ SSN#: _____ Race/Sex: _____ / _____
Hgt: _____ Wgt: _____ Hair: _____ Eyes: _____ Age: _____ DOB: _____
SMT: _____
Criminal History: _____
Additional Info: _____

Suspect's Vehicle Information

Vehicle Make: _____ Model: _____ Year: _____ Color: _____
License #: _____ Owner: _____
Additional Description: _____

Tip Narrative

Investigative Disposition

Date: _____

Reviewed by: _____

**CITY OF LAWTON
POLICE DEPARTMENT
CHILD ABDUCTION
NOTIFICATION
AMBER ALERT
URGENT URGENT URGENT URGENT**

TO: Department of Public Safety

Message: **We have confirmed a child abduction in our city. Please broadcast the following information:**

Child's Name:

Child's Physical Description:

Child's Clothing Description:

Location Where the Child Was Last Seen:

Description of Suspect's Vehicle:

Description of Possible Suspect(s):

To contact the Lawton Police Department with any information concerning this case call (580) 581-

To verify this information contact:

Lawton Police Department

Watch Commander

Telephone Number

**CITY OF LAWTON
POLICE DEPARTMENT**

**MISSING PERSONS/ENDANGERED
PERSON ALERT**

Name of Person: _____

Missing Since: _____

Last Known Location: _____

Physical Description: _____

Clothing Description: _____

Special Circumstances: _____

Anyone with information concerning this person is asked to contact the Lawton Police Department at (580) 581-3270. Any assistance in locating this person will be greatly appreciated.

Watch Commander

Date

* A completed copy of this form will be faxed to all participating media outlets upon notification that a child is missing or abducted. When the child is located a cancellation notice will follow.

<i>EFFECTIVE DATE:</i> MARCH 2003		<i>GENERAL ORDER NUMBER:</i> 11-5.925
<i>SUBJECT:</i> MISSING PERSONS/AMBER ALERT PLAN		<i>REPLACES POLICY NUMBER:</i> NEW
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL OFFICERS	<i>REEVALUATION DATE:</i> MARCH 2004	<i>NUMBER OF PAGES:</i> 7

I. PURPOSE -

The Lawton Police Department will respond to and investigate any missing person report made by any individual regardless of the age of the missing person or the relationship of the person making the report. Officers will complete a missing person report if the person lives in the corporate city limits of Lawton, is visiting Lawton, or was last seen in Lawton. Officers will not ignore, prohibit or discourage the filing of or taking action upon a missing person or missing child report.

II. POLICY -

To aid the initial responding officer in determining the appropriate response to a missing person incident.

DEFINITIONS -

Abducted Child - A child that has been taken by deception, persuasion or violence.

Amber Alert Plan - The Amber Alert Plan is an early warning system available for use by law enforcement to alert the general public when a child has been kidnapped and the police believe that the child is in danger. It is hoped that the early warning distributed by the state radio and television early warning system will coerce a kidnapper into releasing the child for fear of getting caught.

Missing Person - A person reported to a law enforcement officer to be missing or to have run away from parental or guardian control.

III. PROCEDURE -

A. Missing Person -

During an investigation of missing person, several factors must be taken into account and a thorough initial investigation must be completed as soon as possible upon notification. The accuracy of the initial information is crucial to provide a timely response and adequate allocation of resources.

1. Initial Investigation -

a. Upon receiving a report of a missing person, the responding officer will proceed directly to the location assigned and interview the reporting person.

b. The responding officer will gather at a minimum the following information:

- (1.) Initial physical description of the missing person.
- (2.) Any lead as to possible location (destination, mode of travel, route, etc.)
- (3.) The location where the person was last seen.
- (4.) Names, phone numbers and addresses, if possible, of friends and relatives.
- (5.) Any other information which may assist in locating the missing person.

2. The responding officer will initiate an immediate investigation in an attempt to locate the missing person. This investigation will include, at the minimum, these immediate actions:

a. The officer will conduct a thorough survey of the area where the missing person was last seen. This will include looking for the person in the home, surrounding out buildings, cars and car trunks, attics, basements, closets, large appliances, etc.

b. If the initial survey of the area does not locate the person, records will be notified so the missing person can immediately be entered into N.C.I.C., and a teletype sent to surrounding agencies, and any possible destination or location of the missing person.

- c. Interviews will be conducted with the reporting person, spouse, parents, siblings, friends, employers, co-workers or any other person who may have knowledge of the location of the missing person.
 - d. A clear photograph of the missing person will be obtained if possible.
 - 3. The responding officer will complete a Missing Persons report along with a narrative detailing the actions taken by officers and others.
 - 4. The report will contain at a minimum the following information describing and identifying the missing person:
 - a. Height, weight, color of hair and eyes;
 - b. Use of eyeglasses or contacts;
 - c. Skin color;
 - d. Physical or mental disability;
 - e. Scars, marks, or tattoos;
 - f. Date and place of birth;
 - g. Photographs (if available);
 - h. Social Security number and drivers license number, if applicable;
 - i. Names and addresses of parents, relatives, and friends;
 - j. Full name and nicknames of victim;
 - k. Location of Dental/Medical records (if readily available);
 - l. Fingerprints (if readily available);
 - m. All information obtained during the initial investigation.
- B. Missing Children –

The following actions must be taken immediately by the responding officer for any child under the age of eighteen reported missing. This includes instances when the child may have run away, been taken by a non-custodial parent or whose whereabouts are otherwise unknown.

 - 1. The Watch Commander or his designee will be notified immediately when the missing child is 12 years old or younger, or when foul play is suspected or when the missing person meets the criteria for an endangered missing person.
 - 2. The responding officer will initiate a thorough search of any area where there is a reasonable belief that the child could be located, including looking for the child in the home, surrounding outbuildings, cars and car trunks, attics, basements, closets, large appliances, etc.
 - 3. If possible, contact the Oklahoma Department of Human Services and request any information they may have pertaining to the missing child.
- C. Endangered Missing Persons –
 - 1. An endangered missing person is any missing person who meets one of the following criteria:
 - a. A child under the age of 12;
 - b. An adult over the age of 70;
 - c. Any person in poor physical or questionable mental health;
 - d. There is an indication of foul play;
 - e. Any circumstances which would lead a reasonable person to conclude there is a danger if the missing person is not located immediately, (i.e., a person missing outdoors in extremely harsh weather, a person that requires life sustaining medication, etc.)
 - 2. The responding officer will immediately initiate a thorough search and investigation. Officers should keep in mind that small children may hide and refuse to answer people calling their name. The search should start from the area where the child is missing, and spiral outward.
 - 3. An area wide broadcast should be requested through dispatch with a description of the missing person and the reason for the endangered classification.
 - 4. The Shift Supervisor should be notified and mobilization of the following resources should be considered:
 - a. Notifying the news media and asking for their assistance. (See Attachment D)
 - b. Requesting the canine unit.
 - c. Requesting assistance from Sentinel personnel.

- d. Requesting assistance from other Citizen Police Academy Alumni.
 - e. Requesting assistance from outside law enforcement agencies.
 - f. Requesting assistance from the Fire Dept.
 - g. Requesting assistance from other city departments (park, street, etc.)
- D. Follow-up Investigations -
1. If an endangered missing person is not located within two hours a detective will be assigned to follow-up on the case.
 2. If a missing person not deemed endangered is not located by the following business day a detective will be assigned to follow-up on the case.
 3. The assigned detective will keep the reporting party informed on the progress of the investigation.
- E. Abducted Children/Disabled Persons –
- During the investigation of an abducted child, the Amber Alert Plan, a state wide early warning alert system, may be utilized to aid in the recovery of the abducted child/disabled persons. The accuracy of the initial information is crucial to provide a timely response and adequate allocation of resources.
1. Initial Investigation - Upon receiving a report of an abducted child the responding officer will proceed directly to the location assigned and interview the person reporting the abduction. See Attachment A
 2. Once the officer has verified that the child was abducted *, the officer will make contact with his immediate supervisor who will in turn notify the Watch Commander:
 3. The Watch Commander or his designee will activate the Amber Alert Plan after meeting the following criteria.
 - a. If the child is 15 years of age or younger, or a person having a proven mental or physical disability; and
 - b. The officer believes that the child is in danger of serious bodily harm or death.

*** The word “abducted” is still a cause of concern and should be addressed. Law enforcement should make every attempt to verify that an actual abduction has taken place, but some margin for error must be tolerated. If the above guidelines are met except there is no concrete confirmation of an abduction, then the activation most likely should go forward. Each case under this scenario should be independently evaluated.**
 4. Watch Commander or His Designee Responsibilities –

The Watch Commander or his designee will determine if activation of the Amber Alert Plan alert is necessary using the Amber Alert Plan Law Enforcement Checklist.

 - a. If the child abduction does not meet the criteria or the checklist does not suggest activating the Amber Alert Plan, the case will be handled according to section A of this policy.
 - b. The Watch Commander or his designee will be responsible for determining the total number of persons to be assigned to the operation. The Watch Commander or his designee will notify all investigative elements. The Watch Commander or his designee will coordinate reviews of the operation every 24 hours to determine staffing needs and priorities.
 - c. The Watch Commander or his designee will coordinate all press releases. Open communications with the press is vital due to their ability to disseminate information quickly to the public.
 5. Command Post –

Once it has been determined that the Amber Alert Plan needs to be activated a Command Post will be established by the Watch Commander or his designee. This command post is for incoming information, briefing, and communications between the different units involved in the case.

 - a. The bank of phone lines in the Command Post will be utilized to be specifically dedicated to the Amber Alert Plan while it is activated. They will be properly staffed for incoming leads and other information concerning the abducted child.
 - b. Each telephone operator will have lead sheets available to record the information

- given by incoming calls (See Attachment B.)
- c. Lead sheets will be given to the Watch Commander or his designee as soon as they are completed for priority ranking and assignment. Then copies of the lead sheet will be placed into a logbook ensuring that they are in the order that they were received.
6. Amber Alert Plan –
Once the Command Post has been established, the Amber Alert Plan will be activated.
 - a. To activate the Amber Alert Plan the following information needs to be obtained if possible:
 1. Physical description of the child
 2. Description of the child’s clothing.
 3. Location the child was last seen.
 4. Description of the vehicle involved in the abduction.
 5. Description of possible suspects.
 - b. The Child Abduction Notification Form (See Attachment C) will be used to fax information to the Oklahoma Department of Public Safety. (D.P.S.)
 7. Department of Public Safety’s Responsibilities –
Once the Department of Public Safety has received the Child Abduction Notification form from the Lawton Police Department, they will notify the Clear Channel Communications who will then activate the Amber Alert Plan over the Emergency Broadcast System.
 - a. Participating stations will sound the alert one time every half-hour for the first two hours, then one time per hour for the next three hours.
 - b. The information will be broadcast along with the telephone number at the Lawton Police Department for any information concerning the abduction.
 - c. If the child is recovered during the activation period of the alert, the Watch Commander or his designee will notify the Department of Public Safety and assist in notifying broadcasters to cancel the alert.
 8. Primary Investigators Responsibilities –
The investigator assigned to the scene will be responsible for the primary investigative team who will interview suspects and process the crime scene. The investigator will work closely with the Watch Commander or his designee on setting priorities for the investigation.
 - a. On any reported child abduction, the parents, guardians, or any persons having custody or control of the missing child, may be asked to submit to a polygraph examination. The results of this examination will be used by the investigators to help focus their investigation.
 - b. The fact that any of these persons have been asked to submit to a polygraph will be held as confidential, and information regarding any such exam or its results may only be released on the authority of the Chief of Police or his designee.
 - c. The Watch Commander or his designee may call out the department polygraph examiner at any time for this purpose.
 9. Follow-up Reports –
Within 30 days of activation of the Amber Alert Plan the Watch Commander or his designee must submit supporting documentation for activation of the Amber Alert Plan to the Governor’s Amber Alert Plan Committee for review.
- F. Other Resources –
1. The National Center for Missing and Exploited Children (N.C.M.E.C.) has resources available to aid in the investigation of missing children.
 2. For children abducted by strangers, the investigator assigned the case may call N.C.M.E.C. at 1-800-THE-LOST and American’s Most Wanted host, John Walsh, will tape a public service announcement with the child’s photo and facts of the case, and will transmit the announcement via satellite to local television stations.
 3. Project Alert assigns a specially trained volunteer consultant from N.C.M.E.C. to provide expert assistance upon request of the Lawton Police Department. The volunteer consultant will maintain

daily contact with N.C.M.E.C. and submit daily reports. Case consultations will focus on two categories of cases:

a. Cases requiring emergency response and specialized consultation/advice to the investigating agency

b. The review of long term cases to evaluate and make suggestions as to what approaches may help to locate and bring children home.

G. When a missing person has been located, the information in N.C.I.C. will be removed. If outside support has been utilized, they will also be notified.

RELEASE

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

ASSIGNED WITH OFFICER: _____ ZONE: _____ SHIFT: _____

In consideration of the training, experience and/or other benefits I will gain from being permitted to participate in the Lawton Police Department's Ride-Along Program, I, the undersigned, with full appreciation of the risks associated with my presence in a police vehicle, do hereby agree to release, acquit and forever discharge the City of Lawton, Oklahoma, a municipal corporation, its officers, agents and employees, including any or all members of the Lawton Police Department, from any and all actions, causes of action, claims and demands, costs, loss of services, expenses and compensation on account of, resulting from or in any way arising out of, directly or indirectly, any and all injuries to my person, including death, or property sustained in connection with my participation in or in any other manner associated with such program.

I have received an orientation on the Ride-Along-Program and agree to comply with all rules and policies of which I have been advised.

I affirm by my signature below that I have not been convicted of a felony; have no criminal charges pending against me; have not been convicted of a misdemeanor in the last three (3) years (other than traffic); and have no civil litigation or a claim pending against the City of Lawton or any of its officers. I also certify that I have read and understand this Release Agreement and freely and voluntarily agree to be bound by its terms.

SIGNATURE: _____ DATE: _____

OFFICER: _____ DATE: _____

SUPERVISOR: _____ DATE: _____

REASON FOR RIDING IN POLICE UNIT (Check One)

- 1. Cameron University Student (with written authorization from the university).
- 2. Explorer Post Member (with written authorization from the Post Advisor).
- 3. Government Officials.
- 4. Relative: Relationship _____ Age _____
- 5. Sworn Police Officer from other Law Enforcement agency: _____
- 6. Retired Law Enforcement Officer. AGENCY NAME
- 7. Individuals approved by the Chief of Police.

INSTRUCTIONS: The original copy of this form will be returned to the office of the Chief of Police through the chain of command.

<i>EFFECTIVE DATE:</i> AUGUST 1997		<i>GENERAL DIRECTIVE NUMBER:</i> 11-5.930
<i>SUBJECT:</i> RIDE-ALONG-PROGRAM		<i>REPLACES POLICY NUMBER:</i> 11-5.930
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Officers	<i>REEVALUATION DATE:</i> AUGUST 1998	<i>NUMBER OF PAGES:</i> 3

I. PURPOSE

The purpose of this policy is to provide guidelines for officer's and individuals participating in the Ride-Along-Program.

II. GENERAL-

- A. This program is to familiarize individuals with the everyday duties and responsibilities of a uniform police officer.
- B. A rider shall be defined as any person other than a sworn Lawton Police officer.
- C. Probationary officers shall be prohibited from having riders.

III. ELIGIBLE/NON-ELIGIBLE RIDERS-

- A. The following citizens may ride in a marked patrol unit one (1) time during a 28 day work cycle as assigned by the shift commander or his designee:
 - 1. Cameron University students participating in a criminal justice internship program, with written authorization from the university. These students may ride as often as needed to meet their educational requirements.
 - 2. Explorer Post#112 members with written authorization from the post advisor. Authorized riding hours 0700-2300.
 - 3. Government officials.
 - 4. Relatives 18 years of age or older. Shift commanders may make exceptions to the number of riders for out of town relatives.
 - 5. Full-time, certified, sworn police officers from other law enforcement agencies.
 - 6. Retired law enforcement officers.
 - 7. Other individuals who have received approval of the Chief of Police upon submitting a specific request describing their reason(s) for wanting to participate in the program.
 - 8. The Chief of Police may authorize specific individuals to ride more than one time during a 28 day work cycle. This authorization must be in writing prior to the individual(s) being allowed to ride.
- B. The following individuals shall not ride:
 - 1. Convicted felons
 - 2. Any person who has criminal charges pending against them.
 - 3. Any person convicted of a misdemeanor other than traffic, within the last three (3) years.
 - 4. Any person who has civil litigation or a claim pending against the city and/or any officer.
- C. The Chief of Police or a shift commander may refuse to allow any individual to ride when, in their sole discretion, the mission of the department would be adversely affected if a rider were permitted.

IV. RESPONSIBILITIES OF THE OFFICER-

- A. Before an individual can ride, the officer will ensure that a rider release form is completed and approved by a supervisor.
- B. The officer will give the rider a brief orientation before starting the ride. Orientation will include:
 - 1. Advising the rider to stay in the patrol unit on all calls unless the officer is in need of emergency assistance.
 - 2. Emergency use of the radio, i.e., calling for back-up for the officer.
 - 3. Location of unit equipment for emergencies, i.e., flashlight, night stick, first-aid kit, etc.
- C. The officer will take reasonable precautions to ensure that a rider is not placed in a dangerous situation.

V. RESPONSIBILITIES OF THE RIDER-

- A. Prior to riding, each rider shall fill out a rider release form.
- B. Each rider shall comply with all the officer's orientation and subsequent instructions.
- C. At no time will a rider carry any weapon. The shift commander or his designee must approve any exceptions for visiting police officer's.
- D. Each rider will be appropriately dressed(i.e., no shorts, halter tops, tank tops, t-shirts, etc.).

VI. RESPONSIBILITIES OF THE SUPERVISOR-

- A. Ensure that the rider release form is completed and that the orientation is conducted prior to approving the request to ride.
- B. Ensure that positive identification is made of all riders and they meet the criteria for ride-along eligibility.
- C. Ensure there are no conflicts between officers and riders.
- D. Ensure no more than one (1) rider is assigned to any officer at any time.
- E. Shift Commanders shall maintain copies of the rider release forms during a 28 day work cycle. The original form should be sent through the chain of command to the Chief of Police.

VII. CANCELLATIONS AND EXCEPTIONS-

- A. The shift commander may deny or cancel riders due to non-compliance with this policy, shortage of units, disasters or other situations that, in their sole discretion, would adversely impact on the mission of the department if a rider were permitted.
- B. If the shift commander denies or cancels a rider due to non-compliance with this policy, the shift commander shall notify, in writing, the Chief of Police of the reason for the rider's denial or cancellation.

<i>EFFECTIVE DATE:</i> March 1998		<i>GENERAL ORDER NUMBER:</i> 11-5.950
<i>SUBJECT:</i> LINE-OF-DUTY DEATHS		<i>REPLACES POLICY NUMBER:</i> NEW
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> All Employees	<i>REEVALUATION DATE:</i> March 1999	<i>NUMBER OF PAGES:</i> 5

1. **PURPOSE**

This policy is designed to prepare this agency for the event of an active duty officer's death in the line of duty and to direct the agency in providing proper support for the deceased officer's family.

2. **POLICY**

It is the policy of this agency to provide liaison assistance to the immediate survivors of an active duty officer who dies in the line of duty and to provide tangible and emotional support during this traumatic period of readjustment for the surviving family.

3. **DEFINITIONS**

1. **LINE-OF-DUTY DEATH** - The death of an active duty officer by felonious or accidental means during the course of performing police functions while on-or off-duty.
2. **SURVIVORS** - Immediate family members of the deceased officer to include spouse, children, parents, siblings, fiancée and/or significant others.

4. **PROCEDURES**

1. **DEATH NOTIFICATION** - The following procedures should be adhered to in cases of line-of-duty deaths and in cases of critically injured officers with poor prognosis of survival. These procedures should be followed whenever possible with the understanding that the wishes of the family take precedence over the desires of the department. Officers providing services and assistance to family members and survivors shall take all possible measures to accommodate their needs, wishes and desires but should not make promises to family members that they are not sure can be met.
 1. The name of the deceased officer shall not be released to the media or other parties before immediate survivors living in the area are notified.
 2. The Chief of Police or Watch Commander will designate an officer to inform the immediate family of the officer's condition or death. If not immediately available, the senior ranking officer will make the appointment.
 3. Notification of the immediate family should be made as soon as possible and, if possible, coincidental with command notifications.
 4. Notification of survivors in the immediate area shall be made in person and, whenever appropriate, with another person such as a minister or chaplain. Whenever the health of immediate survivors is a concern, emergency medical services personnel shall be requested to stand by.
 5. If the opportunity to get the family to the hospital exists prior to the officer's death, notification officers shall inform the hospital liaison officer that the family is on its way. In such cases, immediate transportation should be provided for survivors rather than waiting for any other members of the departmental delegation to arrive. If the officer has died, notification should be made to the survivors in as forthright and empathetic manner as possible.
 6. Communication of information concerning the officer and the incident shall, whenever possible, be restricted to the telephone to avoid interception by the media or others. Should the media obtain the officer's name prematurely, the ranking officer should request that the information be withheld until proper notification of survivors can be made.
 7. The notification officers shall be responsible for identification of additional survivors outside the area and shall make any notifications as desired by the immediate family. Such notifications shall be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal

- notification be made.
8. The notification officer shall submit a written report to the Chief of Police specifying the identity, time and place of survivors notified.
2. **ASSISTING SURVIVORS AT THE HOSPITAL** - The next highest ranking officer to arrive at the hospital shall serve as or designate a hospital liaison officer who shall be responsible for coordinating the arrival of immediate survivors, departmental personnel, the media and others and assume the following responsibilities:
 1. Arrange for waiting facilities for immediate survivors and press staging area. The desires of the surviving family members should be followed with regard to their accessibility to other officers and friends.
 2. Ensure that medical personnel provide pertinent medical information on the officer's condition to the family before any other parties.
 3. Assist family members, in accordance with their desires, in gaining access to the injured or deceased officer.
 4. Provide hospital personnel with all necessary information on billing for medical services. The liaison officer should ensure that all medical bills are directed to the appropriate departmental authority and that they are not forwarded to the officer's family or other survivors.
 5. Arrange transportation for the family and other survivors upon their departure from the hospital.
 6. Ensure that immediate family members are provided with appropriate assistance at the hospital.
 3. **APPOINTMENT OF DEPARTMENT COORDINATION PERSONNEL** - The designated departmental officer(s) shall begin serving in the following capacities: department liaison, funeral liaison, benefits coordinator and family support advocate. These assignments will be made in writing to departmental personnel and the surviving family members will be informed of those designated. In addition, the Chief of Police or his designee will:
 1. Make additional personnel assignments to assist in handling incoming phone calls and inquiries and to direct the public to appropriate personnel.
 2. Ensure that the employee assistance program is implemented to assist surviving family members and emphasize the family's right to psychological services.
 3. Ensure that other officers are provided the opportunity to participate in critical incident stress debriefings.
 4. **DEPARTMENT LIAISON** - The department liaison officer will serve as a facilitator between the family and the law enforcement agency. This individual will normally be a commanding officer in order to expedite the tasks of employing departmental resources and the delegation of assignments. This officer will work closely with the funeral liaison officer to ensure that the needs and requests of the family are fulfilled. This includes, but is not necessarily limited to, the following:
 1. Providing oversight of travel and lodging arrangements for out-of-town family members.
 2. Identifying alternative churches and reception halls that will accommodate the law enforcement funeral. These alternatives will be presented to the family who will make the final determination.
 3. Coordinating all official law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control and liaison with visiting law enforcement agencies.
 4. Assisting family members in dealing with general media inquiries and informing them of limitations on what they can say to the media specifically.
 5. Providing liaison with the media to include coordination of any statements and press conferences. The departmental liaison shall also ensure that members of the agency are aware of restrictions regarding release of any information that might undermine future legal proceedings.
 6. Ensuring that security checks of the survivor's residence are initiated immediately following the incident and for as long as necessary thereafter.
 5. **FUNERAL LIAISON** - The funeral liaison officer acts as facilitator between the decedent officer's family and the department during the wake and/or funeral. The funeral liaison officer is responsible for:

1. Meeting with family members and explaining his responsibilities to them.
2. Being available to the family prior to and throughout the wake and/or funeral.
3. Ensuring that the needs and wishes of the family come before those of the department.

4. Assisting the family in working with the funeral director regarding funeral arrangements.
5. Relaying any information to the family concerning the circumstances of the decedent officer's death and appropriate information regarding any investigation.
6. Determining the need for travel arrangements for out-of-town family members and any other special needs of the family during the funeral and reporting this information to the department liaison.
7. Briefing the family members on the procedures involved in the law enforcement funeral.

6. **BENEFITS COORDINATOR** - The benefits coordinator is responsible for:
 1. Ensuring the Personnel Department is notified of the death as soon as practical.
 2. Assisting the beneficiaries in filing workers' compensation claims and related paperwork.
 3. Presenting information on all benefits available to the family.
 4. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate.
 5. Preparing all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of a contact person or facilitator at each benefit or payment office.
 6. Filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits documentation should be provided to all survivors affected and explained to each of them.
 7. Advising the surviving family of the role of police associations and organizations and the nature of support programs that they sponsor for law enforcement survivors.
7. **FAMILY SUPPORT ADVOCATE** - The family support advocate serves in a long-term liaison and support capacity for the surviving family. The duties of this individual include:
 1. Providing contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death of their family member.
 2. Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other persons as required.
 3. Identify all support services available to family members, work to see those families receive the services.
 4. Maintain contact with families.
 5. Relay concerns and needs of family to agencies that can provide assistance.

<i>EFFECTIVE DATE:</i> DECEMBER 1996		<i>GENERAL ORDER NUMBER:</i> 11-5.990
<i>SUBJECT:</i> LAKE PATROL OPERATIONS		<i>REPLACES POLICY NUMBER:</i> NEW
<i>REFERENCE:</i>		<i>SPECIAL INSTRUCTIONS:</i>
<i>DISTRIBUTION:</i> ALL EMPLOYEES	<i>REEVALUATION DATE:</i> DECEMBER 1997	<i>NUMBER OF PAGES:</i> 2

1. PURPOSE-

The purpose of this policy is to provide guidelines for the performance of duties at Municipal Lakes. This policy is in addition to the Operations Manual of the Lawton Police Department and does not supersede any of its contents.

2. CHAIN OF COMMAND:

The Lawton Lake Patrol Section is assigned to the Uniform Division of the Lawton Police Department. Lake Patrol personnel are under the direct control of the Uniform Division Commander, and will follow all standard police department chain of command procedures.

3. GOALS & OBJECTIVES:

In conjunction with the goals and objectives of the Lawton Police Department. Lake Patrol personnel are to place special emphasis on providing services which will promote the use of municipal owned lake facilities. Lake Patrol personnel should be ever mindful that their contact with visitors leave a lasting, and far reaching impression of the City of Lawton, the Police Department, and the Lake Patrol.

4. GENERAL DUTIES:

1. Members of the department shall preserve the public peace, prevent crime, detect and arrest violators of the law, protect life and property and enforce federal statutes, laws of the State of Oklahoma, and ordinances of the City of Lawton.
2. In addition, Lake Patrol officers shall place special emphasis on the enforcement of Oklahoma State Statute 63 (boating), Oklahoma State Statute 29 (hunting & fishing), and Lawton Municipal Code Chapter 19 (recreation).

5. DISCHARGE OF DUTIES

1. Members of the Department are required to discharge their duties in a professional and firm manner and they shall act together, assist and protect each other in the maintenance of law and order.
2. In addition, Lake Patrol officers by the nature of their assignment work closely with members of the Parks & Recreation Division of the City of Lawton as well as members of other law enforcement agencies (ie: Oklahoma Highway Patrol & Lake Patrol, Oklahoma Department of Fish & Wildlife Law Enforcement, Comanche County Sheriffs Department). During interaction with other departments and agencies, Lake Patrol personnel shall display a courteous, professional attitude that reflects a positive image of the police department.

6. SPECIAL DUTIES:

In addition to the duties of a Police officer outlined in the Police Department Operations Manual, Lake Patrol officers are required to perform routine maintenance on the specialized Lake Patrol equipment. Lake Patrol personnel are also required to assist the public in the use of the Municipal parks at the lakes and ensure compliance

with specialized laws governing the lakes. Examples of these duties are;

1. Giving location directions, advisement of fees, facilities, regulations, dissemination of information and safety pamphlets.
2. Patrolling the Municipal owned property by car, truck, boat, or special purpose vehicles emphasizing safety while enforcing applicable laws.
3. Notifying the proper departments of maintenance needed to facilities. Assuring that the roadways, waterways, and shorelines are clear of debris which might cause a danger to public health and safety.
4. Providing security patrols for lake facilities within the jurisdiction of the City of Lawton Police Department.
5. Making safety checks of vessels, checking boating, fishing ,and hunting permits.

7. SPECIAL TRAINING:

Specialized training of officers assigned to the Lake Patrol will be established by the Chief of Police or his designee. Training topics covered will include lake orientation, vessel operation, fish and wildlife identification methods, boating laws, fishing and hunting laws, and recreation laws and regulations. Reference material for this training will come in part from Oklahoma Statutes 63 , 29, and Chapter 19 of the Lawton Municipal Code