

# Erie County Sheriff's Office

## LE Procedure Manual

---

### Table of Contents

<b>Chapter 3 - General Operations.</b>	<b>3</b>
300 - Use of Force Procedure.	4
301 - Control Devices and Techniques Procedure.	6
302 - Conducted Energy Device Procedure.	7
303 - K-9 Procedure.	9
304 - Vehicle Pursuits Procedure.	11
305 - Public Alerts Procedure.	14
306 - Missing Persons Procedure.	17
307 - Domestic Violence Procedure.	20
308 - Subpoenas and Court Appearances Procedure.	27
309 - Telephone Messages Procedure.	28
310 - Employee Parking Procedure.	29
311 - Registered Offender Information Procedure.	30
<b>Chapter 4 - Patrol Operations.</b>	<b>31</b>
400 - AED Usage and Naloxone Hydrochloride (NARCAN) Administration.	32
401 - Civil Disputes Procedure.	36
402 - Staging of EMS and Fire Personnel Procedure.	37
403 - Mental Health Commitments Procedure.	39
<b>Chapter 5 - Traffic Operations.</b>	<b>42</b>
500 - Vehicle Towing and Release Procedure.	43
<b>Chapter 6 - Investigation Operations.</b>	<b>45</b>
600 - Asset Forfeiture Procedure.	46
<b>Chapter 7 - Equipment.</b>	<b>50</b>
700 - Out of County Travel/Expense Request and Reimbursement Procedure.	51
701 - Furtherance of Justice Fund Procedure.	53
<b>Chapter 8 - Support Services.</b>	<b>57</b>
800 - Records Maintenance and Release Procedure.	58
801 - Dispatch Procedure.	59
<b>Chapter 10 - Personnel.</b>	<b>63</b>
1000 - Recruitment and Selection Procedure.	64
1001 - Resignations Procedure.	66
1002 - Drug and Alcohol-Free Workplace Procedure.	67
1003 - Employee Rules and Regulations - Discipline.	71
<b>Attachments.</b>	<b>77</b>
Sex Offender Fee Invoice.pdf.	78
Training Phases.pdf.	79

# Erie County Sheriff's Office

## LE Procedure Manual

---

Sex Offender Registration Payment Policy Letter.pdf. . . . .	80
Departmental Directive Sample.pdf. . . . .	81
ECSO_Travel_Expense_Request_And_Reimbursement_Form.pdf. . . . .	82
Daily Observation DOR for Training 2023.pdf. . . . .	83
Schedule of Records Retention and Disposition.pdf. . . . .	84
Amber Alert Cancellation.Attachment D.pdf. . . . .	85
Northeast Ohio Amber Alert Urgent Fax.Attachment C.pdf. . . . .	86
Out of County Travel-Expense Request and Reimbursement Form.pdf. . . . .	87
Authorization for Release of Juvenile Information.Attachment B.pdf. . . . .	88
Liability Agreement.Attachment A.pdf. . . . .	89
Law Enforcement Procedure Guide Sheet.pdf. . . . .	90
Dispatch Training Task 2023.pdf. . . . .	91

## **Chapter 3 - General Operations**

## Use of Force Procedure

### 300.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to use of force incidents.

### 300.2 RESPONDING TO RESISTANCE/AGGRESSION

Employees should be objective when responding to resistance/aggression. Employees will respond in accordance with the objective reasonableness standard as outlined in *Graham v. Connor* (490 U.S. 386, 109 S. Ct. 1865).

The type of response used shall be based upon the principles of the Action-Response Continuum (hereafter referred to as ARC), which is incorporated into this policy as Appendix A. The type of response shall be determined by the actions of the involved subject and the environment in which the subject is encountered. The ARC provides employees with a graphic reasonableness guideline follow in applications of response.

Generally accepted methods of response are identified in the model, with the levels of response corresponding to levels of offender resistance or aggression.

### 300.3 STANDARDS OF ARC APPLICATIONS

In applying techniques to gain legal compliance from subjects, employees will be held accountable to articulate the need to respond based on the elements of jeopardy (which include ability, opportunity, and intent) and preclusion.

(a) Ability

1. Non-deadly response standard: Does the subject possess the capacity to resist the employee or to cause physical harm to the employee and/or a third party?
2. Deadly response standard: Does the subject possess the capacity to kill the employee and/or a third party, or to cause the employee and/or a third party serious physical harm?

(b) Opportunity

1. Non-deadly response standard: Does the subject have the opportunity to resist the employee or to cause the employee and/or a third-party physical harm?
2. Deadly response standard: Does the subject have the opportunity to kill the employee and/or a third party, or to cause the employee or a third party serious physical harm?

(c) Intent

1. Non-deadly response standard: Has the subject demonstrated the intent to resist the employee or to cause the employee or a third-party physical harm?
2. Deadly response standard: Has the subject demonstrated the intent to kill the employee and/or a third party, or to cause the employee or a third party serious physical harm?

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Use of Force Procedure*

---

(d) Preclusion

1. Both non-deadly and deadly response standards: Have all reasonable options at that time, at that place, and under those circumstances been reasonably exhausted?

#### **300.4 USE OF FORCE AGAINST PERSONS EXPERIENCING MEDICAL EMERGENCIES**

Employees are authorized to use force which is objectively reasonable to control an individual who is experiencing a medical emergency and who is actively resisting necessary medical treatment. The following questions must be considered when determining whether force should be used, and whether that force is objectively reasonable:

- (a) Was the person experiencing a medical emergency that rendered him incapable of making a rational decision under circumstances that posed an immediate threat of serious harm to himself or others?
- (b) Was some degree of force reasonably necessary to ameliorate the immediate threat?
- (c) Was the force used more than reasonably necessary under the circumstances (i.e.: was it excessive)?

If the answer to the first and second questions is “Yes,” and the answer to the third question is “No,” then an employee will be found to have been objectively reasonable in using force against an individual experiencing a medical emergency and not charged with a criminal offense. (Estate of Corey Hill v. Miracle; United States Court of Appeals, 6th Circuit; No. 16-1818).

#### **300.5 USE OF FORCE REPORTS**

Detailed reports will be completed in all instances of responses, beginning at the blue level of the ARC continuum. All injuries sustained by employees and/or subjects will be photographed. Reports will be completed as soon as practical by the involved employee(s). The report will include the following, in chronological order:

- (a) Employee’s observations upon arrival at the scene or upon first becoming aware of the situation;
- (b) Initial contact with the subject – attempt to use direct, complete quotes;
- (c) Subject action – verbal, non-verbal, physical actions, aggression, resistance or other;
- (d) Officer response to subject’s actions – method(s) of control: de- escalation, methods used, duration of incident, and handcuffing method used.
- (e) Follow-up medical treatment for the subject and/or employee.
- (f) Identification of, and statements from, any witnesses to the incident.

#### **300.6 EFFECTIVE DATE**

January 1, 2022

## Control Devices and Techniques Procedure

### 301.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to the use of control devices.

### 301.2 DEPLOYMENT OF OC SPRAY

In the event that OC spray is employed on a subject:

- (a) The subject will be provided with verbal directions in an attempt to establish immediate control.
- (b) If the subject does not comply with verbal directions, physical control methods will be used to establish control.
- (c) As soon as practicable after the employment of OC spray on a subject, he/she will be exposed to fresh air and, when available, copious amounts of clean water to hasten the decontamination process.
- (d) The subject will be monitored closely for signs of unusual medical distress (i.e., difficulty breathing, prolonged disorientation). Emergency medical assistance will be summoned for any subject on whom OC spray is used if the subject requests that assistance or if the employee feels that it is appropriate. If there are any questions, emergency medical assistance will be summoned.
- (e) Bystanders who are accidentally exposed to OC spray during its use will be provided with decontamination information and will be rendered assistance, if at all possible.
- (f) If at all possible, dependent upon the actions of the subject on whom it is deployed, and to avoid the "hydraulic puncture effect" of the OC particles on the human eye, OC spray should not be sprayed from belt-carried canisters at a subject from a distance of less than three feet. More distance is required between the face of the subject and larger canisters – this warning should appear on the label of the canister

### 301.3 EFFECTIVE DATE

January 1, 2022

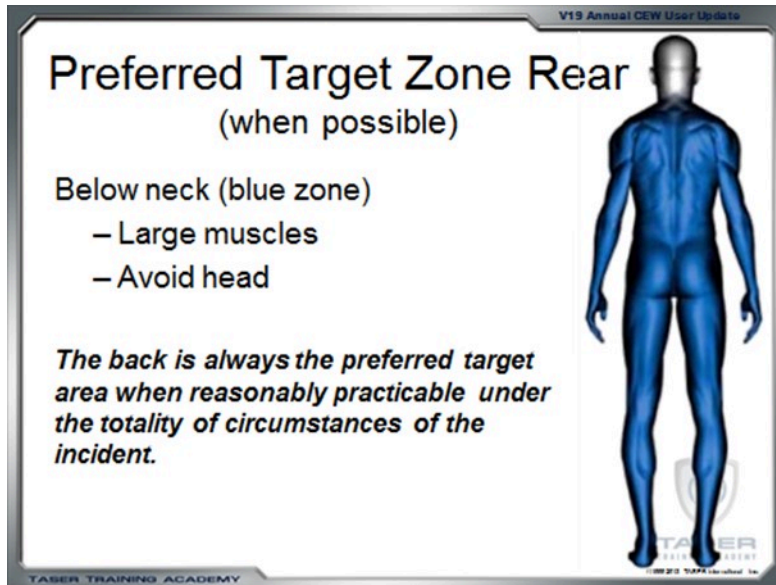
## Conducted Energy Device Procedure

### 302.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to the use of Conducted Energy Devices (CEDs).

### 302.2 USE OF DRIVE STUN

CEDs may be utilized either as a “drive stun” device or as conventionally designed to propel two darts into the subject’s body. The preferred target areas for either “drive stun” or conventional use are the back of the subject’s body, from the bottom of the neck down including the arms and legs and excluding the chest and genital regions, as depicted below.



# Erie County Sheriff's Office

LE Procedure Manual

LE Procedure Manual

## Conducted Energy Device Procedure


---

V19 Annual CEW User Update

### Preferred Target Zone Front (when possible)

Lower torso (blue zone below chest)

- More effective
  - Split the belt line
  - Larger muscles
- Reduces risk of hitting sensitive body areas (see current product warnings)
- Increases dart-to-heart (DTH) safety margin distances
- Do not intentionally target genitals



TASER TRAINING ACADEMY

TASER  
TRAINING ACADEMY  
© 2021 TASER International, Inc.

### 302.3 EFFECTIVE DATE

January 1, 2022



## K-9 Procedure

### 303.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to the use of K-9s.

### 303.2 BUILDING SEARCHES

A primary use of agency K-9s is to apprehend individuals resisting arrest by hiding in structures. The guidelines listed below should be utilized in such situations.

- (a) The outside perimeter of the building should be secured by agency personnel with mutual aid assistance of other law enforcement officers, if necessary. If a K-9 search is anticipated, law enforcement officers will avoid or limit their presence in the building to eliminate as much as possible the introduction of extraneous scents.
- (b) If time or circumstances permit, the resident or owner of the building, if not the individual being sought, should be contacted to arrange for the removal of any individuals not being sought from the building and to determine the general interior layout of the building.
- (c) If possible, a written waiver of search for the building will be obtained prior to the commencement of the K-9 building search. If legally necessary, a search warrant will be obtained prior to the commencement of the K-9 building search.
- (d) Before commencing a building search, the K-9 handler will, and other law enforcement personnel present may, at the request of the handler, in a clear and loud tone announce that the Sheriff's Office is present on the premises, that a trained K-9 is present and will be released in the building, and that the individual may be bitten if the individual does not immediately surrender. The individual will be given a reasonable amount of time to respond to the announcement. When there is reason to believe that the wanted individual does not speak English, and if time permits, an individual fluent in the language believed to be spoken by the individual being sought should be brought to the scene to make the required announcement in the appropriate language.
- (e) In the event that the K-9 finds the individual being sought during a building search and bites that individual, and consistent with this agency's Response to Resistance/Aggression Policy, the K-9 will be commanded to disengage as soon as the individual is subdued and/or complies with the commands of the K-9 handler or other law enforcement officer present.
- (f) Unless an overriding risk to human life is present, a K-9 will not be used to search a building that the handler knows contains substances that could be harmful to the K-9.
- (g) A K-9 may be worked off leash during a building search unless there is known risk of imminent injury to innocent individuals who may be present in the building. If at all possible, the K-9 handler should maintain visual contact with the K-9 while it is off leash.

### 303.3 NARCOTICS SEARCHES

Without a search warrant, or without the consent of an individual authorized to give such consent, the use of a K-9 to search for (sniff) the presence of illegal narcotics is allowable only when there

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *K-9 Procedure*

---

is no reasonable expectation privacy in the item(s) to be searched or if current state or federal statutes and/or court decisions specifically authorize a search based upon the circumstances at the time. General guidelines for such searches are listed below; however, as search and seizure case law is ever-changing, specific questions regarding the legality of warrantless K-9 searches will be directed to a supervisor and/or appropriate prosecutor.

- (a) Without a valid search warrant or valid consent, K-9s may not be used to sniff personal items or luggage in the physical possession of an individual in a public facility or place unless there is reasonable suspicion that the items or luggage contain illegal narcotics; and the time required to conduct the search is limited in duration.
- (b) K-9 sniffs of the exterior of residences, either single-family or multiple-family dwellings are not permitted without a search warrant or valid consent.
- (c) K-9 sniffs conducted at educational institutions will only be done at the request of school authorities. Such sniffs will be limited to inanimate objects (lockers, vehicles) that do not have a reasonable expectation of privacy attached or that current law or case law allows for such sniffs to be conducted without a the requirement for a search warrant or consent.
- (d) K-9 sniffs of motor vehicles may be conducted when there is reasonable suspicion to believe that the operator or passengers are in possession of illegal narcotics; when consent is received from a person authorized to grant such consent; or when the vehicle is in operation or parked in a public place (including the parking lot of the Sheriff's Office) and only the exterior of the vehicle is sniffed.

As indicated above, current case law may modify or supersede any portion of this section of this policy

#### **303.4 EFFECTIVE DATE**

January 1, 2022

---

## Vehicle Pursuits Procedure

### 304.1 PURPOSE AND SCOPE

The intent of this procedure is to provide guidance relative to vehicle pursuits and the tactics used.

### 304.2 ROADBLOCKS

#### 304.2.1 GENERAL CONSIDERATIONS

Roadblocks for stopping fleeing violators may be used by officers only under the conditions outlined in this policy. A roadblock, for purposes of this policy, is defined as the deliberate obstruction of traffic on a roadway at one or more selected points, through the use of various objects, including motor vehicles, to slow or stop traffic, including a fleeing violator. Roadblock does not necessarily mean a complete stoppage of traffic or a complete blockage of the roadway.

When determining if a roadblock is necessary in a pursuit, safety to the public must be the determining factor in the decision. The risk of continuing a pursuit must be greater than the risks encountered when using a roadblock in order for a roadblock to be utilized. Since each pursuit is different, and there are several types of roadblocks that may be used, there is no step-by-step procedure to dictate when a roadblock would be suitable or what type of roadblock should be used. The primary factor to be considered is safety – of the pursuing officers, of the other motorists on the roadway, and of the fleeing suspect. The pursuing officer and the pursuit supervisor will evaluate the possibility of using a roadblock depending on the facts of each pursuit. If the roadblock will expose any person to an unnecessary risk of injury, it will not be used.

If the fleeing vehicle is other than a standard passenger vehicle or commercial truck (i.e., motorcycle, moped, snowmobile, etc.) a roadblock will not be used unless the fleeing suspect is wanted for the commission of a life-threatening felony. If other traffic is affected, the roadblock will be established in such an area that other motorists will have ample time to identify the roadblock and to stop their vehicles a safe distance away.

#### 304.2.2 RESPONSIBILITIES

(a) Supervisor's responsibilities:

1. Decide what type of roadblock, if any, will be used and its location;
2. Be aware of all existing conditions at the location of the roadblock, such as traffic volume, type of area, availability of backup officers in the event that the pursuit terminates at the roadblock, and the nature of the violations(s) that is the cause for the pursuit;
3. Direct and control the officer's actions at the roadblock with safety of all involved being of primary concern;
4. Continue to evaluate whether the risk of continuing a pursuit is greater than the risk of establishing the roadblock – if the risk of continuing the pursuit is not greater than the risks involved in the establishment of The roadblock, the roadblock will be terminated.

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Vehicle Pursuits Procedure*

---

(b) Officer's responsibilities;

1. Carry out and obey supervisor's decision to establish roadblock;
2. Pursuing officer will make the decision whether or not to use a roadblock if, for some reason, the supervisor is unavailable. The pursuing officer will follow Paragraph 4 above in determining whether a roadblock should be utilized.

#### 304.2.3 TYPES

**Flares or traffic cones** – this is the least hazardous of all roadblocks, but still presents a degree of danger to those involved particularly to the officer setting up the roadblock. Flares and/or traffic cones may be placed across the roadway in an effort to stop the fleeing vehicle or to funnel it onto a berm and to a stop. The officer(s) setting up this roadblock must assume that the suspect will not stop and must position himself/herself and the cruiser in a position of safety. The cruiser should be off the roadway in a position to assume immediate pursuit with the emergency lights activated.

**Moving roadblock** – partial blockage of a roadway by a moving cruiser for the purpose of slowing or stopping a fleeing suspect. This type of roadblock will only be utilized on divided highways with four (4) or more total lanes and involves the placement of a moving cruiser, traveling the same direction as the fleeing vehicle, in each lane of travel in front of the fleeing vehicle. The cruisers are gradually slowed to a stop and the violator's vehicle is necessarily forced to a stop behind the cruisers. This type of roadblock is extremely dangerous and, while not prohibited, will only be used as a last resort against fleeing vehicles whose operator or occupants are wanted for serious felony violations involving physical harm to other persons. When using these types of roadblocks, violators will many times attempt to ram the cruisers from behind.

**Stationary roadblock** – partial blockage of the roadway using a suitable material such as construction barricades; however, if nothing else suitable is available, an unoccupied cruiser, with emergency lights activated may be used. Occupied or privately owned vehicles will not be utilized to establish this type of roadblock.

Stationary roadblocks will be so constructed in such a manner so as to leave a route through the roadblock area; the design should be such that it would be necessary to proceed slowly through the area. Stationary roadblocks will be located in an area that provides a safe stopping distance for traffic to avoid unnecessary hazards to officers and innocent persons.

Officers assigned to stationary roadblocks will place themselves in a position of safety. They should never expose themselves to risk for the sake of stopping the suspect. The officers should also be in a position that affords them an opportunity to make an apprehension if the violator opts to end his/her flight at the roadblock and/or attempts to flee on foot.

If a cruiser is not being used to block the roadway at the scene of a stationary roadblock, the cruiser should be off of the roadway and parked in a safe position to resume the pursuit should the suspect vehicle not stop. The emergency lights should be activated in a safe position to resume the pursuit should the suspect vehicle not stop. The emergency lights should be activated.

# Erie County Sheriff's Office

LE Procedure Manual

LE Procedure Manual

## *Vehicle Pursuits Procedure*

---

### **304.3 EFFECTIVE DATE**

January 1, 2022

---

## Public Alerts Procedure

### 305.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to issuing public alerts

### 305.2 AMBER ALERTS

#### 305.2.1 PROCEDURE

In the event that a report of a child abduction is received by this agency, the communications officer receiving the report will obtain as much pertinent information as possible from the reporting person. This information will include a description of the child and the child's clothing, a description of the suspect(s) and clothing, and a description of the involved vehicle, if applicable. This information will then be immediately broadcast to the deputy sheriff in whose assigned patrol zone the reported abduction has occurred. That deputy will then immediately respond to meet directly with the reporting person. The shift supervisor will also be notified by the communications officer and will respond to the area to supervise the initial investigative efforts. At the discretion of the shift supervisor, other deputies may also be advised to respond to the general area of the reported abduction in an attempt to locate the child. The shift supervisor will ensure that the communications officer(s) have disseminated the initially obtained information to any other law enforcement agencies in the immediate area of the reported abduction. The Sheriff, Operations Officer, and a member of the Detective Bureau will also be notified as soon as possible after the above steps have been taken.

The deputy investigating the incident will determine as soon as possible, based upon interviews with the reporting person and/or any witnesses, if the following criteria are present for activation of the Amber Alert:

- (a) The abducted individual is a child; and
  - (b) There is credible information that suggests that the child was forcibly or intentionally removed or lured away from his/her location and the child remains missing; and
  - (c) The deputy believes that the child is in danger of serious bodily harm or death; and
  - (d) There is enough descriptive information about the child, alleged abductor(s), and/or alleged abductor(s) vehicle to believe an immediate broadcast alert will assist in locating the child.
1. In evaluating whether all of the listed criteria are present, the following circumstances should be considered:
    - (a) The age of the child; health and condition of the missing child;
    - (b) The time, place, and manner of the abduction or circumstances related to the child's disappearance including timeliness of the report;
    - (c) Reliability of eyewitness accounts of the circumstances surrounding the abduction, including information describing the child victim, the

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Public Alerts Procedure*

---

- perpetrator, vehicle, license plate number, and/or description of the location of the abduction;
- (d) Danger presented to the child;
  - (e) Review of any convincing, circumstantial evidence of foul play; and
  - (f) Determination by the investigating deputy upon credible evidence that an Amber Alert may enhance the recovery of the child.
- (e) In the event that the listed four (4) mandatory criteria are met, the investigating deputy and/or his/her shift supervisor will notify the Sheriff or Operations Officer in that order. Authority to activate an Amber Alert for the abducted child will be obtained from either the Sheriff or Operations Officer. In the event that neither may be contacted in a timely fashion, utilizing all available means, the shift supervisor will authorize the Amber Alert activation.
- (f) Once a decision is made to activate the Amber Alert, the following steps will be taken:
1. The Sheriff or Operations Officer will ensure that sufficient personnel are assigned to investigate the abduction.
  2. The investigating deputy's supervisor will ensure that a parent of the abducted child executes a Liability Agreement (Appendix A), and an authorization for Release of Juvenile Information (Appendix B). Once completed, these forms will be placed in the investigative case file for later reference. The information on these forms is to be printed legibly.
  3. The investigating deputy's supervisor will ensure that an Amber Alert Information sheet, and an Amber Alert Alleged Abductor(s) information sheet (Appendix C, pages 1 and 2), are completed as thoroughly as possible. The information on these sheets should be printed legibly.
  4. The Sheriff or Operations Officer, with input from the investigating deputy and his/her supervisor, will compose a message to be transmitted by CECOMS via the National Weather Service and electronic media. The message will be composed – exactly as it should be read – on the exact message to be Transmitted form (Appendix C, Page 3). The information on this should be printed legibly.
  5. The communications officer will contact CECOMS, the agency designated to disseminate Amber Alert information for Erie County, at the telephone number(s) on file in the Communications Office.
  6. All of the above listed forms will be faxed to CECOMS at the telephone number(s) on file in the Communications Office.
  7. Upon receiving the faxed information, and after verifying it by telephone, CECOMS will activate the Emergency Alert System via the National Weather Services and will also notify all other participating electronic media outlets.
  8. The communications officer will enter the abducted child into LEADS/NCIC, and also enter the abducted child into the LEADS Amber Alert file.

# Erie County Sheriff's Office

LE Procedure Manual

LE Procedure Manual

## *Public Alerts Procedure*

---

9. The communications officer will contact the National Center for Missing and Exploited Children at the telephone number on file in the Communications Office to report the missing child(ren) case.

See attachment: [Liability Agreement.Attachment A.pdf](#)

See attachment: [Authorization for Release of Juvenile Information.Attachment B.pdf](#)

See attachment: [Northeast Ohio Amber Alert Urgent Fax.Attachment C.pdf](#)

See attachment: [Amber Alert Cancellation.Attachment D.pdf](#)

### **305.3 EFFECTIVE DATE**

January 1, 2022



## Missing Persons Procedure

### 306.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to missing person investigations.

### 306.2 MISSING CHILDREN

#### 306.2.1 PROCEDURE

- (a) Complaints of missing children will be accepted from a parent or legal guardian of the child. Upon the receipt of a report from a parent or legal guardian of a child missing from any area within this agency's area of jurisdiction, the dispatcher receiving the report will immediately forward the information to a deputy sheriff so that the complaint may be investigated. In the event that the child has been noticed missing immediately prior to the call, and the reporting party has reason to believe that the child could still be in the area where the child was last seen, the dispatcher will obtain a physical description of the child as well as a clothing description. This information will be relayed to the deputy sheriff(s) responding to investigate the matter, in the event that the child may be observed in the area.
- (b) The deputy sheriff assigned to investigate the complaint will be responsible for obtaining detailed information regarding the child, including a complete physical and clothing description (if known), a photograph, fingerprints or other identifying items (i.e., DNA samples that the parents may possess) and all other information that may be pertinent to the child's disappearance. Immediately after the receipt of this information, the deputy sheriff will forward appropriate information to the dispatcher and the child will be entered into the National Crime Information Center (NCIC) through the Ohio Law Enforcement Automated Data System (LEADS) as soon as possible by the dispatcher on duty.
- (c) It is mandatory that an NCIC entry of any missing child whose disappearance is being investigated by this agency will be made immediately after the receipt of the report of the missing child. It is the responsibility of the deputy sheriff investigating the child's disappearance to provide the necessary information to the dispatcher on duty so that such an entry may be made. Immediately after the receipt of the information, the dispatcher receiving the information from the investigating deputy sheriff will cause the information to be entered into NCIC. The only exception to this requirement would be if the missing child is recovered prior to the NCIC entry being made. [Ohio Revised Code Section 2901.30(C)].
- (d) As soon as possible after the information is obtained, the dispatcher on duty will notify all law enforcement agencies in this county, and surrounding counties, of pertinent information pertaining to the missing child through the use of the LEADS system and/or radio broadcast(s). All law enforcement agencies in Erie County who do not have a LEADS terminal will be notified of the missing child via a facsimile transmittal of the LEADS message. [Ohio Revised Code Section 2901.30(D)].
- (e) In the event that the parent or legal custodian is reasonably certain the child is a runaway, the investigating deputy sheriff should – in most cases – make arrangements

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Missing Persons Procedure*

---

with the parent for the filing of an unruly child complaint through the Erie County Juvenile Court. In the event that the investigating deputy sheriff determines that such a charge would not be warranted, the reason(s) for a charge not being filed should be documented in the report.

- (f) Subsequent to the original report regarding the missing child, any additional information received by a dispatcher regarding the child's disappearance will be forwarded to a deputy sheriff for further investigation. The information received and the steps taken to investigate that information will be documented in a supplemental report. The deputy sheriff investigating this supplemental information will, if the information did not originate from the parent or legal guardian, communicate the information received to that individual and the outcome of the investigation that was done pursuant to the receipt of the supplemental information.
- (g) In the event that information is received regarding the missing child's location or destination, the law enforcement agency having jurisdiction at the particular location or locations will be notified to be on the lookout for the child and/or to take the child into custody.
- (h) When the child is located, the NCIC entry will be canceled immediately by the dispatcher receiving such information. A LEADS message advising the agencies in this and surrounding counties of the child's recovery will also be sent. A deputy sheriff will be assigned to investigate the circumstances surrounding the child's recovery by interviewing the parent(s) and/or child. The information regarding the child's recovery will be documented in a supplemental report.
- (i) In the event that a missing child is not located within thirty (30) days, it will be the responsibility of the Detective Bureau to make arrangements to obtain the child's dental records from the child's dentist. The dentist is responsible to encode the records in such form so that the records may be entered into the NCIC database. Once received from the dentist, the Detective Bureau will forward the records to the dispatcher on duty and that dispatcher will make arrangements to have the records entered into the NCIC database. The dental records will be stored in this agency's files for further reference, if needed. The entry of the dental records into the NCIC database will be documented in a supplemental report. [Ohio Revised Code Section 2901.30(F)].
- (j) In the event that this agency is contacted by another law enforcement agency with information that a missing child, whose disappearance is being investigated by that agency, is or may be within our jurisdiction, all assistance necessary will be extended to that law enforcement agency in an attempt to locate the missing child. Appropriate action based upon the circumstance, including relay of the missing child to another law enforcement agency, the child's parents, or incarceration in the Erie County Juvenile detention Center, will be taken if the child is located.

### **306.3 MISSING ADULTS**

#### **306.3.1 PROCEDURE**

Complaints from our jurisdiction regarding missing persons as defined in this policy will be taken from a parent, family member, or any other individual that the employee deems credible. In the

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Missing Persons Procedure*

---

event that an individual wishes to file such a report, the investigating Sheriff or deputy sheriff will consider the following:

- (a) Is the situation a missing person case or could it be another type of situation? Some factors for the deputy sheriff to consider when attempting to reach this investigative conclusion include, but are not limited to, the missing person's age, the missing person's mental, physical, and emotional well-being as relayed by the complainant, and the missing person's known social environment.
- (b) Is foul play or some other type of criminal activity suspected?
- (c) Is the missing person at risk?
- (d) Is a detailed description and photograph of the missing person available?
- (e) What steps can the employee conducting the investigation take, at the time of the receipt of the report of the missing person, to attempt to locate the missing person?
- (f) What assistance from outside agencies, if any, may be needed?
- (g) Has all necessary paperwork been completed and, if applicable, has a DNA standard of the missing person been obtained?

#### **306.4 EFFECTIVE DATE**

January 1, 2022

## Domestic Violence Procedure

### 307.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to domestic violence investigations.

### 307.2 PHASES OF DOMESTIC VIOLENCE

Persons who engage in domestic violence and/or protection order violations do not lack self-control; rather, they engage in such conduct to dominate their family or household member(s). Research into domestic violence has identified a cycle involving three phases:

- (a) During the tension-building phase, the victim attempts to keep the peace with his/her batterer but is subjected to an increasing number of verbal intimidation and threats.
- (b) During the acute battering phase, the abuser physically assaults the victim.
- (c) During the loving/respice phase, the abuser changes behavior and acts remorseful and loving. Both the abuser and the victim may believe that the abuse will never recur. However, as the domestic violence cycle continues, this phase becomes shorter and may become non-existent.

This cycle can also be applicable to protection order violations as well.

Employees should be familiar with this cycle and may find the persons involved in a domestic violence incident to be in the midst of any of these phases.

Domestic violence often begins as a threat or shove but then escalates over time into repeated beatings or other forms of violence that can cause serious injury or death.

### 307.3 DISPATCHING GUIDELINES AND PROCEDURES

Because a dispatcher is likely to be the first person to speak with an individual seeking assistance as the result of a domestic violence incident and/or a protection order violation complaint, the dispatcher is instrumental in ensuring this agency's effective response to these types of calls. Dispatchers will ensure that the below listed procedures are followed so that as much information as possible can be gathered to assist the responding law enforcement officers.

- (a) In most cases and due to the violent and unpredictable nature of domestic violence and/or protection order calls, at least two deputies should be dispatched to the call if that number is available to respond at the time of the call. Even if the caller indicates that the alleged offender has fled the scene, two deputies should be dispatched in the event the offender returns to the location of the alleged incident.
  1. Due to their unique nature, in certain specific cases involving an alleged violation of a protection order, it may be necessary to dispatch only one deputy particularly if the individual who has allegedly violated the protection order is no longer in the presence of the caller and the caller has no reason to believe that the individual will return to the location of the caller.
- (b) Along with obtaining standard information as listed elsewhere in this agency's policies and procedures, dispatchers should also strive to gather any additional information related to the domestic violence or protection order violation complaint, including:

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Domestic Violence Procedure*

---

1. Involvement of any deadly weapons in the assault or violation, presence of any deadly weapons at the location of the incident, possession of deadly weapons by any of the involved parties; and
  2. Necessity for the dispatch of an ambulance due to any reported physical injuries; and
  3. Presence of the alleged perpetrator at the scene. If the suspect is no longer at the scene, what means of transportation did the suspect use to leave the scene, on foot, in a vehicle? If a vehicle was used, what is the vehicle description? If the suspect is on foot, what is his/her clothing description?
- (c) During volatile incidents in which the caller is reporting an act of domestic violence or protection order violation in progress, or in any other case in which it may be necessary to continue dialogue with the caller to report an ongoing situation to responding employees, the dispatcher will keep the caller on the line and will immediately relay all pertinent information to the responding deputies. If the caller wishes to leave the area to prevent further violence, have the responding deputies meet the caller at a secure area.
- (d) When possible, and if the names of the involved parties have been received from the caller, check warrant and protection order files in advance of the arrival of the responding deputies. Relay any information pertaining to active warrants or protection orders to the responding deputies as soon as possible.
- (e) If a report of a domestic violence or protection order violation incident is received and a subsequent call is received to cancel the response, a deputy is still mandated to respond to the call location to interview any involved parties and to ensure that a crime has not been committed, and the caller will be notified of this requirement by the dispatcher. Notify the responding employees that such a call has been received and that the caller has been advised that response will not be canceled.
- (f) When dispatching other law enforcement agency personnel to domestic violence or protection order violation calls within their respective jurisdictions, dispatchers will utilize the above basic guidelines and procedures.

#### **307.4 INITIAL APPROACH AND CONTENT - DEPUTY GUIDELINES AND PROCEDURES**

Due to the potentially volatile nature of domestic violence or protection order violation calls, deputies responding to these calls should use caution during their initial response and approach to the involved location and at all times while in contact with any of the involved parties. Deputies will follow the below guidelines and procedures:

- (a) When possible, deputies should simultaneously time their arrival if there will not be an unnecessary delay in response by the closer deputy.
- (b) If the call is of such a nature that the use of emergency equipment (lights/siren) is justified, the use of such equipment will be discontinued upon reaching the immediate vicinity of the call location and the speed of the cruiser will be appropriately adjusted.
- (c) Cruisers should be parked a short distance from the location of the call if at all possible and, after dark, all lights will be extinguished before exiting the cruiser if practical

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Domestic Violence Procedure*

---

and if the vehicle's lights are not needed to warn other vehicles of the cruiser's presence. Remember that it is not uncommon for law enforcement officers responding to domestic violence calls, particularly in rural areas, to be subjected to ambush attempts as they arrive or are approaching the involved location.

- (d) If the location of the call is indoors, if applicable and prior to making contact with anyone inside the location of the call, deputies should take time to listen at a door for any type of disturbance or arguing that may give some insight into what is occurring inside and may provide indicator(s) of potential danger to the deputies. As with all other approaches to calls for service, stand to the side of the door when knocking to avoid potential injury from any type of attack.
- (e) In the event that there is no answer at the door nor any other contact with any individual(s) inside the residence after plain and distinct announcement of the presence of deputies has been made, responding deputies will need to determine the possibility of making a warrantless entry into the home for the purpose of preventing any (further) harm to any victims that may be present inside. In making that decision deputies will consider the following:
  - 1. The emergent nature of the call based upon the information relayed to the dispatcher by the caller. If necessary, deputies can request that the dispatcher replay the call for them over a cell phone or other communications device so that the deputies have critical knowledge of the caller's information (i.e., assault in progress, involvement of weapons).
  - 2. The emergent nature of any facts or circumstances that the responding deputies are able to independently corroborate through their own observations upon arrival at the residence; signs of an obvious disturbance heard or seen; signs that someone has already potentially been injured or that violence has already occurred (i.e.: fresh blood stains, broken windows or doors).
  - 3. Hostile demeanor or signs of aggression by person(s) present at the residence who wish to deny the responding deputies the opportunity to speak with the caller or with any other person whom the deputies believe could be injured and is present within the building.
- (f) Upon gaining entry to the location of the reported domestic violence or protection order violation incident, deputies will immediately establish control of the entire situation and any involved parties by:
  - 1. Ensuring that they are aware of all persons present within the area or residence of the reported incident; and
  - 2. Determining that there are no unsecured deadly weapons in the possession of, or readily available to, the involved individuals; and
  - 3. Separating the parties to ensure any victims are protected from further abuse, including the immediate physical restraint of an assailant, if necessary; and
  - 4. Immediately summoning necessary medical aid for injured parties requiring such aid.

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Domestic Violence Procedure*

---

#### **307.5 INVESTIGATION**

- (a) When interviewing the parties, it is especially imperative to interview the alleged victim, if at all possible, given the totality of the circumstances—out of sight and hearing of the alleged abuser. Many victims will be reluctant to be truthful about an alleged act of domestic violence committed against them, especially if the victim is aware that the alleged abuser is aware in real time of the victim's statement (ORC § 2935.032(A)(2)(c)).
- (b) All persons interviewed should be questioned about the details of any previous domestic violence or protection order violation incidents—whether those incidents were reported to law enforcement officials or not; the total number of such calls and their dispositions, if known; and should also be questioned about the frequency and severity of any previous assaults or protection order violations. The victim should be encouraged to place all of this information in the form of a written statement (ORC § 2935.032(A)(2)(c)).
- (c) If the alleged offender has been arrested prior to being interviewed, the Miranda warnings are required to be given to the alleged offender and those warnings must be waived prior to the commencement of any interview or interrogation.
- (d) Children who are victims of, or witnesses to, domestic violence or protection order violations should be interviewed in a manner appropriate for their age. In any incident in which a child is so involved, the Children's Services Division of the Erie County Department of Job and Family Services will always be notified. A Children's Services caseworker may be utilized to conduct the initial interview of a child if required or appropriate.
  - 1. Children's Services representatives will be immediately provided with specific details of any observable or claimed injuries on a child's person when contacted by the deputy investigating the incident.
- (e) Critical to the success of any interview(s) conducted during the investigation of a domestic violence or protection order violation incident is the demeanor of the investigating deputy. While it is acknowledged that the investigation of such incidents can be frustrating and challenging due to the common-place lack of cooperation of alleged victims, deputies will engage in interview techniques during the investigation of domestic violence and protection order violation incidents that will encourage the disclosure of truthful and accurate information from all involved parties. Deputies will engage in active listening techniques by being attentive and empathetic to the person being interviewed and shall maintain a low-key and relaxed attitude while conducting such interviews to attempt to counter the intense emotions that are usually present during such incidents.
- (f) Make specific inquiries about any injuries that may be concealed by clothing. It is proper and may be necessary to meet with any person injured during a domestic violence incident at a later time if any bruising or other injuries sustained during the incident have become visible or more pronounced with the passage of time.
- (g) The deputy investigating a reported domestic violence or protection order violation incident is required to provide the victim with the following information before ending contact with the victim during the initial interview:

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Domestic Violence Procedure*

---

1. The deputy's name and business address; and
2. The deputy's badge number—our personnel will utilize their assigned unit number beginning with the numerals 22; and
3. The report number for that particular incident; and
4. The telephone number, and the deputy's voice mail extension number, if applicable, that the victim can call to recontact the investigating deputy if further information regarding the case is needed; and
5. The telephone number of a domestic violence shelter in the area. All such victims shall be referred to the Safe Harbour Domestic Violence Shelter: telephone 419-626-2200; and
6. The telephone number of a local victim advocate program. All such victims shall be referred to the Victims Assistance Program at the Erie County Prosecutor's Office; telephone 419-627-7699;
7. An agency supplied Ohio Crime Victims booklet.
  - (a) (ORC §§ 2935.032(A)(2)(d); 2935.032(C)(3); 2930.04(C)).

#### **307.6 DETERMINING PRIMARY AGGRESSOR**

- (a) If the deputy determines while investigating a domestic violence incident that there are reasonable grounds to believe that the offender knowingly caused serious physical harm to another or to another's unborn or knowingly caused or attempted to cause physical harm to another or to another's unborn by means of a deadly weapon or dangerous ordnance then, regardless of whether the victim of the offense was a family or household member of the offender, the deputy shall treat the incident as felonious assault, shall consider the offense that was committed to have been felonious assault in determining the manner in which the offender should be treated, and shall comply with whichever of the following is applicable:
  1. Unless the deputy has reasonable cause to believe that, during the incident, the offender who committed the felonious assault and one or more persons committed offenses against each other, the deputy shall arrest the offender who committed the felonious assault pursuant to ORC § 2935.03, and shall detain that offender until a warrant can be obtained, and the arrest shall be for felonious assault (ORV §2935.032(A)(1)(a)(i)); or
  2. If the deputy has reasonable cause to believe that, during the incident, the offender who committed the felonious assault and one or more other persons committed offenses against each other, the deputy shall determine in accordance with ORC § 2935.03(B)(3)(d) as listed in Paragraph 3 above which of those persons is the primary physical aggressor. If the offender who committed the felonious assault is the primary physical aggressor, the deputy shall arrest that offender pursuant to ORC § 2935.03 and shall detain that offender pursuant to that section until a warrant can be obtained, and the deputy is not required to arrest, but may arrest, pursuant to ORC § 2935.03 any other person who committed an offense but who is not the primary physical aggressor.



# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Domestic Violence Procedure*

---

If the offender who committed the felonious assault is not the primary physical aggressor, the deputy is not required to arrest that offender or any other person who committed an offense during the incident but may arrest any of them pursuant to ORC §2935.03 and detain them pursuant to that section until a warrant can be obtained. (ORC § 2935.032(A)(1)(a)(ii)).

- (b) If the deputy determines while investigating a domestic violence incident that there are reasonable grounds to believe that a person, while under the influence of sudden passion or in a sudden fit of rage, either of which is brought on by serious provocation occasioned by the victim that was reasonably sufficient to incite the person into using deadly force, knowingly caused serious physical harm to another or to another's unborn or knowingly caused or attempted to cause physical harm to another or to another's unborn by means of a deadly weapon or dangerous ordnance, then, regardless of whether the victim of the offense was a family or household member of the offender, the deputy shall treat the incident as aggravated assault, shall consider the offender to have committed and the victim to have been the victim of aggravated assault, shall consider the offense that was committed to have been aggravated assault in determining the manner in which the offender should be treated, and shall comply with whichever of the following is applicable:
1. Unless the deputy has reasonable cause to believe that, during the incident, the offender who committed the aggravated assault and one or more persons committed offenses against each other, the deputy shall arrest the offender who committed the aggravated assault pursuant to ORC § 2935.03, and shall detain that offender until a warrant can be obtained, and the arrest shall be for aggravated assault (ORC § 2935.032(A)(1)(b)(i)); or
  2. If the deputy has reasonable cause to believe that, during the incident, the offender who committed the aggravated assault and one or more other persons committed offenses against each other, the deputy shall determine in accordance with ORC § 2935.03(B)(3)(d) as listed in Paragraph 3 above which of those persons is the primary physical aggressor. If the offender who committed that offense pursuant to Ohio Revised Code Section 2935.03 and shall detain that offender pursuant to that section until a warrant can be obtained, and the deputy is not required to arrest, but may arrest, pursuant to ORC § 2935.03 any other person who committed an offense but who is not the primary physical aggressor. If the offender who committed the aggravated assault is not the primary physical aggressor, the deputy is not required to arrest that offender or any other person who committed an offense during the incident but may arrest any of them pursuant to ORC § 2935.03 and detain them pursuant to that section until a warrant can be obtained. (ORC §2935.032(A)(1)(b)(ii)).

#### **307.7 REPORTING REQUIREMENT**

The report shall document the deputy's observations of the victim and the alleged offender; any injuries (visible or claimed) of the victim or alleged offender; any weapons involved or at the scene and their dispositions; the actions of the alleged offender; any statements made by the victim or witnesses; details that led to the determination of a primary aggressor (if applicable); and any other applicable facts or circumstances including confirmation that the incident was reported to

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Domestic Violence Procedure*

---

the Safe Harbour Domestic Violence Shelter by the deputy, and, if applicable, that the Children's Services or the Adult Protective Services Division(s) of the Erie County Department of Job and Family Services were contacted. If the deputy does not arrest and detain until a warrant can be obtained a person who allegedly committed the offense of domestic violence or the offense of violating a protection order when it is the preferred course of action in this state pursuant to ORC § 2935.03(B)(3)(b) that the alleged offender be arrested, the deputy must articulate in the report a clear statement of the deputy's reasons for not arresting and detaining that alleged offender until a warrant could be obtained. (ORC §§ 2935.03(B)(3)(c); 2935.032(D)).

The investigating deputy is also required to document in the required report any applicable facts or circumstances if the alleged offender has been granted pre-trial release from custody on a prior charge of the offense of domestic violence or the offense of violating a protection order and has violated one or more conditions of that pretrial release. (ORC § 2935.032(A)(2)(b)).

#### **307.8 EXCEPTIONS AND PROHIBITIONS**

Some examples of reasons that a deputy may consider for not arresting and detaining until a warrant can be obtained a person who allegedly committed the offense of domestic violence or the offense of violating a protection order, when it is the preferred course of action in this state that the deputy arrest the alleged offender, as described in Ohio Revised Code Section 2935.03(B)(3)(b), include, but are not limited to:

- (a) Lack of reasonable grounds exists to believe that an act of domestic violence or violating a protection order occurred (i.e.: during an act of discipline, a parent his/her child); or
- (b) The offender has a severe mental disability that precludes him/her from being able to form culpability to know that his/her action was considered a crime; or
- (c) The offender's young age precludes him/her from being criminally charged due to lack of culpability. [Ohio Revised Code Section 2935.032(A)(4)].

#### **307.9 EFFECTIVE DATE**

January 1, 2022

---

## Subpoenas and Court Appearances Procedure

### 308.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to subpoenas and court appearances.

### 308.2 PROCEDURE

- (a) Overtime compensation for Court appearances in a Court of Record, Prosecutor's Pre-Trial Conference where a personal appearance is requested, or any court-related appearance arising out of employee's official duties will be paid to employees where attendance is required by subpoena or other official Court documentation and when said appearance is not during regular duty hours. Overtime compensation will be paid in accordance with bargaining unit agreements.
- (b) When a subpoena or other official Court documentation is received by our agency, the subpoena or official Court documentation will be placed in the employee's mail slot providing notification that attendance is required. It will be the responsibility of the employee to make contact with the Court to verify that the presence of the employee is still requested for the scheduled appearance the day before the appearance. All cancellations received by our agency for a subpoenaed employee will be communicated to employees by the person taking the cancellation message as soon as possible.
- (c) When a subpoena or other official Court document is received with less than 24 hours' notice for the appearance or when the employee is on scheduled time off, the individual receiving the subpoena will attempt to contact the employee to notify him or her of the order to appear. If contact cannot be made with the employee, the Court will be notified by the person who received the subpoena.
- (d) Compensation will only be paid for attendance that is required.
- (e) Deputies shall signal in and out of service when attending Court appearances and will notate the court overtime appropriately in the payroll system. All employees shall mark their Court appearance times on their respective time cards along with the defendants name and have the time card entry initialed by a supervisor.

### 308.3 EFFECTIVE DATE

January 1, 2022

## Telephone Messages Procedure

### **309.1 PURPOSE AND SCOPE**

The purpose of this procedure is to provide guidance relative to telephone messages.

### **309.2 PROCEDURE**

Incoming telephone calls for agency employees will be forwarded at once to their telephone extension to be answered by the employee or their voicemail. If the call is for an employee who is on duty at the time of the call, but is not at the Sheriff's Office, and the call appears to be of an urgent nature, the Dispatcher receiving the call may transfer the caller to the employee's cellular number at the discretion of the employee.

### **309.3 EFFECTIVE DATE**

January 1, 2022

## Employee Parking Procedure

### 310.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to employee parking at the Sheriff's Office.

### 310.2 PROCEDURE

All employees of the Erie County Sheriff's Office will park their vehicles with regard to the public access necessary for the building. Therefore, all Jail Division employees will park in the lot directly north of the sally port, inside the security perimeter utilizing parking spaces from East to West. Administrative personnel and Dispatchers will utilize the front parking lot, using those parking spaces in the south half of the parking lot first. Cruisers will be parked along the perimeter of the front parking lot, and in the south row of parking spaces, marked "Sheriff Only".

### 310.3 EFFECTIVE DATE

January 1, 2022

## Registered Offender Information Procedure

### 311.1 PURPOSE AND SCOPE

It is the procedure of the Erie County Sheriff's Office to remain consistent with the Board of County Commissioners of Erie County, Ohio in the collection of maximum revenue amounts where the Ohio Revised Code permits. As provided in ORC § 311.171, the Sheriff may charge a fee annually to register, register a change of residence address, or verify a residence address of an adult Sex Offender who is required under the Sex Offender Registration and 193 Notification Law. The Erie County Sheriff's Office implemented this procedure on January 1, 2005.

### 311.2 PROCEDURE

The Erie County Sheriff's Office will collect fees permitted by law for the annual registration of adult sex offenders. Payment is not required from a delinquent child until the delinquent child reaches eighteen (18) years of age. Each time a Sex Offender appears before the Sheriff or his designee to provide registration or verification for which the Sheriff may charge a fee, the Sheriff or his designee shall determine whether the sex offender is able to pay the fee.

Fees will be collected as authorized by statute and when the collection of that fee is determined to not be administratively burdensome and/or not possible due to the indigent status of the registrant.

### 311.3 EFFECTIVE DATE

January 1, 2022

## **Chapter 4 - Patrol Operations**

---

# AED Usage and Naloxone Hydrochloride (NARCAN) Administration

## 400.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance relative to providing care to persons requiring medical aid through the use of an AED and/or NARCAN.

## 400.2 AUTOMATED EXTERNAL DEFIBRILLATORS

### 400.2.1 GENERAL PROCEDURES

AED's will be made available to employees of this agency within the Sheriff's Office building and at certain other fixed locations where Sheriff's Office personnel are assigned.

In the event that an employee of this agency becomes aware of a situation involving a subject in cardiac arrest, a subject "down" from unknown causes, or an unconscious subject, the employee will respond immediately to assist the individual. As soon as possible after an employee of this agency receives such a report, the local emergency medical service will also be requested to respond.

Upon arrival at the scene of the incident, the employee will immediately assess the area to determine that the scene is safe for the employee to begin treating the involved subject. Attention will be given to the general surroundings, and particular attention will be given to electrical wires that may still be live in the event that the victim is suffering from electrical shock.

If the scene is assessed to be safe, the employee will then assess the victim to determine if the use of the AED, and/or the performance of CPR, is appropriate. If deemed appropriate, the employee will immediately begin performing CPR and/or will initiate the use of the AED. If at all possible, the employee will utilize the CPR protective mask found in the AED case.

If it is determined that the victim is eight (8) years of age or older, is unresponsive, is not breathing, and appears to not have a pulse, the following steps will be taken regarding the operation of the AED:

- (a) Remove clothing from the patient's chest. If necessary to expedite its removal, the clothing may be cut from the patient utilizing the scissors provided in the agency AED case.
- (b) If the patient is sweating profusely, the patient's chest should be dried the gauze pad provided in the agency AED case and/or the patient's clothing.
- (c) If the patient has excessive body hair which the employee believes would interfere with the attachment of the electrodes, the electrode attachment areas on the patient's chest should be dry-shaved, if a razor is available.
- (d) Turn on the AED and prepare the electrodes for attachment to the patient.
- (e) One at a time, remove the release liner from the electrodes and place on the victim – one on the patient's upper right chest and one on the patient's lower left chest.



# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *AED Usage and Naloxone Hydrochloride (NARCAN) Administration*

---

- (f) One the electrodes are properly placed, the AED will automatically begin to analyze the victim's cardiac rhythm. If the AED prompts the employee to administer a defibrillation shock, the employee will ensure that no one is in contact with the victim. The employee will then administer a defibrillation shock.
- (g) The AE will then prompt the employee to follow additional steps, such as implementation of CPR or the administration of additional defibrillation shocks. The AED may also advise the employee not to touch the patient. As much as practicable, the employee will follow the instructions given by the AED.
- (h) The employee will, as much as possible, update the dispatcher regarding what care is being administered to the patient. This information will be immediately relayed to the local emergency medical service that is responding to treat the patient, so that the medical personnel are prepared to properly and immediately care for the patient upon their arrival at the scene. Once attached, AED electrodes will not be removed from the patient until the arrival of the local emergency medial service.
- (i) Agency employees will immediately turn over care of the patient to the local emergency medical services when its personnel arrive at the scene. Employees will cooperate with the medical service personnel by providing them with any information available regarding the patient's condition and the treatment provided by the employee prior to the medical services arrival.

#### 400.2.2 CONTRAINDICATIONS FOR AED USAGE

Employees should be cognizant of the fact that an AED is to be used in cases of sudden cardiac failure in certain age groups. Victims who are decapitated, exhibit rigor or livor mortis, putrefaction, or are younger than eight (8) years of age, are not suitable candidates for the use of an AED.

In addition, certain patients, particularly those who are terminally ill, may have issued for them by their physician, a 'Do Not Resuscitate' or DNR order (refer to the DNR Identification Form link below). In the event that an employee arrives at the scene of a reported sudden cardiac arrest, and the employee is presented with a DNR for the victim that appears to the employee to be genuine, then the employee should not begin life-saving measures. The DNR must be presented in writing to the employee prior to the onset of CPR and/or the use of an AED. If the DNR is not presented immediately, and CPR or AED usage is commenced, that care will continue until the victim's care is transferred to local emergency medical service personnel, or unless a DNR that appears to be genuine is provided to the employee. If a DNR is presented to an employee after COR and/or the use of an AED has commenced, and the DNR appears to be genuine, then all life-saving measures, including the performance of CPR and/or the use of the AED, will cease.

#### [DNR Identification Form](#)

#### 400.2.3 IMMUNITY FORM LIABILITY FOR USE

Section 2305.235(D) of the Ohio Revised Code specifies as follows:

"Except in the case of willful or wanton misconduct or when there is no good faith attempt to activate an emergency medical services system...no person shall be held liable in civil damages for injury, death, or loss to person or property, or held criminally liable in civil damages for

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *AED Usage and Naloxone Hydrochloride (NARCAN) Administration*

---

injury, death, or loss to person or property, or held criminally liable, for performing automated external defibrillation in good faith, regardless of whether the person has obtained appropriate training on how to perform automated external defibrillation or successfully completed a course in cardiopulmonary resuscitation.”

### **400.3 NALOXONE HYDROCHLORIDE ADMINISTRATION**

#### **400.3.1 PROCEDURE**

- (a) An employee responding to a call for assistance will, prior to administering nasal Naloxone Hydrochloride, attempt to properly ascertain that the individual involved is experiencing an opioid overdose. Information to be used to make that determination can include statements from witnesses or relatives of the individual concerning the probability that the individual is experiencing such an overdose; physical evidence at the scene that would indicate an overdose is occurring; visible symptoms that would indicate an overdose is occurring (i.e., deep snoring or gurgling, irregular (or no) breathing, bluish skin tinge, limp limbs, vomiting); and any other articulable information that would lead an employee to believe that the subject is in an opioid overdose condition.
- (b) Once an employee has determined to administer Naloxone Hydrochloride, the employee will proceed by removing the end caps from the non-hypodermic syringe and from the medication capsule. The nasal spray diffuser will then be attached to the syringe and the medication capsule will be placed inside the syringe. The medication will then be dispensed by placing the diffuser in one nostril and dispensing approximately one half of the medication in the capsule into that nostril by pushing on the end of the capsule. Administer the remaining medication into the second nostril.
- (c) Once the medication has been administered, the individual should be placed into the recovery position to prevent asphyxiation due to accidental inhalation of vomit.
- (d) Monitor the individual's condition. Be prepared to perform CPR if necessary. Ensure that the responding emergency medical service provider has been notified that Naloxone Hydrochloride has been administered to the individual.
- (e) Once the individual has been released to the responding emergency medical service and any additional investigation has been completed, the employee administering Naloxone Hydrochloride will complete an appropriate agency report, along with any necessary supplemental documentation that may be required for Health Department, Board of Pharmacy, or any other agency use.

#### **400.3.2 STORAGE**

- (a) The shelf life of Naloxone Hydrochloride is approximately two years. Employees who notice that the self-life of any Naloxone Hydrochloride in their possession has expired will follow the chain of command to obtain a fresh supply of the medication.
- (b) Naloxone Hydrochloride, for long term storage, should be stored out of direct light and at room temperature.

# Erie County Sheriff's Office

LE Procedure Manual

LE Procedure Manual

## *AED Usage and Naloxone Hydrochloride (NARCAN) Administration*

---

- (c) Naloxone Hydrochloride should not be left in a motor vehicle for extended periods of time and should not be subjected to extreme heat or extreme cold as those temperatures may impact the medication's effectiveness.

### **400.4 EFFECTIVE DATE**

January 1, 2022

## Civil Disputes Procedure

### 401.1 PURPOSE AND SCOPE

The Erie County Sheriff's Office is routinely contacted by individuals requesting agency intervention in disputes concerning child custody, child visitation, property disputes, and other issues that - while vitally important to the parties involved - generally require non-criminal (civil) court intervention to resolve. This policy has been developed to provide direction to agency employees requested to assist an individual involved in such a dispute. Employees who act outside the scope of this policy could subject the agency and individual employee(s) to unnecessary liability.

### 401.2 POLICY

- (a) The Erie County Sheriff's Office will intervene in civil matters only as ordered in writing by a court of competent jurisdiction. Court orders will only be enforced by sworn personnel of this agency. Absent any such order, parties requesting intervention in such matters should be referred to their legal counsel to petition the proper court in an attempt to obtain such an order.
- (b) The Sheriff or any deputy sheriff will specifically follow any written court order. Care will be taken to ensure that the court's order is followed as specifically as possible. To be acted upon by an employee, such orders must be applicable directly to this agency.
- (c) Issues involving child custody matters will be handled with extreme caution. Absent any known court order or potential criminal conduct, the Sheriff or any deputy sheriff will be guided by ORC § 3109.042, which reads, "An unmarried female who gives birth to a child is the sole residential parent and legal custodian of the child until a court of competent jurisdiction issues an order designating another person as the residential parent and legal custodian. A court designating the residential parent and legal custodian of a child described in this section shall treat the mother and father as standing upon equality when making the designation".
- (d) If a sworn member of this agency - at any time - has a concern regarding any action to be taken pursuant to a court order, the concern(s) will be discussed with the employee's supervisor through the chain of command. If questions(s) still exist, the matter will be referred to this agency's legal counsel, the county prosecutor's office, for clarification.
- (e) The service of civil protection orders, temporary protection orders, and/or civil anti-stalking orders will be given the highest priority by all agency employees, including initial processing and attempts for service.
- (f) This policy supersedes any and all policies previously issued under the same policy number.

### 401.3 EFFECTIVE DATE

January 1, 2022

---

## Staging of EMS and Fire Personnel Procedure

### 402.1 PURPOSE AND SCOPE

Agency employees routinely field calls for, and respond to, situations involving potential or confirmed acts of interpersonal or self-inflicted violence (to include domestic violence, assault, homicide, suicide, suicide attempts or threats) and/or other offenses involving violence or weapons. EMS and fire personnel are also simultaneously dispatched to these calls to provide medical aid and transport for those that are potentially injured and/or mentally ill, and to mitigate any applicable hazardous conditions that may exist.

The locations of these events cannot be deemed to be safe for the response of dispatched EMS and fire personnel until employee(s) who arrive at the scene are able to control any persons who may be violent or armed and who could be a threat to the safety of the arriving EMS and fire personnel.

This procedure provides procedural guidelines to all affected employees whose positions require their response to, or other involvement with, such situations.

#### 402.1.1 DEFINITIONS

**Employee** - For purposes of this procedure, "employee" means the Sheriff, any Deputy Sheriff, and any Sheriff's Office Dispatcher. "Employee" does not include members of an EMS and/or fire department.

**Staging** - The temporary standby in the general vicinity of an event by dispatched EMS and fire personnel who will respond immediately to the event location when instructed to do so after the scene has been deemed safe for their response by an agency employee.

**Vehicle** - Includes any mode of transportation (motor vehicles, aircraft, watercraft) used by EMS and fire personnel to respond to calls for service.

### 402.2 PROCEDURE

- (a) If a call is received of the type noted above that would require the staging of EMS and fire personnel, the Sheriff or Deputy Sheriff(s) assigned to the call will notify the Dispatcher to have the EMS and fire personnel stage.
- (b) The Dispatcher advised to do so will ensure that EMS and fire personnel are advised to stage and will also ensure that the stage advisory is acknowledged by a representative of the agency so advised.
- (c) It will be expected that EMS and fire personnel advised to stage will do so as follows:
  1. EMS and fire personnel will place their vehicle(s) a minimum of 1000 yards from the location of the event due to the effective range of common firearms that could be used against those personnel and/or their vehicle(s); and
  2. The vehicle(s) will be placed out of vision of the location of the event; and while so staged, EMS and fire personnel will remain in their vehicles awaiting further instruction.

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Staging of EMS and Fire Personnel Procedure*

---

- (d) Once the scene is deemed safe for response by EMS and fire personnel, it is the responsibility of the senior employee at the scene, if practicable, to ensure that contact is made with the responding EMS and fire personnel directly by radio to notify them that they may respond to the scene. That senior employee is also responsible to provide the responding EMS and fire personnel with any additional information or instructions that would be useful to those personnel, or that would assist in avoiding the destruction of any evidence at the scene. If it is not practicable for the senior employee at the scene to so advise EMS and fire personnel to respond, the senior employee will cause for a Dispatcher to do so.
- (e) Employees, particularly the senior employee at the scene of an event that requires the staging of EMS and fire personnel, are cautioned to avoid becoming unnecessarily involved in extraneous activities that could cause that senior employee from being distracted from his/her primary supervisory responsibilities, one of which is to provide a safe environment for EMS and fire personnel to perform their duties without being interfered with and/or being subjected to the potential for or actual physical harm.

#### **402.3 EXCEPTIONS**

The procedures listed that relate to EMS and fire personnel are meant to be general guidelines. This procedure cannot and does not provide for compliance by members of any public safety agency other than the Sheriff's Office, but does provide for guidelines that have been agreed upon with input from EMS and fire administrators from agencies throughout Erie County. For instance, in certain residential or municipal settings the minimum 1000 yard distance requirement may not be practical; in those settings responding personnel will determine the appropriate distance given the potential proximity of numerous other buildings between the scene and the staging location.

#### **402.4 EFFECTIVE DATE**

January 1, 2022

---

## Mental Health Commitments Procedure

### 403.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to handling mental health calls for service.

### 403.2 INDICATORS OF MENTAL ILLNESS

It is understood that agency employees do not have the authority or the knowledge to diagnose any specific mental illness that an individual may be afflicted with. However, the following are indicators that an employee may utilize to assist him/her in determining whether an individual that the employee is in contact with may be suffering from a mental illness;

- (a) Verbal indicators – the individual exhibits the following:
  - 1. Illogical thoughts – paranoia, delusions, obsessive thoughts, and/or grandiose delusions.
  - 2. Unusual speech patterns – nonsensical speech or chatter; word repetition; extremely slow or rapid speech.
  - 3. Verbal hostility and/or excitement – talking excitedly or loudly; threatening harm; belligerent and argumentative.
  - 4. Self-admission of mental illness – when questioned, the individual admits that he/she has been previously diagnosed with a mental illness and/or is prescribed medication primarily used to treat mental illness.
- (b) Environmental indicators – the individual engages in the following behavior concerning personal property;
  - 1. Strange decorations or inappropriate use of household items.
  - 2. Hoarding; accumulating large amounts of trash or waste.
  - 3. Strange attachment to childish objects or unusually shaped items.
- (c) Behavioral cues – the individual engages in the following personal behavior;
  - 1. Wearing bizarre makeup, clothing, or clothing inappropriate for temperature or weather conditions.
  - 2. Strange posture or posture mannerisms – constantly looking over the shoulder; maintaining an unusual position for a long period of time (catatonic).
  - 3. Continual pacing, waving of arms or hands; physical exhibition of apparent agitation.
  - 4. Repetition of other physical movements.
  - 5. Physically responding to delusions.
  - 6. Confusion about, or unawareness of, surroundings.
  - 7. Lack of emotional response.
  - 8. Self-inflicted injury; self-inflicted property damage.

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Mental Health Commitments Procedure*

---

9. Facial expressions of sadness or grief.
10. Extreme mood swings.

#### **403.3 ASSESSMENT PROCEDURE**

Once the employee has determined that the individual is exhibiting symptoms of mental illness, or in an attempt to determine if the individual may be mentally ill, the employee will follow the below guidelines while further assessing the situation:

- (a) Speak calmly and directly with the individual. Maintain a normal tone of voice.
- (b) Treat the individual with courtesy and respect to foster the creation of a natural and relaxed atmosphere, while continuing to be alert for and maintaining the ability to immediately react to any imminent threat posed to the employee's physical safety by the individual.
- (c) Do not threaten, embarrass, aggravate, deceive, or otherwise verbally abuse the individual.
- (d) Attempt to establish an immediate rapport with any family or friends that are present who may have a positive relationship with the individual, so that detailed information concerning the individual's condition may be obtained.

#### **403.4 EMERGENCY HOSPITALIZATION PROCEDURE**

If the individual refuses to seek voluntary mental health assistance, then it may be necessary for the employee to take the individual into custody pursuant to the provisions of ORC §§ 5122.01(B) and 5122.10.

- (a) If the individual's behavior causes the employee to believe that the individual is a mentally ill person subject to court order under ORC § 5122.01(B), and if the individual's behavior causes the employee to believe that the individual represents a substantial risk of physical harm to self or others if allowed to remain at liberty pending examination, then the employee may take the individual into custody and may immediately transport the individual to a hospital for examination. (ORC § 5122.10).
- (b) When taking an individual into custody pursuant to the above guidelines for involuntary emergency hospitalizations, and due to the potential for unpredictable and violent behavior, the employee will utilize all caution to protect the physical safety of the individual, any bystanders, and the employee(s) involved. If the individual becomes physically resistant to being taken into custody, appropriate level(s) of force pursuant to the Action Response Continuum will be employed.
- (c) Every reasonable and appropriate effort shall be made to take the individual into custody in the least conspicuous manner possible when that individual is being taken into custody for emergency hospitalization purposes. The employee taking an individual into custody for emergency hospitalization purposes will, if not known to the individual, inform the individual of the employee's name and agency position, and will notify the individual that he/she is not under arrest. The individual will also be clearly notified that he/she is being transported for purposes of a mental health examination, and the individual will be provided with the name of the hospital/mental health facility that he/she is being transported to for examination. (ORC § 5122.10).



# Erie County Sheriff's Office

LE Procedure Manual

LE Procedure Manual

## *Mental Health Commitments Procedure*

---

### **403.5 EFFECTIVE DATE**

January 1, 2022

## **Chapter 5 - Traffic Operations**

## Vehicle Towing and Release Procedure

### 500.1 PURPOSE AND SCOPE

The Erie County Sheriff's Office routinely utilizes towing services to remove disabled, evidentiary, or illegally operated motor vehicles from public and/or private property. This policy provides guidelines to be followed by members of the Erie County Sheriff's Office when towing services are needed.

### 500.2 APPROVAL FOR UTILIZATION OF TOWING SERVICES

- (a) Approval for utilization of towing services may be granted only after a written request has been received from the company requesting to be utilized. Those towing services currently providing service to the Sheriff's Office as of the effective date of this policy are exempt from this requirement.
- (b) Approved towing services are required, at all times, to maintain current insurance policies, both for vehicles in the service's care and custody and for liability while the vehicle is being towed, and must be certified and/or licensed by the Public Utilities Commission of Ohio (PUCO). In addition, each approved service will maintain a secure vehicle impound area. The Sheriff's Office reserves the right to randomly request current proof of insurance from any approved towing service.
- (c) Approved towing services will be able to respond to calls for tows in a reasonable amount of time. What is reasonable at any given time will be determined based upon weather conditions, traffic congestion, and any other factors that may be present at that time. Concerns regarding a particular towing service's response time shall be forwarded to the Sheriff or Operations Officer for review. Repeated lack of timely response for wrecker calls could result in that particular service being removed from the Sheriff's Office list of approved towing service providers.

### 500.3 CALLS FOR TOWING SERVICES

- (a) Due to the large geographical area in which the Sheriff's Office handles calls for service, the priority for this agency when utilizing a towing service is the prompt removal of the vehicle and the return of the Sheriff or Deputy Sheriff to patrol. The Sheriff's Office uses a rotating list for tow calls as determined by the Sheriff, unless one of the exceptions listed below applies.
- (b) If the vehicle involved is not the subject of an enforcement tow (i.e., disabled, involved in a traffic crash) then the employee handling the incident will determine if the driver or owner has a preference for a towing service. The use of the driver or owner's preferred towing service will be accommodated if possible if the use of such service will not unnecessarily delay the removal of the vehicle from the roadway and will not unnecessarily delay the deputy sheriff's return to patrol, rather than utilizing the rotating list.
- (c) In the event that the driver or owner's preferred towing service cannot be contacted, or cannot otherwise be utilized due to unnecessary delay in the vehicle, then the next available towing service off of the rotating list will be requested.

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Vehicle Towing and Release Procedure*

---

- (d) If the vehicle is being towed due to enforcement activities, the employee involved will use the next available towing service off of the rotating list.
- (e) If an incident occurs directly in front of an approved towing service's business, and the owner/operator of the vehicle has no preference for a towing service, the Sheriff or Deputy Sheriff investigating the incident has the discretion of utilizing that towing service, as opposed to using a service off of the rotating list. Deviation from the rotating list requires documentation by the investigating employee.

#### **500.4 EFFECTIVE DATE**

January 1, 2022

## **Chapter 6 - Investigation Operations**

## Asset Forfeiture Procedure

### 600.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to the handling of forfeited money and property

### 600.2 LAW ENFORCEMENT TRUST FUND

#### 600.2.1 RECEIPTS

- (a) Upon order of the appropriate court, money and/or the monetary proceeds received from a forfeiture action shall be deposited into the Erie County Sheriff's Office Law Enforcement Trust Fund Account by the Fiscal Administrative Assistant.
- (b) Each such deposit shall be properly recorded by the Fiscal Administrative Assistant into the forfeiture deposit ledger using standard accounting principles and source documents to ensure proper future reference and/or audit compliance regarding the source of those funds.

#### 600.2.2 EXPENDITURES

Expenditures from the Erie County Sheriff's Office Law Enforcement Trust Fund may be used for agency related expenses, as follows:

- (a) Costs associated with the investigation and/or prosecution of crimes; and/or
- (b) Costs associated with employee training; and/or
- (c) Costs associated for the provision of technical expertise necessary for the furtherance of any investigation; and/or
- (d) Costs associated with any other law enforcement purpose as determined by the Sheriff; and/or
- (e) Statutorily allowable expenditures; to include the provision of matching funds for agency grant applications.

Appropriate documentation of expenditures shall be properly recorded by the Fiscal Administrative Assistant using standard accounting principles. Statutorily mandated reports concerning this account will be filed as required.

### 600.3 MANDATORY DRUG FINE ACCOUNT

#### 600.3.1 RECEIPTS

All receipts from mandatory drug fines received by this agency shall be deposited into the LETF as noted above.

#### 600.3.2 EXPENDITURES

- (a) Ten percent (10%) of the first \$100,000.00 received annually, and twenty percent (20%) of any total amount received over \$100,000.00 annually, for deposit into the Mandatory Drug Fine Account will be transferred into the Erie County Sheriff's Office

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### Asset Forfeiture Procedure

---

Drug Abuse Resistance Education (DARE) Program Account. The DARE Program is designated as the Sheriff's Office Community Prevention Education Program for purposes of the Mandatory Drug Fine Account. DARE Program funds are used to educate the community (particularly students) about the dangers associated with the use of drugs of abuse.

- (b) All other expenditures of funds deposited into the Mandatory Drug Fine Account will be used to further the response to and/or investigation of crimes involving the illegal use of drugs throughout Erie County. As it is understood that almost all crimes investigated by this agency involve some relationship to the illegal use of drugs, the expenditure of mandatory drug fine proceeds will follow the LETF expenditure guidelines as noted above.
- (c) As with the LETF and Mandatory Drug Fine accounts, the Fiscal Administrative Assistant will utilize standard accounting principles to maintain records of all receipts and expenditures of funds transferred from the Mandatory Drug Fine Account to the DARE program.

#### 600.3.3 FEDERAL FORFEITURES

Any funds obtained by this agency from forfeitures ordered by a United States District Court will be deposited into the LETF account and will be dispersed in accordance with federal guidelines and statutes.

#### 600.4 ASSET FORFEITURE CHECKLIST WITHOUT COURT ORDER

### PROPERTY SEIZED WITHOUT COURT ORDER

		Initials
	Date of seizure	
	Date counsel provided notice of seizure	
	Date counsel provided reports of seizure	
Notifications	Identified owners or interest holders	
	Documented check for co-owners or lien holders	
	Documented how owners or interest holders were identified	
	Documented that all identified owners or interest holders received notice of seizure	
	All identified owners or interest holders received notice and information regarding process for seeking its return	

# Erie County Sheriff's Office

LE Procedure Manual

LE Procedure Manual

## Asset Forfeiture Procedure

	<b>State agencies requiring notification of seizure</b>	
<b>Hardship/Innocent Owner</b>	<b>Documented and communicated to counsel any known unreasonable hardship on a third party or the possibility of an innocent owner</b>	
<b>Valuation(s)</b>	<b>Obtained and documented any valuation, including method of valuation</b>	
<b>Waivers</b>	<b>Documented any waiver of rights to property by owners or potential owners, or interest holders</b>	
	<b>Documentation of any waiver forwarded to counsel</b>	
<b>Forfeiture Action</b>	<b>Documented date of forfeiture order, if any</b>	
	<b>Placed forfeiture order in file, if applicable</b>	
	<b>Returned property, if forfeiture action failed</b>	
	<b>Documented return and date of return, if applicable</b>	
	<b>Placed court order denying forfeiture in file, if applicable</b>	
<b>Property Transfer</b>	<b>Property transferred by court order</b>	
	<b>Property dispersed by court order</b>	

### 600.5 ASSET FORFEITURE CHECKLIST WITH COURT ORDER PROPERTY SEIZED WITH COURT ORDER

		<b>Initials</b>
	<b>Date of seizure order</b>	
	<b>Expiration date of seizure order if applicable</b>	
	<b>Date of seizure</b>	



# Erie County Sheriff's Office

LE Procedure Manual

LE Procedure Manual

## *Asset Forfeiture Procedure*

<b>Hardship/Innocent owner</b>	<b>Documented and communicated to counsel any known unreasonable hardship on a third party or the possibility of an innocent owner</b>	
<b>Waivers</b>	<b>Documented any waiver of rights to property by owners or potential owners, or interest holders</b>	
	<b>Documented any waiver forwarded to counsel</b>	
<b>Forfeiture Action</b>	<b>Documented date of forfeiture order, if any</b>	
	<b>Placed forfeiture order in file, if applicable</b>	
	<b>Returned property if forfeiture action failed</b>	
	<b>Documented return and date of return, if applicable</b>	
	<b>Placed court order denying forfeiture in file, if applicable</b>	
<b>Property Transfer</b>	<b>Property transferred by court order</b>	
	<b>Property dispersed by court order</b>	

### **600.6 EFFECTIVE DATE**

January 1, 2022

## **Chapter 7 - Equipment**

---

# Out of County Travel/Expense Request and Reimbursement Procedure

## 700.1 PURPOSE AND SCOPE

This procedure applies to all Erie County Sheriff's Office employees for any expenditure and/or requested reimbursement for any employer authorized activity outside of Erie County, including but not limited to training, meetings, and/ or transportation of prisoners.

## 700.2 REIMBURSEMENT REQUEST FORM FOR EMPLOYER APPROVED TRAVEL EXPENSE

As practicable, the standard Travel/Expense Request Reimbursement Form is to be completed and approved by the employer and/or designee in advance of the employee approved activity.

[See attachment: ECSO\\_Travel\\_Expense\\_Request\\_And\\_Reimbursement\\_Form.pdf](#)

## 700.3 REIMBURSEMENT OF EMPLOYEE EXPENSE

The employee engaging in the employer approved out-of-county activity shall make a request for reimbursement to the employer or designee within 5 business days of the conclusion of the activity utilizing the standard reimbursement expense voucher completed in full by the employee and submitted to the employer or designee.

- (a) Before reimbursement is made, evidence must be presented by the employee that the expenditure was actually incurred. Such evidence could be documentation of actual mileage; itemized receipts; or in the case of lost or misplaced itemized receipts, a signed affidavit submitted by the employee.
- (b) Personal credit cards may be used with reimbursement to be made directly to the employee upon submission of itemized receipts
- (c) Mileage, may be reimbursed for out-of-county travel only in circumstances in which an agency or county-owned vehicle was not available for the involved travel as determined by the employer.
  1. Mileage reimbursement rate for the use of a personal vehicle for employer approved usage will be at the mileage rate established by their employer.
- (d) Costs for meals necessitated by employer approved out of county travel will be reimbursed as follows:
  1. Breakfast - \$15.00
  2. Lunch - \$20.00
  3. Dinner - \$30.00
  4. Meal costs cannot be combined. Any cost over the allowed reimbursement amount will be incurred by the individual employee, and will not be reimbursed by the employer. Meal costs will not be reimbursed if a meal was offered as part of the approved activity.

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Out of County Travel/Expense Request and Reimbursement Procedure*

---

5. Hotel/Motel room service is NOT allowable and will not be available for reimbursement.
- (e) Hotel/Motel Accommodation – as determined necessary by appointing authority.
  1. Reimbursement shall be a reasonable available rate for single occupancy.
- (f) Registration Fees, as determined necessary by the appointing authority, the seminar/meeting must be business/duty related.
  1. Registration to county or professional associations for conventions, conferences, seminars and committee meetings may be made upon employer approval.
- (g) Other Expenses
  1. Other employer approved travel related expenses such as turnpike tolls, parking fees, etc., may also be reimbursed.

#### **700.4 NON-REIMBURSABLE TRAVEL EXPENSE**

Include, but are not limited to the following:

- (a) Tips
- (b) In-room movies
- (c) Personal phone calls
- (d) Alcoholic beverages
- (e) Voluntarily attended dinner meetings or civil organization meetings
- (f) Spouse/family member, and or guest expenses
- (g) Fines for traffic violations incurred during approved activities

#### **700.5 EFFECTIVE DATE**

January 1, 2022

## Furtherance of Justice Fund Procedure

### 701.1 PURPOSE AND SCOPE

The Furtherance of Justice Fund (F.O.J.) is a statutory allowance of discretionary funds provided annually to the Sheriff under ORC § 325.071 and 325.06 A,B. It is to provide for expenses the Sheriff may incur in the performance of the Sheriff's official duties and in the furtherance of justice. The following guidelines are hereby established for the use of the F.O.J. funds:

- (a) The funds may not be used for personal expenses of the Sheriff or any employees of the Sheriff.
- (b) Monies in the F.O.J. fund may be used for any expenses incurred in the performance of official duties and in the furtherance of justice unless authority exists for the use of appropriated monies for such purpose and money is in fact available to the credit of a proper line-item account, appropriated and unencumbered.
- (c) The Sheriff is not required to request funds in his regular budget or at any other time as a condition precedent to the use of F.O.J. funds and disapproval by the County Commissioners is likewise not a condition precedent to the use of F.O.J. funds. Circumstances may require that the expenditure be made from the F.O.J. fund prior to completion of the procedures necessary for the expenditure of appropriated and unencumbered monies. The reimbursement expenditure from the appropriate account is subject to ORC § 5705.41.
- (d) Any use or expenditure of F.O.J. funds must be properly documented and itemized. Documentation of each expenditure would include but not be limited to detailed receipts, invoices, etc. Only the Sheriff or in his absence, his designee may authorize the use of F.O.J. funds.
- (e) Reimbursement from any F.O.J. funds for expenses pertaining to authorized travel, whether lodging, mileage, meals and/or incidental expenses shall follow the guidelines of the Erie County Travel/Expense Request and Reimbursement Procedure. The Sheriff may in his discretion, advance travel expense funds to employees from the F.O.J. fund. All such advancements must be accounted for in the manner set forth above. Any unused portions must be promptly returned to the F.O.J. account.

### 701.2 EQUIPMENT AND PERSONAL PROPERTY

Any equipment or personal property purchased with F.O.J. funds becomes and remains the property of Erie County.

- (a) An inventory of such equipment and property shall be maintained and filed accordingly to ORC § 305.18.

### 701.3 CONFIDENTIAL EXPENDITURES

The Sheriff may utilize F.O.J. funds for confidential expenditures, investigations, experts, or consultants and witnesses. An expenditure is "confidential" if disclosed of the event or the identity of the recipient or of the nature of the expenditure would tend to frustrate the purpose for which it

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Furtherance of Justice Fund Procedure*

---

is made or would tend to expose any person to intimidation or danger of physical harm, to himself or his property.

The following methods will be used to properly document such expenditures:

(a) Purchases

1. At the conclusion of the investigation, the officer, employee or agent with firsthand knowledge of the necessary information shall furnish a report indicating the item(s) purchased, the date of the report, the date of the purchase, amount expended, check number, the quantity and type of materials purchased and the disposition thereof.
2. Where practicable, a separate check should be drawn for each transaction payable to the officer, agent or employee who will be making the actual purchase. If for reasons of confidentiality, the check cannot be made payable to the officer, agent or employee making the actual purchase, it will be made payable to the supervisory officer overseeing the investigation who will promptly cash the check and deliver the cash to the individual making the purchase. A signed receipt for the cash will be obtained from the supervisor.
3. The report referred to in A (1) must be signed by an officer, employee or agent with firsthand knowledge of the necessary information for the transaction and cosigned by either the Prosecuting Attorney or Sheriff.

(b) Payments to Informants

1. Where practicable and unless procedures as set forth in this procedure are utilized, a separate check should be drawn for each transaction payable to the officer, employee or agent making the actual payment. If for reasons of confidentiality, the check cannot be made payable to the officer, agent or employee, it will be made payable to the supervisory officer overseeing the investigation. They will promptly cash the check and deliver the cash to the individual making the actual payment. A signed receipt will be obtained from the supervisor from the officer, agent, or employee to whom cash is advanced.

(c) Security

1. The extremely sensitive nature of the identity of informants and drug agents, the personal risk to such individuals, and the need for expenditures is clear. Accordingly, to maintain the confidentiality of such expenditures, it should be the policy of the Bureau of Inspection and Supervision of Public Offices that the identity of drug purchasers or informants shall never be included in any of their written notes, work papers, or reports prepared by their representatives. Documentation required in areas determined to be confidential will only be reviewed in the office of the Sheriff and will not be removed or copied unless there is probable cause to believe illegal expenditures have taken place. At that time the Bureau of Inspection and Supervision of Public Offices may apply to the Erie County Court of Common Pleas for an order directing the Sheriff to deposit such documentation with the Court for further review.

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Furtherance of Justice Fund Procedure*

---

#### **701.4 AFFIDAVITS**

ORC § 325.06 A,B shall not apply whenever the Sheriff, in the reasonable exercise of his discretion determines that maintenance of the prescribed documentation would increase the risk of exposure of any person to intimidation or danger of physical harm to himself or his property, or would frustrate the purpose for which a confidential expenditure is made. Whenever the Sheriff makes such a determination, he shall prepare an affidavit (see Exhibit B) setting forth the amount of the expenditure; any check number related to the expenditure and the general nature of the expenditure (e.g., purchase, informant payment, maintenance expense or travel for undercover agent). If such expenditure is made from the Imprest cash fund, the receipt number should be substituted for the check number. When such an affidavit is furnished, the state examiner shall not require the check, receipt or other details be produced and will make no further inquiries concerning that expenditure unless there is probable cause to believe the affidavit is false. In which case, the examiner may apply to the Erie County Common Pleas Court for an order to compel disclosure of information supporting the expenditure.

#### **701.5 IMPREST CASH FUND**

Many of the expenditures properly made from the F.O.J. fund are of such a nature that payments must be made in cash and it is impossible to process a check quickly enough to complete the transaction. Accordingly, the establishment of an Imprest Cash Fund may be authorized and administered in the following manner:

- (a) The amount of the Imprest cash fund must be formally established in the amount as determined by the Sheriff.
- (b) The monies in the Imprest cash fund must be under the custody and control of the specified supervisory officer at all times. This officer must account for all cash placed in their custody or have properly completed receipts to account for the balance.
- (c) Monies in the Imprest cash fund may be expended only for confidential expenditures when the proper financial institution is not open to cash checks issued in the prescribed manner.
- (d) Any officer or agent requesting a cash advance from the fund must give a dated signed receipt to the supervisory officer in charge of the fund. The receipt will indicate the amount given and amount returned.
- (e) Whenever expenditure is made from the Imprest cash fund for a confidential purpose or informant, it shall be documented in the manner as described in section 6.

#### **701.6 RECEIPTS**

All receipts should be pre-numbered, duplicate receipts. They will be turned over the Sheriff or his designee as soon as possible.

#### **701.7 ACCOUNTING**

A general cash book, short form ledger or spread sheet will be maintained by the Sheriff's fiscal secretary for the proper recording of all receipts, reimbursements, deposits and expenditures pertaining to F.O.J. funds. The F.O.J. account shall be reconciled monthly and annually by the

# Erie County Sheriff's Office

LE Procedure Manual

LE Procedure Manual

## *Furtherance of Justice Fund Procedure*

---

fiscal secretary to the bank upon receipt of the monthly bank statement. A copy of such shall be on file and available to state examiners upon request. The fiscal secretary will also prepare an annual record of all transactions of the F.O.J. account for submission to the Erie County Auditor in accordance with ORC § 325.071.

### **701.8 EFFECTIVE DATE**

January 1, 2022



## **Chapter 8 - Support Services**

## Records Maintenance and Release Procedure

### 800.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to maintaining and releasing records.

### 800.2 RECORDS REQUESTS

- (a) Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.
- (b) Each request should be evaluated for an estimated length of time required to gather the records. Routine requests for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both in draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as the equipment allows. If more copies are requested, an appointment should be made with the requester on when the copies or computer files can be picked up. All requests for public records must either be satisfied or acknowledged in writing by the Erie County Sheriff's Office within three business days following the office's receipt of the request. If a request is deemed significantly beyond "routine", such as seeking a voluminous number of copies or requiring extensive research, the acknowledgment must include the following:
  1. An estimated number of business days it will take to satisfy the request.
  2. An estimated cost if copies are requested.
  3. Any times within the request that may be exempt from disclosure.

### 800.3 SCHEDULE OF RECORDS RETENTION AND DISPOSITION

See attachment: [Schedule of Records Retention and Disposition.pdf](#)

### 800.4 EFFECTIVE DATE

January 1, 2022

## Dispatch Procedure

### 801.1 PURPOSE AND SCOPE

Public safety communication, especially during emergency situations, must be organized, clear, and efficient, so that messages are effectively and professionally conveyed between agency personnel and other law enforcement, fire, and/or emergency medical service (EMS) personnel. This procedure defines the manner in which public safety communication will be managed and conducted by agency employees.

#### 801.1.1 DEFINITIONS

**Communications Officer** - Includes any employee who is employed solely in that job description, or any other agency employee acting in place of a Communications Officer, either on a permanent or temporary basis. For purposes of this procedure, and to ensure compliance with the Ohio Police-Community Collaborative, Communications Officers are also considered Telecommunicators as defined in ORC § 4742.01.

**Emergency call** - Any type of communication reporting a situation that involves the possibility of serious physical harm or a life-threatening event.

**Non-emergency call** - Any type of communication reporting an incident which is not life-threatening in nature or does not involve the possibility of serious physical harm.

**Public safety employee** - Any employee of a public safety agency (law enforcement, fire, and/or EMS) that this agency has interaction with via telephone or radio.

**Radio traffic** - A radio transmission to or from any public safety employee.

### 801.2 BASIC DISPATCH PROCEDURE

The Communications Officer may be an individual's first and only contact with the Erie County Sheriff's Office. Therefore, the responsibility for presenting an initial positive, favorable image on behalf of this agency is properly placed upon Communications Officers. Accordingly, the members of the Communications Division are tasked with communicating, and will at all times communicate, any and all necessary information in a courteous and professional manner.

The manner in which radio traffic and telephone messages are handled is a measure of the overall efficiency of a public safety organization, and also reflects directly on the overall proficiency and professionalism of its individual members. Radio transmissions are being made over publicly accessed radio frequencies and members of the public routinely monitor such transmissions. Both radio transmissions and telephone conversations are routinely recorded. Any and all radio transmissions and telephonic communications are public records and are subject to future intense scrutiny. Following the guidelines listed below will lead to efficient public safety communication, professional performance, and a positive public image leading to public confidence in the agency.

- (a) Communications Officers will listen before making any radio transmission to make certain that the radio channel is clear. They will organize their thoughts before

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Dispatch Procedure*

---

transmitting any radio traffic to ensure that their transmitted message is clear and professional.

- (b) Communications Officers will keep all radio transmissions brief and to the point. Avoid any long-winded descriptions and unnecessary repetition. Accuracy of the information, brevity and quick but clear pace of information delivery are equally important and are the signs of a professional. Brevity is vital to ensure a radio channel is clear in the event that it is needed for priority radio transmissions, either from a Communications Officer or from a public safety employee in the field. Rather than using terminology such as the words "Clear," "Okay," etc., Communications Officers will broadcast the time at the conclusion of routine radio transmissions to signify that the broadcast, or exchange of radio transmissions, is completed from the Communications Officer's perspective.
- (c) Communications Officers will speak distinctly and pronounce words carefully when transmitting on the radio. Speech will be at a moderate speed using a conversational tone of voice with natural emphasis and rhythm. Volume of speech will be maintained at a level such that it may be heard clearly by public safety employees operating vehicles in the field. Communications Officers will not yell or scream on the radio, but are responsible to adjust the volume of their voice accordingly if they are advised that their transmission cannot be heard due to voice volume. Keeping in mind the importance of how the information they communicate is received by callers or by public safety officers in the field, Communications Officers may also be required to adjust the tone of their voice if it appears to be blunt, cynical, or otherwise unprofessional when engaging in radio or telephone communication.
- (d) When dispatching public safety personnel to a specific address, articulate the numeric. For instance, the address of 1925 Main Street will be dispatched as "One-Nine-Two-Five Main Street" and not "Nineteen Twenty-Five Main Street." In addition, any letters will be dispatched phonetically. The use of plain language, rather than any codes or signals, will be used for any and all radio transmissions.
- (e) When answering a call received on any business line, the Communications Officer answering the call will greet the caller by stating - "Erie County Sheriff's Office, Dispatcher (Last Name)" and will then begin to converse with the caller.
- (f) When answering a 911 call, the Communications Officer will greet the caller by stating "911" and will then begin to converse with the caller.
- (g) It is this agency's procedure that radio traffic will be given ultimate priority, due to the dangers that public safety employees in the field constantly face. Radio transmissions from public safety employees in the field will always be answered as soon as possible, and any and all Communications Officers on duty at any given time are equally responsible to answer any radio traffic directed to the Communications Center.
- (h) Communications received via 911 will be answered immediately, but may be prioritized based upon the type of information being received. This procedure acknowledges that many calls received via the 911 system are not emergency in nature, and Communications Officers will need to prioritize those communications. Communications received via business telephone lines will be answered as quickly as possible, but will be answered secondarily to 911 calls. If at some point radio traffic and emergency 911 communications are received at essentially the same time as a

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Dispatch Procedure*

---

non-emergency call, the radio traffic and/or emergency call(s) will take precedence over the non-emergency communication. Communications Officers must be prepared at all times to satisfactorily articulate the reasoning behind a decision to not answer a radio transmission immediately.

- (i) After receiving the emergency or non-emergency communication, Communications Officers will dispatch the appropriate agency to the incident without delay, as outlined above and without delay. If a call for service is received to be dispatched to a public safety agency, and the members of that agency are all handling other calls for service, the Communications Officer responsible for dispatching that call will immediately notify the officer-in-charge of that public safety agency of the pending call for service via radio transmission. That officer-in-charge will then determine how, and/or when, the pending call for service will be handled.

#### **801.3 RECEIPT AND TRANSMISSION OF PERTINENT INFORMATION**

A vital function of any Communications Officer is to obtain the necessary background information relating to any form of communication engaged in by that Communications Officer. Communications Officers will attempt to obtain as much information as possible from a telephone caller or other complainant. Communications Officers must obtain the address or location of the incident, along with the caller's name and phone number if possible. While it is understood that there are circumstances when this information is not able to be obtained, it is the responsibility of the Communications Officer speaking with the caller or complainant to ask for this information. It is also the responsibility of a Communications Officer to immediately utilize any and all electronic or other means available in an attempt to determine the exact location of a complaint, if the complainant is not able to articulate that information, prior to dispatching a call for service. Communications Officers should always ask the caller information that would be prudent for responding public safety personnel to be aware of while responding to the call in question, as outlined in this agency's training protocol (i.e., presence or use of any weapons and descriptions of those weapons, descriptions of involved individuals and/or vehicles, direction of travel of individuals and/or vehicles fleeing from the scene). All of the information obtained will be then communicated to the public safety employee assigned to handle that call for service, either via radio or, if practical, via mobile data terminal transmission.

#### **801.4 EMERGENCY MEDICAL DISPATCH**

Properly trained and certified Communications Officers will provide pre-arrival emergency medical dispatch (EMD) instructions to callers reporting certain medical emergencies after the appropriate emergency medical service has been dispatched. Those instructions will be provided using the situation-based instructional guide cards that have been purchased from the Association of Public Safety Communications Officials International (APCO); use of those guide cards has been approved by the local physician acting as EMS medical director. The guide cards are present throughout the Sheriff's Office Communications Center. Pre-arrival instructions will be provided to the caller pursuant to training through APCO governing the delivery of those instructions and the use of the guide cards.

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Dispatch Procedure*

---

Pre-arrival instructions will be provided directly from the text found on the guide cards; Communications Officers are not permitted to deviate from that text due to liability concerns and to maintain the integrity of the pre-arrival system. Pre-arrival instructions will be offered in all cases when applicable; the only exception to this procedure would be during extreme emergency situations that would result in other 911 calls going unanswered during the delivery of those pre-arrival instructions.

#### **801.5 INTERACTION BETWEEN COMMUNICATION OFFICERS**

The operation of this agency's Communications Center is a 24/7/365 undertaking, and information must flow seamlessly during each shift—and from shift-to-shift—to ensure efficient and proper service to the public. Ongoing interaction between Communications Officers is an absolute necessity; Communications Officers must constantly verbally interact with each other while on duty. A Communications Officer is not properly relieved from duty (either for a break or at the end of that officer's shift) until that officer has relayed any information pertaining to pending calls for service or unusual/major events to the Communications Officer(s) providing break relief or of the oncoming shift. The responsibility for that communication rests solely with the officer being relieved.

#### **801.6 INTERACTION WITH THE PUBLIC**

It must be understood that many of the individuals who call this agency for assistance are in the midst of a crisis. Communications Officers will keep this thought in mind and will assist all callers with patience and empathy.

#### **801.7 TRAINING**

Training for Communications Officers concerning this procedure shall be conducted at least annually and shall meet and support minimum standards as established in Ohio Administrative Code Section 5507-1 for 911 call centers and public safety answering points (PSAPs). Communications Officers are required to complete basic and/or advanced training through APCO.

Communications Officers are trained to be proficient in numerous disciplines, to include:

- (a) Obtaining complete and accurate information from callers requesting law enforcement assistance;
- (b) Accurately classifying and prioritizing requests for assistance; and
- (c) Accurately relaying information which may affect responder and/or citizen safety.

##### **801.7.1 TRAINING PHASES**

[See attachment: Daily Observation DOR for Training 2023.pdf](#)

[See attachment: Dispatch Training Task 2023.pdf](#)

#### **801.8 EFFECTIVE DATE**

January 1, 2022

## **Chapter 10 - Personnel**

---

## Recruitment and Selection Procedure

### 1000.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to recruiting and selecting new employees.

### 1000.2 PROCEDURE

When the Sheriff has determined that a vacancy exists in a full-time permanent position, the following will be adhered to:

- (a) A vacancy announcement shall be posted for five full consecutive working days. The vacancy announcement shall contain;
  - 1. The job classification title
  - 2. The desired qualifications for the job
  - 3. The rate of pay for the classification
  - 4. The division work unit
  - 5. A brief description of the duties to be performed
- (b) It is the policy of the Sheriff's Office to fill all vacancies above the entry level positions from within the organization, in so far as practicable, if qualified applicants exist. Whenever a vacancy occurs, consideration will be given to those employees who have completed their probationary period and have continued to demonstrate satisfactory performance.
- (c) Every qualified applicant for the vacant position will be considered based upon the following criteria;
  - 1. Work experience
  - 2. Agency
  - 3. Outside
  - 4. Education
  - 5. Related course work
  - 6. Related training
  - 7. Other course work
  - 8. Additional skills and abilities
  - 9. Interview of applicants
  - 10. Job performance
  - 11. Within the Sheriff's Department
  - 12. References of other employers
  - 13. Recommendations and personal references



# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Recruitment and Selection Procedure*

---

All these criteria will be considered equally important. Each applicant will be considered using the criteria to determine which applicant is best qualified to perform the job duties of the position set forth in the Position Classification Specification. If two or more applicants are considered substantially equal, the position shall be awarded to the most qualified in-house applicant. If two or more in-house applicants are considered substantially equal, the position shall be awarded to the applicant with the greatest seniority.

All applicants who have completed the application form will be evaluated provided they meet the minimum qualifications. The qualified applicants will be interviewed by the Sheriff and/or his designee within fourteen days after the posting is completed.

The Sheriff will not consider any applications filed after the fifth full working day of the posting, including the day of the posting. Employees interested in applying for the posted position may do so by filling out an Employee's Application for Vacant Position form, which is obtainable from the Personnel Office.

All newly hired or promoted employees will be required to satisfactorily complete the required probationary period. If an employee is promoted to a higher job classification and fails to perform properly, he or she may be returned to their former classification.

The final decision will be announced by the Sheriff, only after all qualified applicants who have been interviewed have been informed of their status.

Bargaining unit members should refer to the current contract regarding filling of positions.

#### **1000.3 EFFECTIVE DATE**

January 1, 2022

## Resignations Procedure

### **1001.1 PURPOSE AND SCOPE**

The purpose of this procedure is to provide guidance relative to resignations.

### **1001.2 PROCEDURE**

Resignations must be submitted to the Sheriff in writing. Employees who resign will receive all compensation due after all issued county equipment is returned and inventoried. The cost of any issued equipment that is not returned upon the employee's resignation, and/or the cost of any equipment returned that is damaged other than due to normal wear and tear (i.e., neglect or abuse), will be deducted from the compensation due to the employee upon his/her resignation.

### **1001.3 EFFECTIVE DATE**

January 1, 2022

## Drug and Alcohol-Free Workplace Procedure

### 1002.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to drug and alcohol testing.

### 1002.2 DRUG TESTING TECHNIQUES AND METHODS

Drug testing practices are to include testing for the five to eleven drug(s) identified below through submission of a saliva sample at the Department of Health and Human Services certified laboratory at Firelands adhering to the following:

- (a) D.H.H.S. – approved protocol (may exclude split-specimen)
- (b) D.H.H.S. – approved chain-of-custody
- (c) D.H.H.S. – approved collection Site
- (d) Immunoassay drug screen – (preliminary test)
- (e) GC/MS (confirmatory test)
- (f) MRO review, interview and ruling on any positive test
- (g) Split Specimen

The initial drug testing protocol for employees and applicants shall use an immunoassay technique, which meets Federal Food and Drug Administration requirements. The initial cutoff levels and the drug panel for testing shall meet the Department of Health and Human Services/ National Institute on Drug Abuse criteria to determine whether specimens are negative for the drugs listed below.

All specimens identified as positives on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques or any other procedures required by federal law.

The cutoff levels for the initial test as well as the confirmatory test shall be those established by the Federal Department of Health and Human Services as listed below:

	Initial Test Level (Ng/ml)	Confirmatory
Marijuana metabolites	50	15
Cocaine metabolites	150	100
Opiate metabolites	2,000	2,000
Phencyclidine	25	25
Amphetamines	500	250
Barbiturates	300	300
Benzodiazepines	300	300
Methadone	300	300
Propoxyphene	300	300
Heroin	10	10

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Drug and Alcohol-Free Workplace Procedure*

---

Extasy (MDMA/MDA/MDEA)

500

25

These test levels and initial and confirmatory test methods may be subject to change by the Employer if advances in technology or other consideration warrant identification of these substances at other concentrations. Initial and confirmatory test methods and test levels for other drugs meeting certification criteria of the department of Health and Human Services/National Institute on Drug Abuse may be added to the testing protocol as deemed necessary by the Employer.

#### **1002.3 ALCOHOL TESTING TECHNIQUES AND METHODS**

Alcohol testing practices will include an initial breath screen using a National Highway Traffic Safety Administration (NHTSA) approved device. The Employer reserves the right to conduct this initial breath screen using a breath alcohol screening device owned and maintained by the agency.

Confirmatory test shall be conducted using a federally approved and qualifying evidentiary breath test (EBT) conducted by a qualified breath alcohol technician. If the confirmatory EBT testing machine is not available or reasonably accessible, a blood test will be an option that can be ordered by the Employer. The Employer is required to document and maintain on file the reason the EBT was not administered.

#### **1002.4 COLLECTION AND HANDLING OF TEST SPECIMENS**

- (a) The employee to be tested shall be instructed to report to the collection site as soon as possible after the testing order is given during the employee's scheduled work hours. In some instances, it may be necessary for the employer or employer's designee to transport the individual to the collection site.
- (b) The collection site technician shall request the employee to present photo identification or other confirming identification, or the employee will be otherwise identified by the employer.
- (c) The employee shall be required to follow all procedures as required by the collection site technician.
- (d) The saliva specimen shall be sealed and labeled by the collection site technician in the presence of both the employee submitting the specimen and the collection site technician. The label shall contain the date, the employee's uniquely assigned specimen number and any other information provided or required to be submitted by the employer and/or the collection site technician.
- (e) The employee tested shall initial the identification label on the specimen certifying that it is the specimen collected from him/her.
- (f) The collection site technician shall complete any applicable chain of custody form and shall ship the specimen to the appropriate testing laboratory in a sealed, secure container.
- (g) The laboratory shall use appropriate chain of custody procedures to maintain control and accountability of all specimens from receipt through completion of testing. The date and purpose shall be documented on an appropriate chain of custody form each time a specimen is handled and transferred.

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Drug and Alcohol-Free Workplace Procedure*

---

- (h) Laboratory personnel shall inspect each specimen package for any evidence of specimen tampering, and such information shall be immediately reported to the employer.

#### **1002.5 REPORTING OF TEST RESULTS**

The testing laboratory shall report test results to Firelands, who will then report the results to a DER, who will report the results to the Employer or the Employer's designee for the receipt of such test results. Testing laboratory personnel shall certify all test results as accurate. Laboratory test results may not be transmitted by telephone, but transmission by other electronic means (email or facsimile) shall be permissible. All specimens which test negative on the initial test or negative on the confirmatory test shall be reported as negative. Only specimens confirmed positive shall be reported positive for a specific drug or drugs.

Firelands shall provide to a DER an annual statistical summary of drug testing information or any other documentation pertaining to the employer's testing process as requested by a DER. The summary shall not include any personal identifying information. Initial and confirmation data shall be included from test results reported within that month.

#### **1002.6 RETURN TO WORK UPON SUCCESSFUL COMPLETION OF DRUG AND/OR ALCOHOL REHABILITATION**

An employee who is enrolled in substance abuse rehabilitation as a result of a positive drug or alcohol test under this policy, and who has completed such rehabilitation, and absent any other pertinent factors and/or disciplinary action, will be allowed to return to work upon presentation of a written release signed by a licensed physician or recognized rehabilitation professional. The release must include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, co-worker(s) and others.

Should a follow-up drug/alcohol test show the presence of a prohibited substance or the introduction of a newly prohibited drug in the employee's body, appropriate progressive disciplinary action shall be taken up to and including termination. Random follow-up tests will be unannounced and may occur at any time and with more frequency than random tests submitted by other employee(s).

#### **1002.7 POST-EMPLOYMENT OFFER, PRE-EMPLOYMENT, OR NEW HIRE DRUG TESTING**

Effective immediately upon implementation of this policy, all applicants are subject to post-offer, pre-employment or "new hire" drug testing that is conducted by an Employer approved contractor. The Employer will decline to extend an offer of regular employment to any applicant, or will release from employment a probationary employee, who refuses to test or who provides a specimen that contains a verified positive test result for any illicit drug or alcohol under this policy.

#### **1002.8 EMPLOYEE ASSISTANCE**

The Employer believes in offering useful information to assist employees with a substance abuse issue. The Employer is well aware of the known frequency of substance abuse issues within the law enforcement profession, and will be supportive of employees taking action on their own

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Drug and Alcohol-Free Workplace Procedure*

---

behalf to address a substance abuse issue. The Employer will make information regarding local substance abuse resources and employee assistance programs available to any employee in need of such assistance.

#### **1002.9 EFFECTIVE DATE**

January 1, 2022

---

## Employee Rules and Regulations - Discipline

### 1003.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance relative to taking disciplinary action following a personnel complaint investigation.

### 1003.2 GENERAL GUIDELINES AND IMPLEMENTATION

- (a) Recognizing that each instance of potential discipline involving a violation of established rules and regulations may differ in many respects from somewhat similar situations, the Sheriff retains the right to treat each occurrence upon the individual merit and without creating any precedence for the treatment of any other case which may arise in the future.
- (b) The following rules and regulations of the Sheriff's Office provide standard penalties to apply for specific offenses; however, a more or less severe penalty may be issued by the Sheriff than the standard one if the Sheriff determines that the situation so warrants. It is the general intention, however, that this policy be progressive in the Group in which they occur; however, related offenses are progressive regardless of whether they are Group 1, 2, or 3 violations and regardless of which order the Group violations occurred.
- (c) Each disciplinary action shall remain effective and in the employee's personnel file for twenty-four (24) months after its issuance. Thereafter, the action will be removed from the file upon the written request of the employee to the Sheriff provided that the same or related offense does not recur within that period of time.
- (d) In each case where the penalty deviates from the recommended standard penalties, the reason(s) for such deviations will be noted in writing.
- (e) Whenever the Employer and/or his designee determines that there may be cause of an employee to be disciplined (suspended, reduced, or discharged), a pre-disciplinary conference will be scheduled to give the employee the opportunity to offer an explanation of the alleged misconduct. The pre-disciplinary conference procedures shall be rules:
  - 1. The employee shall be provided with a written notice advising him of the charges and specifications of the charges against him. In addition, the notice will list the date, time, and location of the hearing. Such notice shall be given to the employee at least three (3) days before the hearing. The employee shall be allowed representation of his choice, the cost of which shall be borne by the employee. Time limits may be waived by mutual consent of the parties.
  - 2. The hearing shall be conducted before a "neutral" administrator selected by the Employer; who is not involved in any of the events giving rise to the offense. The employee may offer verbal or written statements from other persons pertaining to the charges during the hearing.
  - 3. Within five (5) calendar days after the hearing, the neutral administrator shall provide the employee and Employer with a written statement affirming or dismissing the charges based on the strength of the evidence given at the

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Employee Rules and Regulations - Discipline*

---

hearing by the employee and the supervisor. The document will also give the reasons for the decision.

- (f) Prior to the scheduled time of conference the employee may waive the right to the conference. An employee who waives his right to the conference may not grieve the imposition of discipline in the matter for which the conference was scheduled, unless such written waiver is presented to the Employer at least twenty-four (24) hours in advance of said hearing.
- (g) The Employer agrees all disciplinary procedures shall be carried out in private and in a business-like manner.
- (h) An employee may inspect his personnel file twice annually, provided such inspection is done on the employee's non-work time and the Sheriff is notified of the request at least seventy-two (72) hours in advance of such inspection.

### **1003.3 RULES AND REGULATIONS**

#### **1003.3.1 GROUP 1 OFFENSES**

No employee shall violate or be found guilty of the following;

- (a) Use of profane or abusive language in the performance of an employee's duties or any other conduct unbecoming an employee of the Erie County Sheriff's Office.
- (b) Mistreatment of the public including any member of the public in an employee's custody or control.
- (c) Failure to commence duties at the beginning of the scheduled work period or leaving work prior to the end of the scheduled work period without appropriate authorization.
- (d) Failure to report off duty and give notice for any absences pursuant to established policy and procedure.
- (e) Leaving an assigned duty post during regular working hours without appropriate authorization.
- (f) Making preparations to leave work without specific prior authorization before any official break time, lunch, or before the specified quitting time.
- (g) Threatening, intimidating, coercing, or interfering with subordinates or other employees.
- (h) Failure to cooperate with employees as required by an employee's job duties.
- (i) Failure to use reasonable care, and control, over Erie County and Sheriff's Office property and/or equipment.
- (j) Failure to observe any rule, regulation, policy, or directive of the Erie County Sheriff's Office.
- (k) Obliging the County or the Sheriff's Office for any expense, service, or performance without authorization.
- (l) Unsatisfactory work performance including demonstrating a lack of knowledge of the application of federal and state laws to be enforced; an unwillingness or inability to



# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Employee Rules and Regulations - Discipline*

---

perform a reasonably assigned task; failure to take appropriate action on the occasion of a crime; or other acts demonstrating incompetence.

- (m) Use, possession or control of another employee's property or equipment without authorization.
- (n) Neglect or carelessness in observance of official safety rules or disregard of common safety practice.
- (o) Conviction of any minor misdemeanor while on or off duty, which discredits oneself or the Erie County Sheriff's Office.
- (p) Excessive absenteeism or tardiness.

#### 1003.3.2 GROUP 2 OFFENSES

No employee shall violate or be found guilty of the following:

- (a) Sleeping while on duty.
- (b) Reporting for work, or working while unfit for duty.
- (c) Possession of, or consumption of, intoxicating beverages while in uniform or on duty except in the performance of duty and while acting under appropriate authorization.
- (d) Possession or storage at the Erie County Sheriff's Office of alcoholic beverages, controlled substances, narcotics, or hallucinogens, unless prescribed by a physician or dentist in the treatment of the employee, or unless being held as evidence or unless otherwise appropriately authorized.
- (e) Consumption of intoxicants to the extent that it results in impairment, intoxicating, obnoxious, or offensive behavior, which discredits oneself or the Erie County Sheriff's office, or renders oneself unfit to report for one's next scheduled work assignment.
- (f) Unauthorized use of Erie County or Sheriff's Office property or equipment.
- (g) Giving false testimony during any official investigation.
- (h) Performing private work on County time.
- (i) Willful failure to make required reports or knowingly enter, or cause to be entered, any inaccurate, false, or improper information.
- (j) Willful disregard of any rule, regulation, policy, or directive of the Erie County Sheriff's Office.
- (k) Failure to report for overtime work without a proper excuse after being scheduled to work.
- (l) Soliciting on County premises, including the Erie County Sheriff's Office, without appropriate authorization.
- (m) The making or publishing of false, vicious, malicious, or intentionally misleading statements concerning any employee, supervisor, the Sheriff or County, or operation of either.

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Employee Rules and Regulations - Discipline*

---

- (n) Distributing or posting written or printed matter of any description, on County or Sheriff's Office premises, unless authorized, or unless such has been previously approved for distribution.
- (o) Use of abusive or threatening language by an employee toward a supervisor.
- (p) Engaging in off-duty employment without prior written approval of the Sheriff. No off-duty employment may interfere with the employee's position at the Sheriff's Office or bring the employee or the Sheriff's Office into disrepute.
- (q) Employees in positions where operations are continuous, shall not leave their post at the end of their scheduled shift until relieved by an employee on the incoming shift unless by appropriate authorization.
- (r) Excessive garnishments.

#### 1003.3.3 GROUP 3 OFFENSES

No employee shall violate or be found guilty of the following:

- (a) Wanton or willful neglect in the performance of assigned duties or in the car, use or custody of an County or Sheriff's Office property or equipment; abuse or deliberate destruction in any manner of County or Sheriff's Office property, tools, equipment, or the property of other employees.
- (b) Engaging or participating in any form of illegal gambling at any time, except in the performance of duty and while acting under appropriate authorization.
- (c) Conviction of any felony offense while on or off duty.
- (d) Making false claims or misrepresentations in an attempt to obtain a benefit of the County or Sheriff's Office.
- (e) Falsifying testimony during the course of any official investigation or falsifying or assisting in falsifying or destroying any County Record, including work performance reports; or giving false information or withholding pertinent information called for in making any employment application.
- (f) Leaving an assigned duty post during regular working hours without appropriate authorization and such action endangers another person's life or security of the department.
- (g) Knowingly harbor a communicable disease, such as tuberculosis, which may endanger other employees or the public.
- (h) Assault, or attempt to assault, another employee or an employee's supervisor when related to one's employment at the Erie County Sheriff's Office.
- (i) Carry or possess firearms, explosives or weapons on County or Sheriff's Office property at any time, in violation of law, or established Sheriff's Office procedures.
- (j) Misuse or removal of County or Sheriff's Office information of any nature, or revealing such information without prior authorization.

# Erie County Sheriff's Office

## LE Procedure Manual

### LE Procedure Manual

#### *Employee Rules and Regulations - Discipline*

---

- (k) Instigating, leading or participating in any walkout, strike, sit down, stand-in, refusal to work at the scheduled time and shift or other concerted curtailments, restriction or interference with work in or about the Erie County Sheriff's Office.
- (l) Dishonesty, or any dishonest action, whether on or off duty.
- (m) Insubordination by refusing to perform work assigned or to comply with written or verbal instructions of the supervisor which the employee may be expected to perform.
- (n) Unauthorized absence from work for three (3) consecutive scheduled work days, without appropriate notice.
- (o) Using one's official position or identification for personal or financial gain, for obtaining privileges not otherwise available, except in the performance of duty, or for avoiding consequences of illegal acts.
- (p) Violations of the Ohio Revised Code and Administrative procedures.
- (q) Sleeping while on duty where it places others in danger.
- (r) Conviction of any misdemeanor while on or off duty.
- (s) Willful violation of the civil or constitutional rights of any resident of the Erie County jail or member of the public.

#### **1003.4 PENALTIES**

- (a) Whoever is found to be guilty of any of the offenses in Group 1, may be subject to the following progressive discipline.
  - 1. First Offense: Verbal instruction and cautioning.
  - 2. Second Offense: Written reprimand.
  - 3. Third Offense: A one (1), two (2), or three (3) working day suspension without pay.
  - 4. Fourth Offense: Up to fifteen (15) working days suspension without pay.
  - 5. Fifth Offense: Termination.
- (b) Whoever is found to be guilty of any of the offenses in Group 2 may be subject to the following progressive discipline:
  - 1. First Offense: A one (1), two (2), or three (3) working day suspension without pay.
  - 2. Second Offense: Up to fifteen (15) working days suspension without pay.
  - 3. Third Offense: Termination.
- (c) Whoever is found to be guilty of any of the offenses in Group 3, may be terminated immediately from the Erie County Sheriff's Office.

Bargaining unit employees should refer to current contract language regarding disciplinary measures.

# Erie County Sheriff's Office

LE Procedure Manual

LE Procedure Manual

## *Employee Rules and Regulations - Discipline*

---

### **1003.5 EFFECTIVE DATE**

January 1, 2022

## **Attachments**

**Sex Offender Fee Invoice.pdf**

ERIE COUNTY SHERIFF'S OFFICE  
2800 Columbus Avenue  
Sandusky, OH 44870  
419-625-7951

INVOICE FOR SEX OFFENDER REGISTRATION

DATE OF SEX OFFENDER REGISTRATION\*\*\*\*\*

TYPE OF SEX OFFENDER REGISTRATION

SEXUAL PREDATOR \$100.00

HABITUAL SEX OFFENDER \$50.00

SEXUALLY ORIENTED OFFENDER \$25.00

AMOUNT DUE BY \*\*\*\*\*

OFFENDER NAME:

OFFENDER STREET:

OFFENDER CITY, STATE, & ZIP:

OFFENDER WATCH NUMBER:

## Training Phases.pdf













<b>FIRE DEPTS</b>			
-------------------	--	--	--

TRAINER                  TRAINEE                  DATE

EMAILING TIMES  
LIFE FLIGHT


BAYVIEW FIRE  
GROTON FIRE  
HURON FIRE  
KELLY ISLAND FIRE  
MARGARETTA FIRE  
VERMILION TWP FIRE  
SANDUSKY FIRE  
PERKINS FIRE


<b>PHASE 4 - APCO</b>			
-----------------------	--	--	--

TRAINER                  TRAINEE                  DATE

**PUBLIC SAFETY TELECOMMUNICATOR 1 - 7TH EDITION**  
**EMERGENCY MEDICAL DISPATCHING**


## **Sex Offender Registration Payment Policy Letter.pdf**

Date:

Sex Offenders Name  
Sex Offenders Address  
Sex Offenders City, State and Zip Code

RE: SEX OFFENDER REGISTRATION PAYMENT POLICY

Dear "Sex Offenders Name":

On January 1, 2004, a new Ohio Law took effect that gives Ohio Sheriff's authority to charge adult sex offenders a registration fee. This letter is to inform you that the Erie County Sheriff's Office will begin collecting this registration fee beginning January 1, 2005.

The fee charged will be as follows:

- Sexual Predator: \$100.00 annually
- Habitual Sex Offender With or Without Notification: \$50.00 annually
- Sexually Oriented Offender: \$25.00 annually

At the time of your registration, the law requires the Sheriff to make a determination as to your ability to pay the fee. At the time of registration, you should submit proof of income from your prior years reported federal adjusted gross income. If your reported income is determined to be less than 125% of the federal poverty level, you will be determined **to not pay** the required fee. If you're reported income is determined to be at, or more than 125% of the federal poverty level, you will be determined **to be able to pay** the required fee within sixty (60) days from the time of registration. If you do not show proof of income at the time of registration you will be invoiced the appropriate fee and shall make remittance in full within sixty (60) days.

**You will not be refused to register if you do not make payment.** Instead, your inability to pay shall be reported under Section 325.31© of the Revised Code and the county may recover those fees in a civil action in the same manner as other money due to the county.

The fee charged is applicable to those who register under ORC 2950.04 initial registration, ORC 2950.05 change of residence, and ORC 2950.06 to verify a current residence. It is your responsibility to retain the receipts received for payments to establish that the payment of any fee will exceed the maximum annual amount permissible.

If you have registered with a sheriff and subsequently relocate to a different county during a registration year, the annual maximum amounts set shall apply to the sheriff in the new county, and that sheriff shall consider any payments already made by you for purposes of determining when the applicable maximum has been met for your registration year.

Should you have any questions about this new policy that will begin on January 1, 2005, please call me at 419-625-7951.

Sincerely Yours,



## Departmental Directive Sample.pdf

## **DEPARTMENTAL DIRECTIVE GUIDANCE**

Lexipol recognizes the tremendous strain placed on first responders due to a major emergency. We also realize that a major emergency may necessitate operational changes. Operational changes should generally be addressed through a change in policy. Many agencies have protocols in place that allow for temporary modifications to policies, which are often referred to as directives, temporary orders, or policy addendums.

In many cases, the breadth of changes needed cannot be accomplished under the demands many agencies face. The recommended policy changes contained below represent a small sample of an expansive policy review that would need to be conducted by the agency.

While this list is not exhaustive, we believe it will provide a starting point for your internal review and ultimately result in a more efficient use of your time. You should review the following information carefully and adjust it to fit the needs of your agency.

If you do not have a departmental directive format, we have provided a template and a sample of a departmental directive that you may adapt for your use.

# Law Enforcement Departmental Directive Framework

[Date]

To: [all members, police officers/deputies, telecommunicators]

From: [name of authorizing member]

[directive number]

Effective immediately, due to [insert issue prompting directive]-related operational changes, the [insert policy number and name] shall be modified as follows:

- [insert new policy language; or explain operational change by providing as much detail as needed if no policy currently exists]
- [list each change within the same policy by providing as much detail as needed]

This directive is in effect until further notice.

Respectfully,

[Agency Head]

## **Table of Contents**

### **LAW ENFORCEMENT ROLE AND AUTHORITY**

#### **Law Enforcement Authority**

You should keep abreast of any amendments to law enforcement authority granted by your state (e.g., executive order, legislative action). As the number of persons impacted by the emergency situation expands, your authority could change.

### **ORGANIZATION AND ADMINISTRATION**

#### **Organizational Structure and Responsibility**

You should be prepared for the number of absences to increase in your sworn members. Consider expanding your succession of command to account for increased absences. Consider reviewing your unity of command to address reassignment to a task force or consolidation of protective services.

#### **Emergency Management Plan**

This is a good time to review any previously written plans and consider digitally distributing your Emergency Operations Plan so that members have access to it remotely.

#### **Training**

Due to potential absences, you should consider suspending nonessential training. Remote training options such as PoliceOne Academy are useful in that officers/deputies can fulfill requirements individually. You may want to determine which PoliceOne Academy courses are accepted for credit by your state certifying body and determine whether any training requirement exemptions will be granted.

#### **Retiree Concealed Weapons**

You should consider suspending providing firearms qualifications until the emergency is abated.

**ECSO\_Travel\_Expense\_Request\_And\_Reimbursement\_Form.pdf**

**ERIE COUNTY, OHIO  
OUT-OF-COUNTY  
TRAVEL/EXPENSE REQUEST AND REIMBURSEMENT FORM**

<b>EMPLOYEE NAME:</b>	<b>DEPARTMENT/TITLE:</b>	<b>DATE:</b>
<b>NAME OF MEETING OR FUNCTION:</b> Copy of meeting notice (or affidavit) must be attached.		
<b>NAME OF PLACE MEETING OR FUNCTION BEING HELD (including City):</b>		
<b>DATE OF MEETING OR FUNCTION:</b>		
<b>NAME OF OTHER EMPLOYEES ATTENDING, IF APPLICABLE: [Others Attending]</b>		
<b>CHECK APPROPRIATE ITEMS:</b> COUNTY VEHICLE _____ PERSONAL VEHICLE _____ OTHER _____ CREDIT CARD _____ GASOLINE CARD _____		

PLEASE PROVIDE ESTIMATED EXPENSES FOR THE FOLLOWING:

ITEM	QUANTITY	RATE	TOTAL
1. MILEAGE (Round Trip)	_____ miles		\$ _____
2. MEALS: Breakfast Lunch Dinner	_____	@ \$ _____ each	\$ _____
	_____	@ \$ _____ each	\$ _____
	_____	@ \$ _____ each	\$ _____
3. MOTEL/HOTEL ACCOMMODATIONS:	_____ night(s)	@ \$ _____	\$ _____
4. REGISTRATION FEES: (CHECK ONE) <input type="checkbox"/> TO BE PAID BY EMPLOYEE AND REIMBURSED BY COUNTY <input type="checkbox"/> TO BE PREPAID BY AUDITOR AND PRESENTED AT REGISTRATION BY EMPLOYEE (ALLOW 7 DAYS FOR CHECK) <input type="checkbox"/> TO BE PREPAID BY AUDITOR AND MAILED IN WITH REGISTRATION (COMPLETED FORM ATTACHED - ALLOW 7 DAYS FOR CHECK)			\$ _____
5. PARKING FEES			\$ _____
6. OTHER EXPENSES (List)			\$ _____
APPROPRIATION ACCOUNT NO. _____ PURCHASE ORDER NO. _____			\$ _____ TOTAL ESTIMATED EXPENSES

**AUTHORIZATION:**

	APPROVAL	DISAPPROVAL	DATE
Supervisor or Director/Department Head ☞			
Elected Official ☞			
Erie County Commissioner ☞			
Erie County Commissioner ☞			
Erie County Commissioner ☞			
County Administrator ☞			

\*\*\*\*\*

**EXPENSE VOUCHER**

RECEIPTS ATTACHED FOR:

1. ACTUAL MILEAGE \_\_\_\_\_ @ \$ .45/mile      \$ \_\_\_\_\_

2. MEALS      \$ \_\_\_\_\_

3. MOTEL/HOTEL      \$ \_\_\_\_\_

4. REGISTRATION FEES      \$ \_\_\_\_\_

5. PARKING FEES      \$ \_\_\_\_\_

6. OTHER      \$ \_\_\_\_\_

GRAND TOTAL CLAIMED TO BE REIMBURSED      \$ \_\_\_\_\_

EXPENSES ARE APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

ELECTED OFFICIAL(S) OR DEPARTMENT HEAD SIGNATURE(S)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

**Daily Observation DOR for Training 2023.pdf**



Trainee's Name (Last, First) \_\_\_\_\_ Badge No. \_\_\_\_\_ CTO's Name (Last, First) \_\_\_\_\_ Badge No. \_\_\_\_\_ Date \_\_\_\_\_

**RATING INSTRUCTIONS:** Rate behavior with reference to the Standardized Evaluation Guidelines. Comment on any behavior observed. Specific comments are encouraged for full unacceptable ratings. Check **N.O.** if that category was **Not Observed**. If the trainee is not responding to training, check **N.R.T.** and comment.

**RATING SCALE**

**SHIFT:** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

Unacceptable by CTO Program Standards  
 1 2 3 4 5 6 7  
 Acceptable Level  
 Superior By CTO Program Standards

**Assignment / Reason for No Evaluation:**

	1	2	3	4	5	6	7	N.O.	N.R.T.
1.	___	1	2	3	4	5	6	7	
2.	___	1	2	3	4	5	6	7	
3.	___	1	2	3	4	5	6	7	
4.	___	1	2	3	4	5	6	7	
5.	___	1	2	3	4	5	6	7	
6.	___	1	2	3	4	5	6	7	
7.	___	1	2	3	4	5	6	7	
8.	___	1	2	3	4	5	6	7	

**ATTITUDE**

- Acceptance of feedback – CTO Program
- Attitude towards Communications Work
- Attitude towards Police Work
- Leadership

**APPEARANCE**

- General Appearance

**RELATIONSHIPS**

- With citizens/community
- With other department members
- With other agencies

**PERFORMANCE**

9.	___	1	2	3	4	5	6	7	
10.	___	1	2	3	4	5	6	7	
11.	___	1	2	3	4	5	6	7	
12.	___	1	2	3	4	5	6	7	
13.	___	1	2	3	4	5	6	7	
14.	___	1	2	3	4	5	6	7	
15.	___	1	2	3	4	5	6	7	
16.	___	1	2	3	4	5	6	7	
17.	___	1	2	3	4	5	6	7	
18.	___	1	2	3	4	5	6	7	
19.	___	1	2	3	4	5	6	7	
20.	___	1	2	3	4	5	6	7	
21.	___	1	2	3	4	5	6	7	
22.	___	1	2	3	4	5	6	7	
23.	___	1	2	3	4	5	6	7	
24.	___	1	2	3	4	5	6	7	
25.	___	1	2	3	4	5	6	7	
26.	___	1	2	3	4	5	6	7	
27.	___	1	2	3	4	5	6	7	

- 911 Call taking: 9-1-1
- 911 Westtel tool kit/Console/Phonebook
- Telephone Skill: Call taking: non-emergency lines
- Telephone Skill: General knowledge/operation
- Telephone Skill: : Asking pertinent questions for the call
- Telephone Skill: Moderate/High Stress Situations
- Interview/Call Taking skills
- Orientation/Map Interpretation
- Routine Forms: Accuracy and Completeness
- ALERT: Starting call in timely manner/correct info
- ALERT: Dispatching/Assigning correct units to call
- ALERT: Entering vehicle/involved party information
- ALERT: Closing calls / dispositions / Master Name
- Alert: Incident/Advanced/Warrant Searches
- EMD Skills – Questioning and Interpretation
- EMD Skills – Emergency Telephone Instruction
- LEADS: RP/RQ search/inquiry
- LEADS: DS/DL/DQ search/inquiry
- LEADS: DS/DL/DQ search/inquiry





**PERFORMANCE CONTINUED**

								N.O.	N.R.T.
28.	___	1	2	3	4	5	6	7	
29.	___	1	2	3	4	5	6	7	
30.	___	1	2	3	4	5	6	7	
31.	___	1	2	3	4	5	6	7	
32.	___	1	2	3	4	5	6	7	
33.	___	1	2	3	4	5	6	7	
34.	___	1	2	3	4	5	6	7	
35.	___	1	2	3	4	5	6	7	
36.	___	1	2	3	4	5	6	7	
37.	___	1	2	3	4	5	6	7	
38.	___	1	2	3	4	5	6	7	

- 28. RADIO: Listens and comprehends
- 29. RADIO: Articulation and transmission
- 30. RADIO: Replies in timely manner
- 31. WARRANT:ALERT: Searching/Entering/Clearing/Updating
- 32. WARRANT: Filing / Hand Checks
- 33. CPO/TPO: Alert: Searching/Entering/Clearing
- 34. CPO: LEADS: Searching/Entering/Clearing
- 35. POLICE/FIRE: C-Soft Radio Console
- 36. Writing/typing skills
- 37. Position Performance: Non-Stress Conditions
- 38. Position Performance: Stress Conditions

**KNOWLEDGE**

39.	___	1	2	3	4	5	6	7	
40.	___	1	2	3	4	5	6	7	
41.	___	1	2	3	4	5	6	7	
42.	___								
	___	1	2	3	4	5	6	7	
	___	1	2	3	4	5	6	7	
43.	___								
	___	1	2	3	4	5	6	7	
	___	1	2	3	4	5	6	7	
44.	___								
	___	1	2	3	4	5	6	7	
	___	1	2	3	4	5	6	7	
45.	___								
	___	1	2	3	4	5	6	7	
	___	1	2	3	4	5	6	7	

- 39. Problem-solving / decision making
- 40. LEADS Policy/Manuals
- 41. Department policies and procedures
- 42. **Knowledge of Call Prioritization Procedures**  
 Reflected in Verbal/Written/Simulation Testing  
 Reflected in Actual Performance
- 43. **Knowledge of Radio/Telephone/Data Transfer**  
 Reflected in Verbal/Written/Simulation Testing  
 Reflected in Actual Performance
- 44. **Knowledge of Call Prioritization Procedures**  
 Reflected in Verbal/Written/Simulation Testing  
 Reflected in Actual Performance
- 45. **Knowledge of Telephone Pre-arrival protocols**  
 Reflected in Verbal/Written/Simulation Testing  
 Reflected in Actual Performance

Date Reviewed: \_\_\_\_\_

CTO Signature

Trainee Signature Acknowledging Review of DOR



## **Schedule of Records Retention and Disposition.pdf**

# SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Schedule Number	Record Title and Description	Retention Period	Media Type
15-1	Accident Reports	3 years	Paper/Electronic
15-2	Annual Budgets and Budget Working Papers	4 year	Paper/Electronic
15-3	Annual reports	*Permanent	Paper/Electronic
15-4	Bank Statements, Bank Receipts, Copies of Cancelled Checks and Check Register	4 years after fiscal year	Paper/Electronic
15-5	Body Cameras	6 months if no action pending	Electronic
15-6	Concealed Handgun License Applications	7 years	Paper/Electronic
15-7	Claims & Litigation Records	5 years after case closed and appeals exhausted	Paper/Electronic
15-8	Complaint Reports (Supplements)	5 years after end of fiscal year	Paper/Electronic
15-9	Daily Assignment Roster	3 years	Paper/Electronic
15-10	Delivery/Packing Slips	2 years	Paper/Electronic
15-11	Federal/State/Local Grant Files, Supporting Financial Records and Documents	Length of time required by granting agency: 3 years minimum, or as grant requires	Paper/Electronic
15-12	Foreign Executions Docket	*Permanent	Paper/Electronic
15-13	Furtherance of Justice Account Records/Cancelled Checks	*Permanent	Paper/Electronic
15-14	In-Car Video Cameras	30 days unless Investigation pending	Electronic
15-15	Inventory	3 fiscal years	Paper/Electronic
15-16	Invoices (Paid) and Purchase Orders	2 years	Paper/Electronic
15-17	Job Descriptions	Until superseded or classification abolished	Paper/Electronic
15-18	Law Enforcement Trust Fund: Bank Statements, Checking Accounts, Deposits, List of Donations	*Permanent	Paper/Electronic
15-19	Leave Requests (Sick/Vacation/Attendance Accrual)	2 years	Paper/Electronic
15-20	Pay-Ins to Treasury Records	4 fiscal years	Paper/Electronic
15-21	Payroll Records	3 years after end of fiscal year	Paper/Electronic
15-22	Personnel Files	*Permanent	Paper/Electronic
15-23	Receipt Books	4 years	Paper/Electronic
15-24	Records of Writs and summons	2 years	Paper/Electronic
15-25	Residence Checks	1 year	Paper/Electronic

15-26	Security Video Recordings	5 days, unless part of investigation or overwritten due to lack of storage	Paper/Electronic
15-27	Sex Offender Files	1 year after expired registration	Paper/Electronic
15-28	Sheriff's Returns of Sales	2 years after date of filing w/Clerk of Court	Paper/Electronic
15-29	Sheriff's Sale Disbursements	5 years	Paper/Electronic
15-30	Sheriff's Sale Publication Record	5 years after completion of volume	Paper
15-31	Time Cards	3 fiscal years	Paper/Electronic
15-32	Transportation of Prisoners: Bank Statements, Receipts Registers, Yearly Report	5 years	Paper/Electronic
15-33	Work Jackets (Investigative Case Files)	*Permanent Permanent for adults: until defendant reaches 18 years for juveniles	Paper/Electronic

### **DISPATCH**

15-34	Citation Copies	2 years from issue date	Paper/Electronic
15-35	Daily Dispatch Log Sheets and 911 Call Logs	1 year	Paper/Electronic
15-36	Dispatch and Communications Logging Tapes	1 year unless preserved for investigation, and if so preserved, until conclusion of investigation.	Paper/Electronic
15-37	Law Enforcement Automated Data System Validations	1 year	Paper/Electronic
15-38	Teletypes/LEADS Records: Logs/Printouts/Messages	1 year	Paper/Electronic
15-39	Warrant Jackets and Served/recalled LEADS Entries	1 year	Paper/Electronic
15-40	Warrant Judgment Entries	1 year	Paper/Electronic

## JAIL

15-41	Fingerprint Records Paper/Electronic	10 years
15-42	Inmate Count Sheets Paper/Electronic	2 years
15-43	Inmate Files: Arraignment Sheets, Paper/Electronic Booking Sheets, Commissary release Record, Commitments, Criminal History, Incarceration Form, Jail Narratives, Property Screen, Razor Logs	2 years after
15-44	Inmate Letter Record Paper/Electronic	2 years
15-45	Inmate Medical and Dental Records Paper/Electronic	6 years
15-46	Jail Receipt Books Paper/Electronic	2 years
15-47	Jail Registers Paper/Electronic	*Permanent
15-48	Meal & Turnkey Fees Paper/Electronic	2 years
15-49	Medical Co-Pay Receipts Paper/Electronic	4 Years
15-50	Prisoner Booking Video Recording Electronic Disc	30 days providing nothing pending
15-51	Professional Visitor's Log Paper/Electronic (Clergy, Attorney)	2 years
15-52	Visitation Log Paper/Electronic	1 year

## **Amber Alert Cancellation.Attachment D.pdf**

AMBER ALERT  
CANCELLATION

PLEASE CANCEL THE AMBER ALERT REGARDING (MISSING CHILD'S NAME): \_\_\_\_\_

\_\_\_\_\_

REASON FOR CANCELLATION (i.e.: child located uninjured, etc.): \_\_\_\_\_

\_\_\_\_\_

CONCLUSION (i.e.: alleged abductor arrested, etc.): \_\_\_\_\_

\_\_\_\_\_

AUTHORIZED

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_



**Northeast Ohio Amber Alert  
Urgent Fax.Attachment C.pdf**

**URGENT FAX  
THE NORTHEAST OHIO AMBER ALERT URGENT FAX**

REQUESTING AGENCY: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

CALL BACK NUMBER: \_\_\_\_\_

PUBLIC INFORMATION OFFICER (PIO): \_\_\_\_\_

MISSING CHILD'S NAME: \_\_\_\_\_

DOB: \_\_\_\_\_ AGE: \_\_\_\_\_ RACE \_\_\_\_\_

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ EYES: \_\_\_\_\_ HAIR: \_\_\_\_\_  
SEX: \_\_\_\_\_

SCARS, MARKS, TATOOS OR ADDITIONAL PHYSICAL OR MEDICAL CONDITION  
INFORMATION: \_\_\_\_\_

CLOTHING  
DESCRIPTION: \_\_\_\_\_

PLACE OF OCCURRENCE (IF KNOWN) OR LOCATION LAST SEEN: \_\_\_\_\_

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

PHOTOGRAPH AVAILABLE:    YES            NO

**AMBER ALERT  
ALLEGED ABDUCTOR(S) INFORMATION SHEET**

NAME OF ALLEGED ABDUCTOR INVOLVED (IF KNOWN): \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

RELATIONSHIP TO VICTIM OR FAMILY (CIRCLE ONE):    YES    NO

IF RELEASED, HOW? \_\_\_\_\_

DESCRIPTION OF OTHER ALLEGED ABDUCTOR: \_\_\_\_\_

DESCRIPTION OF VEHICLE(S): YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

PLATE NUMBER AND STATE: \_\_\_\_\_ COLOR: \_\_\_\_\_

OTHER PERTINENT INFORMATION OF VEHICLE: \_\_\_\_\_

OTHER MEANS OF TRANSPORTATION USED: \_\_\_\_\_

DIRECTION OF TRAVEL IF KNOWN: \_\_\_\_\_

DESTINATION IF KNOWN: \_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE CONTACT THE **ERIE COUNTY SHERIFF'S OFFICE** WITH INFORMATION  
AT:

TELEPHONE: 419-625-7951

FAX: 419-627-7547

EMAIL ADDRESS: [sheriff@eriecounty.oh.gov](mailto:sheriff@eriecounty.oh.gov)



**Out of County Travel-Expense  
Request and Reimbursement Form.pdf**

Erie County, Ohio  
OUT OF COUNTY  
TRAVEL/EXPENSE REQUEST AND REIMBURSEMENT FORM

EMPLOYEE NAME:	DEPARTMENT/TITLE:	DATE:
NAME OF MEETING OR FUNCTION: Copy of meeting notice (or affidavit) must be attached.		
NAME OF PLACE MEETING OR FUNCTION BEING HELD (Including City):		
DATE OF MEETING OR FUNCTION:		
NAME OF OTHER EMPLOYEES ATTENDING, IF APPLICABLE: (Others attending)		
CHECK APPROPRIATE ITEMS: COUNTY VEHICLE ___ PERSONAL VEHICLE ___ OTHER ___ CREDIT CARD ___ GASOLINE CARD ___		

PLEASE PROVIDE ESTIMATED EXPENSES FOR THE FOLLOWING:

ITEM	QUANTITY	RATE	TOTAL
1. MILAGE (Round trip)	miles	@.31 per mile	\$
2. MEALS: Breakfast		\$	\$
Lunch		\$	\$
Dinner		\$	\$
3. MOTEL/HOTEL ACCOMMODATIONS	night(s)	@\$	\$
4. REGISTRATION FEES: (Check one)			
___ To be paid by employee and reimbursed by county			
___ To be prepaid by Auditor and presented at registration by employee (allow 7days for check)			\$
___ To be prepaid by Auditor and mailed in with registration (completed form attached-allow 7 days for check)			
5. PARKING FEES			\$
6. OTHER EXPENSES (List)			\$
APPROPRIATION ACCOUNT NO. _____ PURCHASE ORDER NO. _____			\$
			TOTAL ESTIMATED EXPENSE

AUTHORIZATION	APPROVAL	DISAPPROVAL	DATE
Supervisor or Director/Department Head			
Elected Official			
Erie County Commissioner			
Erie County Commissioner			
Erie County Commissioner			
County Administrator as to Policy			

\*\*\*\*\*

EXPENSE VOUCHER

RECEIPTS ATTACHED FOR:

- |                                     |          |   |
|-------------------------------------|----------|---|
| 1. ACTUAL MILAGE _____ @ \$.31/mile | \$ _____ |   |
| 2. MEALS                            | \$ _____ | EXPENSES ARE APPROVED _____ DISAPPROVED _____       |
| 3. MOTEL/HOTEL                      | \$ _____ | ELECTED OFFICIAL(S) OR DEPARTMENT HEAD SIGNATURE(S) |
| 4. REGISTRATION FEES                | \$ _____ |   |
| 5. PARKING FEES                     | \$ _____ |   |
| 6. OTHER                            | \$ _____ |   |

GRAND TOTAL CLAIMED TO BE \_\_\_\_\_  
REIMBURSED \$ \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
DATE \_\_\_\_\_

**Authorization for Release of Juvenile  
Information.Attachment B.pdf**

AUTHORIZATION FOR RELEASE OF JUVENILE INFORMATION

For a period of one year from the execution of this document, the undersigned authorized full disclosure of all records concerning the below listed juvenile to the Erie County Sheriff's Office and/or any agent of any municipal, township, county, state, or federal law enforcement agency, or of the State of Ohio, whether the records are of a public, private, internal, or confidential nature. I direct the release of such information regardless of any agreement I may have made to the contrary with any entity or individual to whom the juvenile's information is released or presented.

The intent of this authorization is to give my consent for full and complete disclosure of confidential juvenile information. Additionally, I understand the duty of the Erie County Sheriff's Office to release any information to the proper authorities and make other reports as may be mandated by law. I also certify that any person(s) who may furnish such information concerning the below listed juvenile shall not be held liable for giving this information; and I do hereby release such person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Erie County Sheriff's Office, the Ohio Emergency Management Agency, the Ohio Broadcasters Association and its agents and designees, under this release, from any and all liability which may be incurred as a result of furnishing such information. I further release Cuyahoga County and CECOMS and their agents, officers, employees, administrators, representatives, and servants from any and all liability that may be incurred as a result of furnishing such juvenile information, and waive any restrictions imposed by law in disseminating such information.

A photocopy of this release document will be valid as an original thereof.

PLEASE PRINT OR TYPE

Juvenile for which information release is authorized;

Name: \_\_\_\_\_

DOB: \_\_\_\_\_ SSAN: \_\_\_\_\_

Parent/legal guardian authorizing release of information:

\_\_\_\_\_  
Last name First name Middle name

\_\_\_\_\_  
Current address, including apartment number (if any), city, state, and zip

\_\_\_\_\_  
Signature of parent/legal guardian Date



## **Liability Agreement.Attachment A.pdf**

LIABILITY AGREEMENT

I hereby acknowledge that the information that I have provided, or will provide, to the Erie County Sheriff's Office or any other law enforcement agency is truthful, factual, and correct.

As the parent or legal guardian, I am aware that in order for the Erie County Sheriff's Office to enter a child as being abducted and endangered, the following criteria must be met:

- 1. The child is under eighteen (18) years of age;
- 2. There is credible information that suggests that the child was forcibly or intentionally removed or lured away from his/her location and remains missing;
- 3. The law enforcement agency believes that the child is in danger of serious bodily harm or death; and
- 4. There is enough descriptive information about the child, and/or alleged abductors, and/or alleged abductor's vehicle to believe that an immediate broadcast alert will assist in locating the child.

I am also aware that I may be charged criminally for committing the crime of Obstructing Official Business, Ohio Revised Code Section 2921.31, and/or other criminal offenses if I knowingly provide false information to the Erie County Sheriff's Office or to any other law enforcement authorities.

My signature below is my acknowledgement that I have read and fully understand this document.

PLEASE PRINT OR TYPE

---

Last name	First name	Middle name
-----------	------------	-------------

---

Current address, including apartment number (if any), city, state, and zip

---

Signature of parent/legal guardian	Date
------------------------------------	------

## **Law Enforcement Procedure Guide Sheet.pdf**

## **INTRODUCTION**

This Procedure Guide is intended to assist your agency in customizing procedure content to meet your agency's unique needs. For each procedure, we have provided a Guide Sheet that includes background information and customization guidelines.

The next step is to review the Lexipol procedure content carefully. Although we have provided best-practice, and federal content, it is necessary that you actively participate in the customization of your agency manual by reviewing each of the procedures and making changes, additions, and deletions where needed to ensure that each procedure conforms to your agency's practices.

On each Guide Sheet, we have indicated which sections warrant your close attention because they are most likely to require your input. In addition, we have indicated those sections where you should exercise caution when making alterations. This is usually because such sections contain content based on federal regulations.

The following are some points to consider when using the Guide Sheets to customize your procedure content:

- Please review all procedure content carefully. The Guide Sheets provide additional specifics on certain sections, but that is not intended to imply that you should limit your review to those sections.
- The appearance of a citation in a procedure indicates that some or all the preceding content was supported by federal regulations and you should exercise care if you choose to customize this material. You should confirm that your agency's practice meets those legal requirements.
- If customization of a procedure is necessary, refrain from creating mandatory duties (using "shall" rather than "should") where they are not already imposed by law and in situations where you cannot accurately predict every possible outcome (e.g., vehicle pursuits).
- Lexipol has created a Style Guide and a Citation FAQ document that are available in the Resources section of KMS. These guides may be useful to you when you are adding agency-specific content. They can help ensure that the content you add is consistent in style, grammar, punctuation, etc. with the other content in the manual.
- Procedures that do not apply to your agency can be manually deleted through KMS. If you see a Guide Sheet for a procedure that doesn't appear in your draft manual, the procedure has been removed as a result of your answers to the Questionnaire. Deleted procedures can be added back at any time.

Although it is up to each agency to determine how to complete the Procedure Manual customization process, our experience is that the formation of committees tends to slow the process dramatically. We recommend that you either assign one or two key individuals to the entire process or assign policies to individuals who have expertise regarding specific subject matter.



## Law Enforcement Procedure Guide

---

If you feel compelled to submit the draft Procedure Manual to a large group of staff members, we recommend that this occur only after a limited group has completed 90 percent or more of the review process. Even at that point, any large group of reviewers should be discouraged from simply contributing their “two cents,” but instead should be encouraged to limit their input to major issues.

Your finalized manual will ultimately need to be approved and adopted by your chief executive. It is also important to recognize that certain procedures may require you to meet and confer with your affected bargaining or employee groups if the procedures create any substantive changes in terms and/or conditions of employment. If you modify portions of the manual to any significant extent, please consider having your legal counsel review those alterations.

We recognize that the customization process will require significant work on your part. However, the initial customization effort will save countless hours of future staff time and assist you in maintaining the most current procedures for years to come as you receive ongoing updates from Lexipol with your continuing subscription. We are committed to assisting you throughout the customization process and to helping you achieve a completed and issued manual as efficiently as possible. Please don't hesitate to call or email us if you have any questions or if we can provide additional assistance.

Lexipol Customer Service  
customersupport@lexipol.com

**Chapter 1 – Law Enforcement Role and Authority ..... 5**  
Policy Addition and Review Procedure .....6

**Chapter 2 – Organization and Administration ..... 8**  
Emergency Management Plan Procedure .....9  
Departmental Directive Procedure..... 14  
Training Plan Procedure.....15  
Administrative Communications Procedure .....17  
Budget Management Procedure.....20

**Chapter 3 – General Operations..... 22**  
Firearms and Conducted Energy Devices Inventory and Inspection Procedure.....23  
Range Use Procedure .....27  
Drug-Endangered Children and Dependent Adult Procedure .....30  
Missing Persons Procedure.....31  
Public Alert Activation Procedure .....33  
Victim and Witness Liaison Procedure .....34  
Media Relations Procedure .....35  
Facility Evacuation Procedure .....38  
Community Relations Procedure .....40

**Chapter 4 – Patrol Operations..... 43**  
Crime and Disaster Scene Procedure .....44  
Crisis Response Unit Procedure.....45  
Rapid Response and Deployment Procedure.....49  
Field Training Procedure .....51  
Portable Audio/Video Recorders Procedure .....54

**Chapter 5 – Traffic Operations..... 56**  
Traffic Manual Procedure .....57

**Chapter 6 – Investigation Operations..... 62**  
Investigative Procedure.....63  
Asset Forfeiture Checklist Procedure .....70  
Warrant Service Procedure .....73  
Unmanned Aerial System Procedure .....76

**Chapter 7 – Equipment ..... 79**

Agency Inventory and Control Procedure .....80

Personal Protective Equipment Use Procedure .....82

**Chapter 8 – Support Services ..... 85**

    Crime Analysis Procedure .....86

    Records Bureau Procedure .....88

**Chapter 9 – Custody ..... 90**

    Transport Procedure .....91

**Chapter 10 – Personnel ..... 94**

    Recruitment and Selection Procedure .....95

    Performance Evaluation Procedure .....99

    Promotion Process Procedure .....101

    Employee Assistance Program Procedure .....103

    Explorer Program Procedure .....105

    Illness and Injury Prevention Plan Procedure .....107

    Fitness and Wellness Program Procedure .....111

    Critical Incident Stress Management Procedure .....113

    Termination Procedure .....116

    Safety Inspection Procedure .....118

## **Chapter 1 – Law Enforcement Role and Authority**



## **GUIDE SHEET**

### **Policy Addition and Review Procedure**

While this guide is generally directed at policy addition, revision, and review, it may also be applied to procedures. You should refer to your Policy Manual section of your agency manual while developing this procedure and adjust the sections as required to add procedure review.

A policy may be initiated, removed, or amended under the following circumstances:

- When required due to changes in law, training, Lexipol updates, or best practices.
- When a member submits a memorandum for a recommended change to their supervisor for review and it is approved through the chain of command.
- At the direction of the agency head.

Please review the following guide sheet sections carefully and adjust to meet your agency's practice. You may want to consider these additional areas for customization of this procedure:

- The specific document structure for policy creation or revisions.
- The identification of any review committees involved in the process.
- The addition or amendment of policies required for accreditation or state rules and regulations.

#### **NEW OR REVISED POLICIES**

In this section, you will identify procedures for creating new policies or revising your current policies. A new policy or policy revision procedure should include the following steps:

- Document the proposed policy or policy revision in an approved memorandum and forward it to an immediate supervisor for review and comment. The memorandum may include necessary attachments, such as supporting documentation.
- After review by the immediate supervisor, the memorandum should be forwarded through the chain of command for additional review and comment.
- The agency head may:
  - Review and reject the proposed new policy or policy revision.
  - Review and return the policy or policy revision through the chain of command to the original author with comments for changes and resubmission.
  - Approve the suggested policy or policy revision.
  - Forward the policy or policy revision to legal counsel or, if applicable, to any advisory committee for further review and possible changes.
- Upon approval of the policy or policy revision, the agency head or the authorized designee will create the new policy or revise the current policy in the appropriate manual.

If the policy requires an immediate change, an interim directive may be issued.

**POLICY REVIEW**

You will want to establish a method and a timetable to review your policies. This review should include the following:

- Changes to the applicability of the policy to current operations
- Changes made to titles, personnel, or references to other bureaus or sections internal or external to the agency
- Changes to local rules, regulations, or ordinances not reflected in the policy
- Changes to forms or technology
- Changes to writing style

**TRAINING**

You should determine how you will train members on new or revised policies. Training on new or revised policies should include the following:

- Roll call training
- In-service or academy training
- Daily Training Bulletins (DTBs)

## **Chapter 2 – Organization and Administration**

## **GUIDE SHEET**

# **Emergency Management Plan Procedure**

An emergency management plan is often largely determined by federal, state, and local statutes and regulations. Most are based upon the Incident Command System (ICS) included in Federal Emergency Management Agency guidelines. You should thoroughly research any federal or state requirements, consult with your agency's legal counsel regarding any mutual aid compacts or agreements, and refer to your emergency management plan policy. The emergency management plan should include procedures for active threats, riots, and crowd control as well as disasters. If your agency has already developed an emergency management plan, you should review the following elements in case you want to include any in your current procedure.

### **RESPONSIBILITIES**

This section is where you will identify the responsibilities for positions, units, and assignments. The following items should be covered in responsibilities:

- The unit name or outside agency in charge of an incident, depending on the size and nature of the situation.
- The position in the unit or agency directing the coordination of resources and operations.
- Any agency position acting as the Incident Commander.
- Delineation of chain-of-command responsibility and transfer of command.
- The position responsible for planning emergency response, reviewing and updating plans, and acting as a liaison to federal, state, and local agencies.
- The position responsible, usually the training commander or emergency operations manager, for training members on the ICS.

### **PLANNING FUNCTION**

This section is where you should review or develop your agency's planning function.

- The position responsible for the planning function should:
  - Prepare a documented incident action plan.
  - Collect and disseminate information and intelligence.
  - Assist in preparing a Continuity of Operations Plan and Continuity of Government Plan.
  - Plan for post-incident demobilization.

### **EMERGENCY MANAGEMENT PLAN**

The Emergency Management Plan section should be customized for your agency's size, capabilities, equipment, mutual aid agreements, state statutes or local regulations, and special areas of concern (e.g., chemical plants, special hazards). The plans should include but are not limited to the following:

- **Initial Response**
  - The first officer on scene should:

- Evaluate the incident.
- Advise dispatch of the situation.
- Request necessary assistance.
- Start the incident command.
- Additional responding officers should:
  - Evacuate persons if necessary and appropriate.
  - Set up a perimeter and control access.
- The initial supervisor on the scene should:
  - Assess the current situation at the scene and any actions already taken by the responding officers.
  - Advise dispatch of the updated incident assessment.
  - Request necessary resources.
  - Ensure a perimeter is properly established.
  - Supervise members at the scene.
  - Establish or designate a member as the Incident Commander.
- The Incident Commander should:
  - Review and assess the situation.
  - Request outside agency assistance, additional members, and other agency units as needed for immediate response.
  - Establish a command post and staging area.
  - Start evacuations, if necessary.
  - Request maps and incident site information.
- Dispatch should:
  - Notify the agency head or the authorized designee.
  - Notify command staff.
  - Notify any members authorized for call-out and provide staging area location information.
  - Make any other notifications requested by the Incident Commander.
- **Secondary Response**
  - Command post considerations
    - Location for joint operations, if applicable
    - Secure and safe (“cold zone”) location
    - Parking
    - Shelter
    - Restroom facilities
  - Staging area considerations
    - Close or connected to the command post
    - Briefing area
    - Alternate staging areas as needed
  - Control of perimeter, entrances, and exits
  - Transportation, processing, and confinement of any arrestees
  - Traffic control
  - Personnel mobilization
  - Public and agency member information

- Designated press liaison or news media relations unit
  - Coordinates with Incident Commander or agency head and should handle:
    - Community relations
    - Media requests
    - Injury and death reports
    - Response to rumors
  - Agency supervisors should provide updated information to members
- Member mobilization
  - The agency head or the authorized designee should evaluate and determine number of members required for response, any additional hours to be worked, and cancellation of days off or vacation time.
  - You may want to consider involving human resources for documentation and scheduling assistance.
  - Members should report with all required equipment, and you should assign a person or position with the responsibility to supply members with any additional equipment needed for the incident.
  - If the incident is a civil disturbance situation and protective gear is issued, identifying numbers should be marked on helmets and documented to allow for easier identification of members.

### • **Logistics**

Here is where you are going to plan for the management of the logistics function. Those plans should include the following:

- Transportation
  - Members should respond to the scene in agency vehicles.
    - The Incident Commander should be advised if enough agency vehicles are not available for member use.
    - If the incident requires emergency mobilization, it should be determined if members should respond in personal vehicles or how other transportation methods can be arranged.
- Specialized units, equipment, or supplies
  - Should be available by request.
  - If units or equipment are only available from outside agencies or suppliers, the Incident Commander should be notified to arrange for response.
- Communications
  - At least one designated communication channel should be used for the incident.
  - If multiple agencies are involved, a joint channel should be used if available.
  - Plain speak should be used when multiple agencies are involved.
- Medical support as needed

### • **Administration and Human Resources**

In this section, you are going to identify the responsibilities and tasks related to overseeing administration. Those should include:

- Recording personnel work time.
- Procuring additional resources.
- Recording expenses.
- Documenting injuries and liability issues.
- Preparing appropriate reimbursement documents, if applicable.

- **Declaration of State of Emergency**

This area will require you to research local, state, and federal declaration procedures, and you should consider consulting with your agency's legal counsel. You should consider including the following in the procedure:

- Legal support from agency counsel
- Service levels needed for areas not affected by incident to ensure proper coverage and how calls for service will be handled
- How member work time will be recorded, how supplies and resources will be procured, and which position or person will be responsible for documenting these areas
- Any procedures for the activation of mutual aid.

- **Demobilization**

In this section, you will identify procedures for demobilization. Those should include but are not limited to:

- The return of any evacuees.
- Any long-term road closures.
- Return to normal services.
- Any need for continued assistance to outside agencies.
- The continuation of media releases.
- The continued assignment of members to certain locations.

- **After-action Report**

An after-action report should be prepared and forwarded to the agency head for review. You should develop a report specific to both your agency and the event. The report should include but not be limited to the following:

- Type of incident
- Description of the agency actions
- Injuries and/or deaths
- Liability issues
- Training or procedural issues
- Policy issues
- Recommendations, if any
- Expenses
- Equipment disposed of/used
- Equipment damaged/destroyed
- Staff members used and their roles

**EQUIPMENT INVENTORY**

Here is where you will develop a procedure for conducting an inventory of your equipment. Those procedures should include:

- Assigning a person or position responsible for an emergency equipment inventory and condition assessment to be conducted at least quarterly.
- Reporting, which should include but is not limited to:
  - Location(s) of equipment
  - Type of equipment
  - Total equipment numbers
  - Overall condition of the equipment
  - Repairs or replacements needed

**TRAINING**

Training is a critical component of your Emergency Management Plan. In this section, you should identify the type of training your members receive and how it will be documented.

The training manager should ensure affected members receive training:

- Annually on the Emergency Management Plan.
- Annually on active threats.
- Periodically on crowd control.
- Biennially at a tabletop or full-scale exercise for the agency's utilization of the ICS and the Emergency Management Plan.



## **GUIDE SHEET**

### **Departmental Directive Procedure**

Departmental directives temporarily revise agency policies and procedures. They are used to modify your operations in response to an emergency, natural disaster, event, or other incident that is not expected to create the need for a permanent policy change.

#### **PROCEDURE**

Departmental directives typically arise from a need to modify a policy or procedure for a short time to meet a unique demand on agency resources. The need may be identified by any member, but a departmental directive shall only be issued by the agency head or the authorized designee. You should refer to your departmental directive(s) policy and consider the following steps for creating and issuing a departmental directive:

- Determine which policy or procedure requires a temporary change.
- Identify the policy or procedure by name and number.
- Determine the duration for the changes to remain in force.
  - May be indefinite
    - If rescinded, members or employees should be notified
    - If the required duration is known, include an automatic expiration date in the departmental directive (e.g., an order covering one special event)
- Write policy or procedure language to create the temporary changes and identify the specific policy or procedure section that the language is intended to replace.
- Create a written departmental directive to outline the temporary changes (see the example at the link under resources).
- Include the new language in the departmental directive.
- Identify the members or employees affected by the departmental directive.
- Send the departmental directive to the affected members or employees.

#### **RETENTION**

A copy of any departmental directive that is issued should be retained with your policy manual for the period that the directive is active:

- You may use a folder on a network drive; or
- If you maintain a printed copy of your policy manual, retain a printed copy of the departmental directive in the front of binder.
- Remove and archive the departmental directive when it expires.

#### **RESOURCES**

The link below contains an abbreviated sample of a departmental directive that Lexipol has provided to our clients. You may adopt it for your use or create your own, but the departmental directive format should be standardized.

## **GUIDE SHEET**

### **Training Plan Procedure**

The purpose of this procedure is to provide guidance for your agency in the development of a training plan. A training plan helps ensure all members receive training required by the federal, state, or local government, as well as your state's law enforcement certification agency. Additional training not required for certification but otherwise provided to members should also be covered in the training plan. You should refer to your training policy in developing this procedure.

You may want to consider including the following for your training plan.

#### **TRAINING CLASSES**

This is where you should identify classes you will offer your members. You should review your state requirements for member training because they may change from year-to-year. Classes should include the following:

- In-service training
- Training classes for civilian members
- Recruit training (if your agency has an academy or must supply funding for attendance)
- Specialized training
- Training for supervisors or managers
- Training open to outside agencies

#### **TRAINING SCHEDULE**

Here is where you should develop your training schedule for your agency. The schedule should include the following:

- Location of training (e.g., at the agency, non-agency location)
- Training dates
- Number of instructors required for each class
- If the location is a non-agency location, whether it is reserved
- Anticipated number of personnel attending
- Any transportation requirements

### **EQUIPMENT AND SUPPLY REQUIREMENTS**

In this section, you should identify the various equipment and supplies needed to support your training classes. It may be helpful to consult with your staff and review instructional materials to complete the list. The list should include but not be limited to the following:

- Vehicles
- Defensive tactics equipment
- Firearms
- Ammunition
- Books, notebooks
- Fans or heaters
- Drinking water
- First-aid kit
- Rented or reserved facilities
- Uniforms for recruits, if supplied

### **BUDGET**

In this section, you should list the funding needed for training. The list should include the following:

- Personnel costs (if not already included in a separate budget)
- Outside instructor fees
- Equipment and supply costs
- Facility costs
- Vehicle expenses (e.g., maintenance, gas, fees for rentals if used)
- Any fees collected from outside agencies
- Training material expenses

## **GUIDE SHEET**

# **Administrative Communications Procedure**

There are usually several different types of administrative communications within any agency. It is useful to have a procedure to ensure conformity in the format of those communications. This procedure is not an exhaustive list of all possible administrative communications. In many cases, the following formats may be used for additional types of orders, memorandums, or correspondence. You should review your administrative communications policy as you complete your procedure.

### **PERSONNEL ORDERS**

Personnel orders direct a personnel change in status and may apply to the entire agency or only to a specific bureau or unit.

In this section, you will identify the orders specific for your agency. Those orders should include the following:

- Hiring of new personnel
- Assignment of personnel
- Promotions
- Demotions
- Transfers within the agency
- Return to duty from military or medical leave
- Assignment to specialized unit within or outside the agency
- Retirements
- Suspensions
- Terminations

### **PERSONNEL ORDERS FORMAT**

Here is where you will identify the format you will use for the personnel orders. Personnel orders should have the following format:

- Sequential numbering, including the year issued (i.e., 2020-01 for the first order of 2020)
- Whether it is a general agency personnel order or specific to a bureau or unit
- Date of issue
- Effective date of the order
- Range of effective date (if known) if a temporary personnel order
- Signature and title of the agency head or the authorized designee

**SPECIAL ORDERS**

Special orders apply to special events or circumstances that are temporary in nature (e.g., parades, traffic construction, special assignments due to an event). You should identify the event or circumstances and develop a consistent format for the orders.

**SPECIAL ORDERS FORMAT**

Special orders should have the following format:

- Sequential numbering, including the year issued
- Description of the event and location
- Effective date
- End date for the event or circumstance
- Signature and title of the agency head or the authorized designee

**MEMORANDUMS**

Memorandums are issued to publish information or instruction to agency members. This may include but not be limited to information about events of interest, additional information or clarification regarding orders previously issued, or training information or schedules. Bureau or unit commanders, if applicable to your agency, may be authorized to issue memorandums that apply specifically to their members. If your agency uses letterhead memorandums, adjust the format section as needed.

**MEMORANDUMS FORMAT**

In this section, identify the format for your memorandums. The memorandum format should include the following:

- Date
- To – Covered members
- From – Issuing authority
- Subject
- Initials of typist
- Titles, if any, and names of individuals or agency bureaus receiving copies

**CORRESPONDENCE**

Official external correspondence should be on agency letterhead with the content approved by the agency head or the authorized designee. Unofficial correspondence not requiring approval by the agency head or the designee may use the same format.

**CORRESPONDENCE FORMAT**

In this section, identify the format your agency will use for correspondence. You may want to consider providing examples of what is considered official or unofficial correspondence. The correspondence format should include the following:

- Date
- Name and address of addressee
- Salutation
- Content
- Closing
- Signature
- Typed name and title
- Agency name and address
- Initials of typist
- Titles, if any, and names of individuals or agency bureaus receiving copies

**ADMINISTRATIVE COMMUNICATIONS RETENTION**

You should review the records retention schedule required by your state or local jurisdiction related to administrative communications, as well as designate the responsible member for the retention and storage of all administrative communications.

## GUIDE SHEET

### Budget Management Procedure

The budget process for most agencies is largely dictated by state or local government. You should carefully research your jurisdiction's requirements for a budget submission, including but not limited to the budget calendar, budget format, and required documents or attachments. You should also refer to your budget policy.

If you already have a procedure for the development of your budget, continue to review this Guide Sheet to determine if this document can further supplement your process. If your existing budget procedure isn't already in KMS, you may want to add it to the procedure manual.

#### PERSONNEL SERVICES

For most agencies, at least 80% of the budget is personnel expenses. You should evaluate the following for your personnel projection:

- Manpower allocation
  - Ensure this projection is as accurate as possible to maintain credibility for requests for additional personnel
  - Analyze changes or potential changes in your jurisdictions:
    - Population increases
    - Changes in jurisdictional boundaries
    - Adding or losing population due to annexation
    - Additional commercial or residential construction, such as a stadium, bar district, large apartment complex, or recreation complex, that may lead to the need for additional personnel
- Salary and benefits

Your jurisdiction should have the information to calculate the total cost of each member of your agency, including benefits or any cost of living or merit increases.

- Review your agency's rate of turnover, and if you are losing personnel to another agency, consider including a comparison of your agency's salary and benefits with those of the other agency.
  - Compare the job tasks, not the position title, because titles may vary between agencies.
  - Compare benefits to include work schedule, take-home vehicle, bonuses, and educational or wellness incentives.
  - Consider including the length of service for the personnel leaving for other agencies given the considerable loss of experience and training when those members leave the agency.
- Anticipate overtime, compensatory, and sick time expenses, though all need close oversight due to the increased stress on the overall budget.
- Include any personnel grants, especially if the funding is ending during the budget cycle.

**CAPITAL EXPENDITURES**

Capital expenditures budgeting is useful in planning purchases and replacements over time. Some items are not usually purchased every year, such as property or buildings. Planning for items that need to be purchased more often, such as vehicles or computers, may be spread out over multiple years to reduce the yearly budget for these items.

- Include the following in capital expenditures:
  - Physical assets
  - Items that have a life expectancy of over one year
  - Items that exceed the cost established for routine purchases by the agency
- You should conduct an inventory of your agency's equipment and expected timeline for replacement to allow you to plan for the purchase or replacement of equipment.
- You should expect to provide the priority and justification for each expenditure. The justifications may include safety, increase in personnel hired during the fiscal year needing the equipment, a new program requiring the equipment, or anticipated increase in cost of the item making it less expensive to purchase sooner rather than later.
- Although grant or asset forfeiture funds may be used for one-time capital expenditures, you should carefully research this area and consider consulting with your agency's legal counsel prior to an expenditure.

**OPERATING BUDGET**

The operating budget covers the daily supplies, services, and equipment used by your agency. Reviewing the previous year's budget will provide a guide for the upcoming budget year, though costs may have changed. Recurring annual expenses may include the following:

- Vehicle maintenance
- Fuel
- Ammunition
- Uniforms
- Maintenance contracts
- Internet
- Training



## **Chapter 3 – General Operations**

## **GUIDE SHEET**

# **Firearms and Conducted Energy Devices Inventory and Inspection Procedure**

This guide covers inventory and inspection procedures for firearms and conducted energy devices commonly issued or approved for members to carry. Your agency may want to include other weapons or devices issued or carried by members of specialized units.

If your agency does not issue conducted energy devices, you may delete those sections. Your agency may want to consider including the following sections for this procedure:

### **FIREARMS AND AMMUNITION INVENTORY**

When working on this section you should develop procedures for a firearms and ammunition inventory, which may include the following:

- Name of member issuing or receiving the firearm
- Date of issue
- Date of return
- Make
- Model
- Serial number
- Condition of the firearm
- Additional accessories (e.g., lights, optics), including any serial numbers

Here is where you identify the procedure for the inventory of firearms not issued to members, which should be conducted at least monthly and may include the following:

- Name of member conducting the inventory
- Date of inventory
- Make
- Model
- Caliber
- Serial number
- Total numbers of each type of firearm

In this section you should include procedures for ammunition inventory, which should be conducted on a monthly or quarterly basis and may contain the following information:

- Name of member conducting the inventory
- Date of inventory
- Manufacturer
- A box or case count

- Caliber

## **FIREARMS INSPECTIONS**

You should carefully review the manufacturer's instructions for any firearms you issue to your members. They will usually include information to ensure proper care and maintenance, plus the time frame needed for the inspection of the firearm. The inspection procedures should include the following:

- Initial functionality check when the firearm is received from the manufacturer
  - Upon return after repairs or maintenance
  - When turned in by a member upon separation or any other reason
- Document inspections of agency-authorized firearms, whether the inspections are conducted periodically or during scheduled events such as qualification or in-service training.
- Inspections should include the condition of duty gear:
  - Holster
  - Holster security features
  - Proper location of attachment to the belt
  - Condition of the magazines and ammunition
  - Attachments such as lights or optics
  - Carry slings if the firearm is a patrol rifle or shotgun
- Document overall condition, damage, deficiencies due to lack of care or maintenance, and any repairs or maintenance conducted.

## **CONDUCTED ENERGY DEVICE INVENTORY**

In this section, you should develop a procedure to conduct an inventory of all conducted energy devices and associated equipment stored or issued to members. The inventory log should contain the following:

- Make
- Model
- Serial number
- Condition of the device
- Whether held in inventory or issued to a member
  - If issued to a member, document member's name and date issued or returned

If your agency's conducted energy device has cartridges with serial numbers, you should also keep a log of the following when issued to a member:

- Member issuing the cartridge
- Date
- Serial number
- Total number of probe cartridges issued to member

**CONDUCTED ENERGY DEVICE INSPECTIONS**

You should carefully review the manufacturer's instructions for any conducted energy devices you issue to your members. They will usually include information to ensure proper care and maintenance, plus the time frame needed for inspection of the devices. The procedure should include the following:

- Conduct and document an inspection and functionality check of all conducted energy devices initially received by the agency, or when returned to the agency after repairs or maintenance.
- Perform and document inspections of agency-authorized conducted energy devices and whether the inspection is conducted periodically or during scheduled events such as in-service training. The inspections should include the following:
  - Overall condition of the device
  - Any damage noted
  - Deficiencies due to lack of care or maintenance
  - Any repairs or maintenance conducted
  - Condition of any cartridges and expiration dates
  - Condition of the battery
  - Condition of the device holster and security features
  - Proper location of attachment to the belt
- Add device download procedures if the device is to be repaired or sent to the manufacturer.

**INVENTORY AND INSPECTION REPORT REVIEW**

Here is where you will develop a procedure for the review of inventory and inspection reports, which should include the following:

- Any damage to or lack of proper maintenance and care of a firearm or conducted energy device should be documented in a memorandum or appropriate agency form. The document should contain the following:
  - Type and amount of damage
  - Name of member involved, if the cause of the issue or a witness to the damage
  - Circumstances of how the damage occurred
  - Description of the lack of maintenance or care issue
  - Repair or replacement cost, if available
  - Any recommendations, as appropriate for the circumstances
- If damage is found, the inspection report should be forwarded through the chain of command for review.
- Command staff or authorized designees should review the inventory and inspection reports periodically.

**TRAINING**

You should implement specialized training for members expected to inspect, repair, or service the firearms or devices, as well as any maintenance training for members carrying the firearms or devices.

If inspections are conducted during roll call sessions, you should train members who will conduct the inspections. Additionally, you should institute specific procedures to ensure safety.

## **GUIDE SHEET**

### **Range Use Procedure**

This procedure is intended for agencies that own or control their own ranges. If you use a consolidated or privately owned range, defer to the applicable memorandum of understanding or contract. Consideration should be given to possible variations in procedures between indoor and outdoor ranges.

Please review the following sections carefully and adjust to meet your agency's practice. You may want to consider these additional areas for customization of this procedure:

- Qualification procedures
- Procedures for outside agency use and training
- Range maintenance procedures
- Civilian use of the range
- Firearm storage and security
- Rangemaster and instructor training

#### **RANGEMASTER**

In this section, you will identify responsibilities of the rangemaster or the authorized designee. Those responsibilities should include but not be limited to the following:

- Ensuring all members acting as firearms instructors or range safety officers are properly certified
- Requiring all members using the range to sign the range-use log
- Maintaining the range-use schedule
- Keeping a current inventory of firearms and ammunition
- Maintaining safe range operations
- Maintaining range equipment
- Documenting and notifying command staff of safety violations by members

#### **SCHEDULING RANGE USE**

The rangemaster should ensure a range-use calendar is established and kept up to date. You should review this section and adjust as needed to meet your agency's practice:

- All requests for range use should be submitted through the chain of command to the rangemaster.
- The request should include a description of intended use, requested day, and duration of use.
- The rangemaster or the authorized designee should evaluate requests by priority, giving agency-authorized qualifications or training priority over any off-duty or outside agency use.

**SAFETY PROCEDURES**

In this section, review your agency's range safety procedures. These should include but not be limited to the following:

- Strict discipline shall be maintained at all times on the range. For officer safety, no horseplay will be tolerated.
- The range has all appropriate signage posted to conform to federal, state, and local safety requirements. The rangemaster shall ensure that appropriate first-aid equipment, including a trauma kit, is stocked and accessible.
- Any member using the range receives a safety briefing. If a rangemaster is not present, members should review and sign a range safety rules and agreement form before range use.
- All participants are wearing authorized eye and ear protection on the firing line.
- At least one instructor has immediate access to a phone or a monitored agency radio.

**RANGE MAINTENANCE**

In this section, you will identify the necessary maintenance procedures to be completed by the rangemaster or the authorized designee, including but not limited to:

- Conducting weekly inspections of range target systems, safety equipment, bullet traps, lighting equipment (if present), and barriers for any damage or failure to operate.
- Ensuring used targets are removed and shell casings are picked up by members and placed in provided containers.

**STORAGE**

Here is where you will describe the procedures for storing firearms and ammunition kept at the range. Those procedures should include the following:

- Check weekly to ensure enough is available for upcoming training or qualification.
- Store separately in a secure location.
- Inventory monthly and document on a log.

**REPORTING DAMAGE TO THE RANGE**

This section applies to your agency's reporting procedures if property damage occurs at the range. The report should include the following:

- Type and extent of the damage
- Circumstance of how the damage occurred
- Type of repair needed
- Estimated cost of the repair, if known

The report should be forwarded to the range supervisor for review and recommendations.

### **RANGE STAFF TRAINING**

You should carefully examine the state or local requirements for rangemaster and range staff training. Range staff should receive training prior to assignment, and training should include but not be limited to:

- Safety procedures
- Medical response
- Department-required or state-mandated in-service training for range operations and firearms instruction



## **GUIDE SHEET**

# **Drug-Endangered Children and Dependent Adult Procedure**

Drug labs and narcotics trafficking pose significant health and safety risks for children and dependent adults when present in their environment. Many states have statutes that require members to report children or dependent adults to the appropriate social service agency when they are discovered during these investigations. You should familiarize yourself with your state statutory requirements and modify this procedure accordingly.

You should also meet with other agencies (e.g., social services, fire department, prosecutor, hazardous material removal) that may be called to respond to agree on a protocol before you need support. Also familiarize yourself with the agency that is responsible for remediation of clandestine drug labs and know how to initiate a response.

### **PROCEDURE**

When encountering a child younger than 18 or a dependent adult in a location where narcotics trafficking or drug manufacturing is occurring, the first consideration is their health and safety. As soon as practicable, separate the child or dependent adult from the hazard, but not necessarily from the location. Social services should make the decision to remove children or dependent adults if circumstances permit.

As soon as practicable, you should enact your response plan. If you don't have a response plan in place, you should create one in consultation with the appropriate stakeholders. A response plan would commonly include the following actions:

- Notify the appropriate social services agency.
- Seek medical treatment for the child or dependent adult.
- Inform medical providers of potential contamination.
- Conduct interviews of the child or dependent adult in accordance with the applicable policy.
- Do not remove anything from the location as it may be contaminated.
- Do not allow children or dependent adults to remove anything from the location other than the clothes they are wearing.
- Complete a thorough report describing the incident.

### **RESOURCES**

Bureau of Justice Assistance-Developing a Strategy for a Multiagency Response to Clandestine Drug Laboratories (<https://www.ncjrs.gov/pdffiles/clan.pdf>).

## **GUIDE SHEET**

### **Missing Persons Procedure**

The appropriate forms should be collected, duplicated, and distributed to any member who may take a report of a missing person. Please review the following sections and make any changes required to match your practice.

#### **RESPONSE**

Subject to availability of personnel, the following actions should be considered in response to a missing person report:

- Respond quickly.
- Search the residence of a missing child repeatedly and thoroughly.
- Set a perimeter when searching for a missing person on foot.
- Consider the relative walking speed of the missing person when setting the perimeter.
  - Larger perimeters should be utilized for adults, smaller for young children.
  - Dementia patients can quickly cover a surprising distance.

#### **INITIAL INVESTIGATION**

When investigating a report of a missing person, members should attempt to gather relevant information that will assist in locating the missing person. Members should collect and document in the incident report the following information on the missing person to the degree possible:

- Name, including any aliases
- Date of birth
- Identifying marks (e.g., birthmarks, mole, tattoo, scar)
- Height and weight
- Gender, race
- Hair color or style at the time of the disappearance and, if applicable, the natural hair color
- Eye color
- Prosthetic devices, surgical or cosmetic implants
- Physical anomalies
- Blood type
- Driver's license, recent photograph
- Clothing, jewelry, or other accessories
- Any reason to believe that the missing person may be in danger
- Vehicle description

Members should also collect and document in the incident report information concerning:

- The person with whom the missing person was last seen
- Any possible abductor

- The date of last contact with the missing person
- Email addresses, cellular telephone numbers
- Why the person submitting the report believes that the missing person is missing
- Name and location of school or employer
- Names of dentist and physician
- Reason to believe disappearance was not voluntary
- Any other information that will assist in locating the missing person

### **FOLLOW-UP INVESTIGATION**

After gathering the description of the missing person and the circumstances of their disappearance, members should:

- Notify the shift supervisor.
- Provide communications the description and other pertinent information.

Depending on the circumstances, members should consider taking the following actions:

- Check the immediate area
- Visit locations the missing person is known to frequent
- Notify other law enforcement agencies
- Request additional resources
- Contact friends and family if indicated
- Ensure detectives are notified
- Notify local media
- Alert the public through social media

## **GUIDE SHEET**

### **Public Alert Activation Procedure**

All public alerts have threshold criteria that must be met before an alert can be issued. Before writing your procedure, you should determine which alerts are available in your state, familiarize yourself with the criteria, and consider a checklist for collecting key information during related investigations.

All 50 states have an AMBER Alert plan in place. You should familiarize yourself with the plan in your state and adjust this procedure as required.

Blue Alerts are available in most states, but not all. You should determine whether your state issues Blue Alerts and adjust this procedure based on your findings.

Silver Alerts are available in some states. You should determine whether your state uses Silver Alerts or something similar. Adjust this procedure based on your findings.

#### **CONSIDERATIONS**

The following list is not exhaustive, but rather a starting point. When developing your procedure, you should consider:

- Who issues alerts in your jurisdiction
- The criteria for each alert available in your state
- If you have obtained or created criteria checklists
- If you have distributed checklists to applicable members
- What training is required

#### **ALERT ACTIVATION**

Upon receiving a report of a missing or abducted person, members should:

- Respond quickly to the location.
- Meet with the reporting party to determine whether an alert is appropriate.
- Contact the supervisor early in the investigation to open communication.
- If criteria are met for a specific alert, assign members to field tips via social media and telephone.
- Issue the alert.
- Enter the information into the National Crime Information Center (NCIC) database and any similar state database.
- Deactivate the alert when it is no longer needed.

## **GUIDE SHEET**

### **Victim and Witness Liaison Procedure**

Many states have either amended their constitutions or have passed laws intended to protect the rights of crime victims. You should coordinate with the prosecutor in your jurisdiction to determine whether there are responsibilities for which your agency is needed. Also, refer to your victim and witness assistance policy as you develop this procedure.

#### **CRIME VICTIM LIAISON DUTIES**

You should determine the duties that you expect the liaison to perform and document them here. The duties may include but are not limited to:

- Maintaining regular office hours for victim convenience.
- Publishing contact information for the office.
- Ensure the availability of victim handouts.
- Providing transportation to court.
- Explaining court procedures.
- Attending court proceedings to lend support.
- Speaking to employers or family members at the request of crime victims.

#### **WITNESS LIAISON DUTIES**

Generally, witness liaison duties are similar to those of the crime victim liaison. You should determine the duties that the witness liaison is expected to perform in this section. Witness liaison duties may include but are not limited to:

- Familiarizing witnesses to court procedures.
- Maintaining contact with witnesses as the case progresses.
- Providing transportation for court appearances.
- Advising on any available financial reimbursements for travel and the procedures required to make claims.
- Attending court to provide support for witnesses.
- Advising witnesses regarding personal safety or witness protection options, if applicable.

## **GUIDE SHEET**

# **Media Relations Procedure**

This document covers guidelines for developing a procedure for media relations. If your agency already has a media relations procedure, you may want to consider reviewing the following elements for inclusion in your existing procedure. You should also review your media relations policy while developing this procedure.

### **PUBLIC INFORMATION OFFICER**

Here is where you describe the responsibilities of your agency's Press Information Officer (PIO), or any member acting as a PIO for your agency. The responsibilities of a PIO may include but are not limited to the following:

- Responding to incident locations that may be of public concern or are potentially newsworthy
  - Include the types of incidents requiring notification of the PIO
- Preparing written news releases and social media releases related to agency incidents or activities
- Releasing agency information as directed by the agency head or the authorized designee
- Releasing authorized information to the news media about investigations, arrestees, suspects, victims, and agency personnel
- Coordinating agency news conferences
- Responding to media requests for incident information and agency matters

### **MEMBERS AUTHORIZED TO RELEASE INFORMATION**

In this section, you should describe the members authorized to release information to the media and under what circumstances. You should include the following:

- If it is an active law enforcement scene
- If the PIO is not available or able to respond to the scene
- If the information involves an active investigation
- If the case is closed and the release of information is allowed by law

### **MEDIA CREDENTIALS**

Describe the acceptable form of credentials to be displayed by members of the media, if applicable. If your agency issues media credentials, you should include the following:

- Requirements for members of the media to apply for credentials
- Definition of a member of the media (e.g., broadcast journalist, print journalist, news organization affiliation, blogger)
- Application process for credentials
- Display of the credentials
- Process for renewal if there is an expiration date

- Cause for revocation of credentials and appeal

**ON-SCENE MEDIA ACCESS**

In this section, cover the procedure for media access to incident scenes. You should consider the following:

- Protecting areas that may not be appropriate for media or public viewing
- Establishing a media staging area
- Handling any media violations of a secured area

**RELEASING INFORMATION TO THE MEDIA**

Since media relations usually involves releasing information, you should research applicable federal, state, and local statutes and consult with your agency legal counsel before developing this procedure. Elements to consider as part of this section include but are not limited to the following:

- Information that may be released
- Information that may not be released
- Information regarding juvenile offenders
- Information involving other agencies

**NEWS CONFERENCES**

News conferences can take several different formats. They can be scheduled or impromptu and held at your agency or at another location. Measures you should consider for news conferences include but are not limited to the following:

- Coordinate with your agency head or the authorized designee regarding the details of the news conference
  - Subject of the conference
    - This information may also be a possible news release
  - Date and time of the conference
  - Location of the conference
  - Expected speakers and any outside agencies involved
    - Document each speaker's name with accurate spelling, pronunciation, agency affiliation, and professional title
  - If any displays will be used, or if audio/video equipment is needed
- If it is a scheduled news conference, send emails as early as possible to alert the media outlets and request a response for planned attendance
- Arrange for any equipment or tables needed for displays
- If the news conference is held in an indoor location, check for adequate space, chairs, air conditioning or heat, and proper lighting
- Set up a podium and check that any audio or video equipment to be used functions correctly
- If held remotely or impromptu, attempt to find a location with a background free of distractions and with minimal ambient noise
- When possible, allow approximately two hours for the broadcast and radio media to set up their equipment

**NEWS RELEASES**

News releases not only provide information to the media but can provide valuable information for the public through the appropriate use of social media and related outlets. In this section, include the following:

- The process for authoring and obtaining approval of a news release
  - Examples of incidents that might prompt a news release
  - Individuals authorized to write a news release
  - Agency's process for authorizing a news release and the outlets to receive the release
    - Consider the use of agency-authorized social media for the release of information to the public, including news releases

**TRAINING**

You should consider including the appropriate level of media relations training for agency PIOs, command staff, supervisors, and members.



## **GUIDE SHEET**

### **Facility Evacuation Procedure**

These procedures cover emergency evacuations for agency facilities. These procedures will require a great deal of adjustment given the variety of facility types under your agency's control and the particular hazards you may have in your jurisdiction (e.g., earthquakes, wildfires). Lexipol recommends you review any applicable Occupational Safety and Health Administration requirements under 29 CFR 1910.389(c), any state and local safety requirements, and your facility security policy.

Your agency may want to consider including the following for this procedure.

#### **EVACUATION CONDITIONS**

- A description of conditions necessitating an evacuation.
- A description of conditions better suited to shelter-in-place.

#### **EVACUATION COORDINATORS**

- Establish a designated chain of command and identify persons authorized to order an evacuation.
- Duties of the evacuation coordinators (e.g., overseeing the evacuation, contacting and coordinating with outside agencies, directing any facility equipment shutdowns).
- Your agency may want to include contact information for local officials or outside entities that may need to be notified by coordinators.
- Periodic evaluation of the procedure and facilities.

#### **MEMBER RESPONSIBILITIES**

In this section, you should consider identifying the member responsibilities, which may include the following:

- Directing visitors evacuating the premises.
- Assisting persons with disabilities, as required.
- Evacuating persons in custody.
  - Procedures for secure movement.
  - Location of secure assembly area.

#### **EVACUATION ROUTES**

For this section, you will want to carefully examine diagrams of your buildings and exits to determine the following:

- Routes and exit locations for evacuation. You may want to include maps and diagrams with this procedure.
- Evacuation procedures for multi-story buildings, if applicable.
- Evacuation routes for persons with disabilities.
- Evacuation routes for persons in custody, if applicable.

**POST-EVACUATION OPERATIONS**

- Location of assembly areas.
- Method for accounting for employees after an evacuation.
- After-action report of incident.

**TRAINING**

Here is where you will determine the frequency of member and coordinator training on evacuation procedures.

## GUIDE SHEET

### Community Relations Procedure

The goal of a community relations program is to increase communication between law enforcement and key stakeholders in the community for the purpose of preventing and solving crime. Communication can be increased when your agency becomes more accessible. Your agency can increase accessibility through regular attendance and participation in neighborhood association meetings, business coalitions, and other functions wherever the community may gather.

Additional benefits may be realized by inviting the community to get to know your agency through citizen academies, tours of police facilities, ride-alongs, and other informal functions that open your facilities to the community.

The goal is to allow the community to become familiar with your members so they may be comfortable asking the agency for assistance in solving problems and be more willing to assist in solving crimes. Your community may also be more forgiving of mistakes if they know your members. One word of caution here: While engaging with your community to solve problems, you must be reserved when making promises. In any relationship, dependability is important, and your members should only make promises that can be kept.

If your agency is large enough, you may consider assigning members to this function on a full-time basis. Otherwise, many community relations functions can be accomplished by members as part of their normal duties.

The suggestions contained here are not exhaustive. These are basic suggestions intended to get you started building your own community relations procedure. Your procedure should be based on your current practices, your community relations policy, and the needs of your community while considering how much free time your members can devote to this task. It takes time to build community relations, and this should be viewed as a long-term commitment.

You may want to consider the following for your procedure.

#### **BUSINESS PARTNERSHIPS**

Effective partnerships between law enforcement and businesses generally exist to address specific problems experienced by businesses in your community. Common problems businesses experience that may be addressed by law enforcement include but are not limited to:

- Shoplifting
- Burglary
- Robbery
- Vagrancy
- Alcohol-related issues (e.g., public drunkenness, violence)
- Quality-of-life crimes (e.g., graffiti, vandalism)

To begin building a business outreach procedure for your agency, you may want to consider the following steps and adjust the list to meet your agency's need. Those steps include but are not limited to:

- Selecting a meeting location that is convenient for business owners (e.g., library, community center, one of the involved businesses).
- Selecting a meeting date (allow plenty of lead time).
- Inviting the affected business owners and managers (e.g., personally deliver an invitation, send invitation by mail).
- At the meeting, you should be prepared to offer possible solutions.

If your agency is unable to commit a full-time position to community relations, there are other activities that may increase interaction between your agency and the community. These activities are the type that can be implemented by members during gaps in their regular patrol duties. You should review these tasks carefully and adjust for your preferences or practices. Those tasks include but are not limited to the following:

- Personal contact with businesses (e.g., officers visit businesses on their beat and meet the people working there). Officers should also collect or refresh owner contact information and leave business cards if appropriate.
- After-hours business checks (e.g., checking building security when the business is closed to make sure doors and windows are intact).
- Contacting business owners when something is amiss.

### **NEIGHBORHOOD OUTREACH**

Neighborhood associations can be a valuable resource for collecting intelligence or distributing crime prevention information. Your agency should maintain a list of the neighborhood associations that are active in your jurisdiction and consider interacting with them regularly. Additionally, you should know how to contact the people who occupy leadership positions in these associations.

The neighborhood outreach may be conducted by full-time community relations members or other members as part of their regular patrol duties. You should use the list below as a resource for selecting the neighborhood outreach activities that are most appropriate for your agency. Neighborhood outreach activities include but are not limited to the following:

- Attendance at neighborhood association meetings (e.g., attend and ask to speak about neighborhood safety and security)
- Attendance at neighborhood watch meetings
- Participation with nonprofit and faith-based groups
- Regular neighborhood patrols (e.g., active neighborhood patrol includes rolling down windows and talking to people)
- Foot patrol of neighborhood parks
- Consider social media applications (e.g., Nextdoor)
- National Night Out ([www.natw.org](http://www.natw.org))
- National Association of Police Athletic/Activities Leagues ([www.nationalpal.org](http://www.nationalpal.org))
- National Neighborhood Watch ([www.nnw.org](http://www.nnw.org))

**GENERAL COMMUNITY RELATIONS**

There are other community relations practices that are less targeted to a specific audience but are still valuable in building community support for your agency and are considered valuable experiences for participants. As you build your procedure, you should select the activities that are best suited to your agency. Possible activities include but are not limited to the following:

- Anonymous crime reporting programs (e.g., [www.wetip.com](http://www.wetip.com), [www.crimestoppersusa.com](http://www.crimestoppersusa.com))
- Ride-alongs (see the Ride-Alongs Policy)
- Facility tours for community groups
- Citizens academies
- Drug drop-offs

## **Chapter 4 – Patrol Operations**

## **GUIDE SHEET**

### **Crime and Disaster Scene Procedure**

Members who are responsible for managing disasters and/or crime scenes should consider each suggestion and adjust based on local practice. Some plans may already be in place. Refer to your crime and disaster scene integrity policy. Determine where the plans are stored, review the plans, and conduct further planning where required.

#### **DISASTER SCENE RESPONSE**

Learn the hazards that exist in your jurisdiction. Plan a response for incidents that can result in disasters or mass casualties. Response plans usually include but are not limited to the following incidents:

- Weather-related incidents (e.g., floods, earthquakes, tornados, wildfires)
- Transportation-related incidents (e.g., airplane crashes, train crashes)
- Hazardous material incidents (Resources: CHEMTREC, Emergency Response Guidebook)

Planning considerations may include but are not limited to the following:

- Create a call-out procedure for off-duty members and train dispatch in its use.
- Know how to contact agencies that respond to disasters (e.g., Federal Emergency Management Agency, Federal Aviation Administration, Homeland Security, National Transportation Safety Board).
- Build relationships with local disaster relief agencies (e.g., Emergency Management, Red Cross)
- Build relationships with other first responders (e.g., fire department, Emergency Medical Services, outside law enforcement agencies).
- Consider equipment needs and learn who owns such equipment.
- Consider that emergency shelter may be required for displaced persons.

#### **CRIME SCENE RESPONSE**

Here is where you will describe the crime scene response preferred by your agency. The response should include the following.

Members should assume each crime scene is active upon arrival. Members should approach cautiously, control any threats, and watch for the following:

- Vehicles or people leaving the scene
- Vehicles or people at the scene that may be involved
- Victims or witnesses

To the extent practicable, minimize the impact to the crime scene made by any Emergency Medical Services (EMS) personnel entering the scene to treat victims.

After making the crime scene safe, the following actions should be considered:

- Establish the boundaries of the crime scene.
- Pay attention to possible entry or exit points of suspects.
- Secure the scene with physical barriers (e.g., crime scene tape, officers, police vehicles).
- Control the flow of people into and out of the crime scene.
- Maintain a crime scene log that includes the name of each person who enters or leaves the crime scene and the time of entry or exit.
- Protect or preserve evidence against environmental factors (e.g., wind, rain).
- Protect evidence from other first responders (Fire, EMS).
- Do not smoke, chew tobacco, eat, use the bathroom, or take any other action that could introduce your DNA into the crime scene.
- Summon properly trained evidence technicians as soon as the crime scene is rendered safe.



## **GUIDE SHEET**

### **Crisis Response Unit Procedure**

Whether your agency has a crisis response unit (CRU) or is conducting research toward starting one, the considerations contained in this guide are prompts to help you create procedures. Lexipol uses the generic term crisis response unit to describe teams also known as special weapons and tactics (SWAT) or special response team (SRT).

This guide is not exhaustive. Differences in state law and local practices require procedures that are written specifically for your unique jurisdiction.

Additionally, CRUs have varying responsibilities, training, and capabilities. Crisis response units are often categorized by levels based on the types of calls to which they respond and the level of expertise of the assigned members.

Although procedures should be written taking into consideration the unique makeup of your agency and location, the subject areas to consider are somewhat consistent across jurisdictions. The goal of this guide is to point out those areas of consideration that are consistent and to provide resources for additional research to assist you in creating procedures.

Many professional organizations maintain procedures for operating a crisis response unit (e.g., National Tactical Officers Association, Texas Tactical Police Officers Association, Illinois Tactical Officers Association). You should consult these organizations for guidelines and detailed information on procedures. You should also consult with other agencies in your area to research their procedures. Often you can find good material that will work for your agency with minor adjustments.

As you process the information contained below, you should decide what is best for your agency and use the provided framework to record procedures that are appropriate for your jurisdiction. You should also refer to your crisis response unit policy as you develop your procedure.

**ORGANIZATIONAL CONSIDERATIONS**

Please review this section carefully and adjust to meet your agency's specific need. Response considerations should include but are not limited to the following:

- Hostage situation
- Barricaded suspect
- High-risk warrant service
- High-risk arrest
- High-risk escort (e.g., transporting drugs for disposal)
- Suicidal person
- Civil unrest
- Area search
- Rescue situation
- Dignitary protection
- Threat assessment (e.g., target hardening, schools, churches)

When deciding to field a crisis response unit, the agency should consider:

- Whether the crisis response unit is a full-time or a part-time assignment.
- Probable need for mutual assistance (mutual aid).
- Whether the agency can maintain a full crisis response unit or should participate in a regional group.
- Objective and subjective criteria for selection and retention of members (e.g., physical agility testing, peer and supervisor evaluations, work ethic, cohesiveness with the unit, maintenance of physical conditioning, firearms skill, written testing).
- Availability and need for specialized training.
- Budget availability for training, vehicles, equipment, and overtime for skill and readiness maintenance.
- Development of a written decision-making standard to determine when deploying a crisis response unit is appropriate, and the tactics authorized.
- Identification of key leadership positions (e.g., administrative leader, field leader, subordinate field leaders).

### **OPERATIONAL CONSIDERATIONS**

Preparation through training is a primary consideration for operation of a crisis response unit. This section is where you develop your training procedure. The following should be considered:

- Scheduling regular training (weekly or monthly)
  - Including scenario-based training.
  - Scenarios should be based on the incidents most likely to occur in your area.
- Emphasizing personal responsibility for physical fitness and testing it regularly.
  - Including some physical fitness task at every training exercise (exposes weakness).
- Training on duty and specialized firearms as a team and emphasize personal responsibility for skill maintenance.
- Emphasizing tactical communication during training.
- Emphasizing safety.
- Debriefing after every training session.

Operation planning skills are generally developed and honed by mentoring. For that reason, all crisis response unit members should be included. Here is where you identify your agency's operation planning procedure, which should include but is not limited to the following:

- Scouting the target location
  - Gathering intelligence (e.g., prior calls, blueprints, location of utilities)
- Planning for the unexpected
- Documenting the plan in writing
- Ensuring members understand their assignments
- Deploying and completing the operation
- Debriefing and learning from the operation

### **REPORTING**

Here is where you will describe the reporting requirements for your agency. Generally, an annual report is compiled and sent to the agency head detailing the activities of the crisis response unit. You should consider including the following:

- Callouts (e.g., nature of the callout, actions, results)
- Arrests
- Injuries
- Training
- General readiness
- Inventory of CRU-specific equipment (e.g., firearms, vehicles, munitions)

## **GUIDE SHEET**

# **Rapid Response and Deployment Procedure**

This document is a guideline for planning and preparing for an active shooter response. Preparation includes securing the proper training and equipment for such a response. Resources for training and equipment are also included. It is critically important that law enforcement agencies plan and train before they are called to respond to potential mass casualty events.

Identification and intimate knowledge of the locations known to attract active shooters (e.g., churches, schools) are paramount in preparation to respond to these events. Whenever practicable, active shooter training should be held in the actual locations that you identify as potential targets in your jurisdiction. Key stakeholders should also be identified and invited to participate in training to prepare them to react appropriately to a law enforcement response in an active shooter situation.

These guidelines are not exhaustive. Tactics and training vary by school of thought. You should adjust your procedures to conform with your training, your rapid response and deployment policy, and the unique circumstances of your jurisdiction.

You may want to consider the following for your procedures.

### **PLANNING**

This is where you create your procedure for planning an active shooter response. Steps for planning for an active shooter event include but are not limited to:

- Form a planning team that includes key stakeholders, as appropriate:
  - Law enforcement
  - School personnel (e.g., administrators, teachers, coaches, parents, students)
  - Management (if a private business is a target)
  - Clergy (if religious institutions are targets)
  - Fire Department
  - Emergency Medical Services (EMS)
- Identify threats and hazards as a team.
- Identify the risk posed by the threats and hazards.
- Determine goals and objectives of the plans.
- Prepare plans to meet the goals and objectives.
- Record the plans in writing.
- Implement the plans through training.

### **TACTICS**

The tactics utilized in an active shooter incident are dependent on the training of your agency and the equipment available for your use. This is where you identify procedures for implementing

tactics approved by your agency. When developing tactics, you may want to consider the following:

- How do you want members to conduct the initial response?
  - Do you want immediate action on confirmation of active shooter (e.g., first arriving member enters to stop shooter)?
  - Are members trained and authorized to deploy rifles for entry?
  - What is the radio protocol?
  - What are the duties of later arriving members (e.g., secondary entry if shooter remains active, form rifle teams of three or four members)?
  - When should removal of injured begin (e.g., when shooter is down, when shooter is isolated, consider cold zones or hot zones)?
    - How are the injured removed (e.g., pair EMS with rifle teams, move the injured to staging area)?
    - How are the injured evacuated from staging area?
  - What is the role of armored vehicles, if available?
- When should members activate mutual aid?
- How and when should inner and outer perimeters be set (e.g., contain shooter, prevent entry to the active scene)?
- How is incident command assumed or assigned?
- When and where will a command post be established?
- How should we establish a staging area (e.g., safe place for media, out of sight of active scene)?
- How will arriving parents or family members be managed?

## **RESOURCES**

- Advanced Law Enforcement Rapid Response Training (ALERRT, training)
- ALICE Training Institute (training)
- Defense Logistics Agency Law Enforcement Support Office (equipment, firearms, vehicles)
- Federal Bureau of Investigation Active Shooter Resources (planning guidance)
- Federal Law Enforcement Training Centers (training)
- National Tactical Officers Association (training)
- PoliceOne.com (training resources, articles)

## GUIDE SHEET

### Field Training Procedure

This procedure covers the field training program. It should be developed to comply with your field training policy. Generally, a field training program consists of an onboarding procedure and three phases of training. Each phase of training is typically four weeks long, for a total of 12 weeks. This guide is not exhaustive.

Training standards or performance expectations should be based on the trainee's level of experience at the beginning of field training. In some cases, field training may begin before trainees have completed state-required certification, and as such the expectations should be lower for these trainees. Any phase of training may be extended or repeated with the approval of the Field Training Officer (FTO) Coordinator. A trainee should not progress to the third phase until state-required certification is successfully completed. A trainee should never engage in solo patrol prior to state-required certification.

#### TRAINING PHASES

In this section, you will identify the training phases for your field training procedure. Your agency may want to consider including the following information.

A field training program usually consists of three phases of training that begin after an onboarding process. After onboarding, the FTO Coordinator assigns the trainee to an FTO to begin the first phase of training. The trainee is assigned to a different FTO for each phase of training.

At the conclusion of each phase, a written report is forwarded to the FTO Coordinator to summarize the trainee's performance. The FTO Coordinator maintains the end-of-phase reports for use in a final report to the agency head or the authorized designee with a recommendation to release or retain the trainee at the conclusion of training.

The duration of each training phase is generally four weeks or 160 hours with an option to extend each phase for up to two weeks (80 hours) to correct deficiencies. With the agency head's approval, the duration of each phase may also be reduced for trainees with previous experience. This is a guideline and should be adjusted to meet the needs of your agency.

#### ONBOARDING TASKS:

This is where you identify your agency's onboarding procedures. You may want to consider including the following:

- Oath of office
- Fitting and purchasing uniforms
- Issuing equipment
- Issuing and familiarization of the policy manual.
- Completing preliminary tasks to prepare for state-required certification
- Completing human resources tasks
- Issuing the field training manual, which should contain:

- Orientation material
- Sample daily observation report
- Performance category descriptions
- Expectations
- Training briefs
- Code of ethics

**PHASE ONE TRAINING**

In this section, you will identify your agency's first phase of training. You may want to consider the following:

- Orientation to jurisdiction (e.g., streets, businesses, neighborhoods)
- Basic patrol (e.g., traffic patrol, crime detection, foot patrol, business checks)
- Traffic direction
- Introduction to peripheral services (e.g., courts, prosecutor, dispatch, social services, jail)
- Basic call-taking procedures (e.g., information collection, evidence preservation, interaction with suspects and witnesses, traffic crashes)
- Arrest procedures
- Report writing

The trainee builds basic competence in patrol work during this phase. At the beginning, the trainee can complete no calls, and at the end, the trainee can complete minor calls with little assistance.

**PHASE TWO TRAINING**

In this section, you will identify your agency's second phase of training. You may want to consider the following:

- Trainee begins with good orientation skills and can handle minor calls for service without assistance.
- Intermediate patrol (e.g., drug investigations, violent crimes, interviewing).
- Notifications (e.g., when to contact detectives or crime scene technicians).
- Courtroom (e.g., building good cases, witness conferences, testimony).

At the end of this phase, the trainee can complete most calls without assistance.

**PHASE THREE TRAINING**

In this section, you will identify your agency's third phase of training. You may want to consider the following:

- Trainee begins with the ability to handle most calls.
- FTO may work in plain clothes during this phase (if appropriate for your agency).
- Trainee handles all calls, and FTO assists only when required.
- FTO intervenes only for safety or to prevent serious errors.
- At the end of this phase, the trainee should be able to handle all calls except for complex or prolonged investigations.

**DAILY OBSERVATION REPORT**

You should document your agency's daily observation report (DOR) in this section. Please review the following material carefully and adjust to meet your agency's practice. DORs should include but are not limited to the following:

- Specific performance categories.
- Rate and record job performance for the trainee.
- Be reviewed with the trainee at the end of each shift.
- Be compiled and reviewed by the FTO and trainee weekly.
- Be compiled and used for end-of-phase report to the FTO Coordinator.

**PERFORMANCE CATEGORIES**

Here is where you will describe your agency's performance categories and ratings to be used to complete DORs. These categories contain specific tasks for which a score is given, and may include the following:

- Uniform appearance
- Attitude
- Job knowledge
- Job performance

Under each category, there may be subcategories:

- Acceptance of feedback
- Knowledge of laws and policy
- Driving
- Interaction with victims or suspects

**FTO SELECTION**

Here is where you will describe how your agency selects FTOs. You may want include the following:

- Application process
- Interviews
- FTOs should be selected from your best patrol officers, who possess the following traits:
  - Consistently top producers of activity
  - Extensive job knowledge (e.g., statute, policy, procedure)
  - Self-motivated
  - Enthusiastic
  - Mature



## **GUIDE SHEET**

### **Portable Audio/Video Recorders Procedure**

This guide is intended to provide direction and resources to assist the audio/video coordinator in creating a procedure for managing and storing files. The coordinator responsible for managing audio and video recordings should begin by researching the laws in your state to determine the specific requirements governing these files.

Many states have laws that create a local or state office for managing and releasing public records. The state or local records management office personnel may also be a good resource for legal requirements. If your state has not created a records management office, you should consult with your city or county attorney before creating your procedures. Due to variation in state laws and local practices, in addition to differences in the systems used by agencies to create recordings, it is not possible to write universal procedures.

The suggestions listed below are widely used and are intended to provide writing prompts to help you create unique procedures consistent with your local practice. Your procedure should also comply with your portable audio/video recorders policy. Digital video or audio recordings generally require different procedures than files saved on DVD or other media storage devices.

Removable physical media such as video or recordings (e.g., DVD, non-volatile memory card) can generally be managed as evidence through your Property Bureau Policy; otherwise, digital recordings can be managed with a software system or records management system.

#### **SECURITY AND MANAGEMENT**

This section is where you develop your security and management procedures. These should address the following:

- Only agency-owned equipment may be utilized.
- Files are used strictly for official purposes (e.g., investigations, report writing, prosecution).
- Members should follow manufacturers recommendation for uploading files.
- Recordings should be appropriately tagged for retention (e.g., case number, member name, date, reason).

#### **STORAGE**

Digital video files require large-capacity storage. The ongoing costs associated with storing digital video files are a major budget consideration. This is where you develop your storage procedures. You may want to consider the following:

- Whether digital files are stored on secure servers or in a cloud
- Method by which members upload files (e.g., when, how)
  - May be accomplished via docking stations or a secure wireless link

**ACCESSING DATA AND RECORDINGS**

Here is where you describe your agency's procedure for accessing data and recordings. You may want to consider the following:

- Access is restricted to preserve chain of custody.
- Copying or editing files should be restricted to a few members with proper authorization and documentation.
- Limiting member access only to files they upload.
- Whether supervisors need greater access (e.g., adjudication of complaints, monitoring job performance).
- Management of public record requests (state law dependent).
- Any recordings are released only according to your state law for public records access and with proper authorization.
  - Evidence is not a public record (check your state law).
  - Files containing juveniles are subject to restrictions per state laws.

**LOGGING AND AUDITING ACCESS**

This is where you document your procedure for tracking access to your secure storage system. The system used for file storage should be configured to log access attempts. The logs should be audited frequently to ensure that authorized users are following established policy and procedure and to detect any attempts at unauthorized access. The log may include but is not limited to the following:

- All authorized and unauthorized attempts to access the system (e.g., name, date, time)
- Specific files accessed by individual users
- Specific activity conducted (e.g., upload, download, edit attempts)
- Administrative functions (e.g., changes in configuration, disabled logging)
- Network communications

**RESOURCES**

- Bureau of Justice Assistance, National Training and Technical Assistance Center ([bja.gov](http://bja.gov))
- PoliceOne ([policeone.com](http://policeone.com))
- National Institute of Standards and Technology Cloud Computing Program ([nist.gov](http://nist.gov))
- Criminal Justice Information Services Division Recommendations for Implementation of Cloud Computing Solutions ([https://www.fbi.gov/file-repository/cjis-cloud-computing-report\\_20121214.pdf/view](https://www.fbi.gov/file-repository/cjis-cloud-computing-report_20121214.pdf/view))

## **Chapter 5 – Traffic Operations**

## **GUIDE SHEET**

### **Traffic Manual Procedure**

The process of writing a traffic procedure manual is an exercise in collecting your processes (procedures) for the various traffic enforcement activities that you conduct and recording them in one location (a manual). In some cases, the procedures used will vary substantially depending on the jurisdiction. Other times, there is some consistency among agencies. To the extent possible, those areas of consistency are included in this guide. Where procedures are heavily dependent on local practice, we have provided suggestions regarding the material you may wish to include.

This guide is intended to assist you in creating a traffic procedure manual suited to your agency. You should ensure your procedure complies with your traffic policy. The material here is not exhaustive. You should adjust any of the material to match your training and the requirements of your jurisdiction.

#### **TRAFFIC ENFORCEMENT PROCEDURES**

##### **OPERATING UNDER THE INFLUENCE OF ALCOHOL OR DRUGS**

- Field Sobriety Tests
  - Identify approved tests (e.g., field sobriety tests, portable breath tests, drug recognition expert).
- Chemical Tests
  - Implied consent warning.
  - Identify the approved chemical tests (e.g., blood, breath, urine).
  - Identify the approved method for administering each test.
  - What is the process for refusal (see your agency's impaired driving policy, supervisor notification, forced blood draw tactics)?
- Arrests
  - Identify arrest criteria (when to arrest)
  - Processing
  - Vehicle towing (see the Vehicle Towing Policy)
  - Report preparation (see the Report Preparation Policy)

##### **OPERATING WITH A SUSPENDED OR REVOKED LICENSE, OR NEVER LICENSED**

- Identify all possible violations (e.g., suspended infraction, misdemeanor, habitual)
- Identify the appropriate processing for each violation (e.g., cite and release, promise to appear, incarcerate)
- Consider vehicle towing (see the Vehicle Towing Policy)
- Prepare necessary reports (see the Report Preparation Policy)

**GENERAL ENFORCEMENT PROCEDURES**

Many traffic violations can be managed using the same procedure. These violations include but are not limited to:

- Speeding and hazardous operations (e.g., ignoring stop signs, traffic signals, traffic control devices)
- Non-hazardous violations (e.g., registration violations)
- Off-road vehicle (some states allow use on or beside roadways)
- Public vehicle or commercial carriers (generally a state police function)
- Pedestrian and bicycle

Identify the following for your procedure:

- Initial traffic stop (e.g., police vehicle positioning)
- Vehicle approach (e.g., left or right side, recommended tactics)
- General script (e.g., how officers identify themselves, interaction with violator)
- Database checks (e.g., NCIC, state equivalent, local warrant database)
- Decision-making (e.g., warnings, citations)
- Fine schedule (e.g., identify appropriate schedules)
- Courts (e.g., identify appropriate court for each violation)
- Voiding citations

Identify any special procedures for the following:

- Non-residents of the agency's jurisdiction
- Juveniles
- Legislators
- Foreign diplomats and consular representatives (see the Foreign Diplomatic and Consular Representatives Policy)
- Active military members

**ROADSIDE SAFETY CHECKS**

Also known as sobriety checkpoints in some jurisdictions, roadside safety checks are constitutionally permissible enforcement activities under Supreme Court decision (*Michigan Dept. of State Police v. Sitz*, 110 S.Ct. 2481 (1990)). However, some states do not permit the practice. If your state does not permit this method of impaired driving enforcement, you should remove this section from your procedure.

If your agency decides to use roadside safety checks, it is critically important that you research and understand the law governing these activities in your state before writing your procedure. We suggest that you contact your agency attorney or the prosecutor responsible for your jurisdiction for advice. In addition, the National Highway Traffic Safety Administration has created procedures that may be helpful.

**HIGH- AND UNKNOWN-RISK TRAFFIC STOPS**

High-risk traffic stops are those stops in which an officer has received information that the occupant(s) of the vehicle are suspected of a felony crime. The type of crimes for which you may use high-risk traffic stop tactics include but are not limited to:

- Violent felonies (e.g., robbery, murder, aggravated battery).
- Felony warrants.
- Vehicle pursuits.

**Procedure**

High-risk traffic stop tactics are dependent on your training. The primary consideration when writing this procedure is that you have a documented practice and members are trained on it. The provided suggestions are not exhaustive. You should adjust the material to match your training. We have included training resources under the Resources section. The following list includes some common considerations for conducting high-risk traffic stops:

- Radio communication (e.g., vehicle description, license plates, occupants).
- Assembling backup
  - Notify others of your intent to use high-risk tactics.
  - Plan the location of the stop (e.g., away from traffic, safety of bystanders).
- Make the stop
  - Position police vehicles appropriately.
  - Maintain cover.
  - Give instructions to driver.
- Remove occupants
  - Begin with driver (e.g., order the driver to exit from your position of cover, one member gives direction).

**Unknown-Risk Traffic Stops**

Most traffic stops are unknown-risk stops. This procedure is the same as that listed under General Enforcement Procedures. Members usually receive this training as part of their basic certification. Additionally, there are advanced courses available in most states to supplement any knowledge or training gaps.

**ESCORTS**

The primary considerations for developing a police escorts procedure include but are not limited to:

- Identify which police escorts your agency will conduct (e.g., funerals, dignitaries, abnormal cargo).
- Identify legal requirements under which emergency response is allowed (e.g., lights and sirens).
- Identify approval process for requests.
- Identify approved tactics for leading, trailing, and blocking for a procession.

**TRAFFIC DIRECTION AND CONTROL**

Whether you have specific traffic direction and control procedures in your agency, or you are creating them for the first time, you may want to consider the following:

- Identify legal authority and responsibility to manage traffic flow (e.g., statute, policy).
- Identify conditions that warrant manual traffic direction (e.g., crashes, special events).
- Identify approved methods for manual traffic direction:
  - Hand signals used in roadway.
  - Manual operation of traffic signals (e.g., remote control signal box, computerized remote control).
  - Law enforcement vehicle positioning.
- Identify safety equipment (e.g., reflective vest, reflective gloves, flashlight, traffic baton, whistle).
- Stress officer safety in procedure.

**HAZARDOUS HIGHWAY CONDITIONS RESOLUTION**

If your agency responds to calls for service on a highway, you should plan for the various incident types you may be called to manage. Planning involves communication with other agencies that will be called to assist during these events (e.g., towing, fire, EMS, Department of Transportation).

Due to the volume and speed of traffic on highways, officer safety should be considered. Your procedure should stress that members should not jeopardize their safety to resolve any condition that is not life threatening to motorists. The following considerations are commonly addressed in this type of procedure. The list is not exhaustive, and you should adjust for your specific circumstances.

You may want to consider the following for your procedure:

- Preference should be for quick clearance of obstructions to the degree practicable.
- Identify the preferred methods for restricting a lane of travel.
  - Number of law enforcement vehicles required
  - Distances between law enforcement vehicles
  - Visibility required for early warning of motorists
  - Equipment (e.g., electronic signs, flares)
- Identify the conditions for which a highway should be closed.
- Identify the process of closing a highway.
  - How to choose and implement a detour
  - Whom to notify
  - How to notify the public

**ROADBLOCKS**

If your department authorizes the use of roadblocks, we recommend members receive training and practice before implementation. The Vehicle Pursuits Policy describes roadblocks and legal considerations. Roadblocks may be construed as a use of force, and your agency should discuss with your legal advisors before authorizing their use. If your agency decides to authorize roadblocks, you may want to consider the following for your procedure:

- Identify the type of roadblocks allowed by your agency (e.g., boxing-in, stationary).
- Identify the specific circumstances for which roadblocks are authorized.
- Identify the approval process required for use.
- Identify the specific tactics that are authorized.
- Explain how to deploy the authorized roadblocks.

**RESOURCES**

The following is a partial list of available training courses. The information is intended to serve as an example and is not exhaustive:

- Strategies and Tactics of Patrol Stops (S.T.O.P.S.)
  - Tennessee Highway Safety Office
  - Indiana Law Enforcement Academy
  - Numerous private training companies (e.g., STOPS USA)
- Vehicle Pullovers (CA POST)
- PoliceOne (Policeone.com)
- Federal Highway Administration (<https://ops.fhwa.dot.gov>)



## **Chapter 6 – Investigation Operations**

## **GUIDE SHEET**

### **Investigative Procedure**

This guide covers items and areas applicable to most types of investigations. While developing this procedure, you should refer to your Investigation and Prosecution Policy.

#### **RESPONSIBILITIES**

This section is for defining the different areas of your investigation bureau and their responsibilities. The following are examples of common investigative areas in an agency:

- Major Crimes
- Burglary
- Vice
- Special Victims Unit
- Juvenile Crimes
- Sex Crimes
- Intelligence
- Homeland Security
- Auto Theft
- General Theft
- Fraud Unit
- Narcotics
- License and Permits
- Pawn Desk
- Cold Case Squad
- Robbery
- Crime Scene Investigations

#### **RESPONSIBILITIES OF INVESTIGATION BUREAU MEMBERS**

In this section, the responsibilities for the bureau positions are defined.

- Management and supervisory positions
- Investigator positions
- Nonsworn positions
  - Clerical positions
  - Investigative aides

#### **OPERATING HOURS AND ON-CALL SCHEDULE**

This section describes the operating hours of the bureau sections.

The on-call schedule describes the rotation of members and establishes how often the schedule is distributed to other areas of the agency (e.g., daily, weekly, monthly). If your on-call schedule

is determined by a collective bargaining agreement or contract, you should defer to the contract language in this section.

The agency head or bureau commander has discretion regarding:

- Staffing hours, including emergencies, call-out, or workload changes to on-call schedule
  - Rotation of members on schedule
  - Distribution of call schedule to bureaus

### **ROLL CALL BRIEFINGS**

You should conduct briefings, which should be provided periodically to other agency bureaus. The briefings should include but not be limited to the following:

- Information about wanted suspects or other lookouts
  - Crime patterns
  - Criminal activity
- Documentation of briefings
  - Record keeping

### **DEVELOPING INFORMATION**

In this section, are possible sources for developing investigative information, which may include the following:

- Supervisory review of reports to detect crime trends, patterns, and intelligence
- Agency resources
  - Incident reports
  - Intelligence bulletins
  - Interviews
  - Inter-agency meetings
  - Media
  - Accident reports
  - Photo and fingerprint records
  - Traffic and accident reports
  - Pawn records
  - Juvenile records
  - Crime analysis and mapping
  - Arrest records
  - Social media
  - Other agency bureaus
  - Databases (e.g., Citizen Law Enforcement Analysis Reporting, records maintenance system)
- Outside agency resources
  - Real estate records
  - Tax records
  - State and NCIC criminal history
  - Court records

- Motor vehicle records
- Driver's license records
- Business license records
- Postal records
- Social service records
- Probation and parole records
- Federal agencies
- State agencies
- Other Resources
  - Telephone companies
  - Banks
  - Utility companies
  - Social and neighbor contacts
  - Banks

### **INTERVIEWS AND INTERROGATIONS**

This section may have several applicable state statutes or case law that will affect the procedures. You should carefully review your state statutes and case law or consult with your agency attorney for this section and adjust as needed. These procedures should include the following:

- **Miranda Rights and Waiver**
  - Read *Miranda* warning from an agency standard form or card.
  - Read *Miranda* again even if the suspect was previously advised of *Miranda* by another investigator or uniformed officer.
  - *Miranda* warning should be at top of a statement form if the suspect agrees to make a written or recorded statement.
  - If the waiver of rights and statement are not being recorded, a second member should be present to witness the waiver.
  - You should include a waiver of counsel to be signed by the suspect and included with the statement.
  - Suspects should sign each page of the statement.
- **Audio and Video Recordings**
  - Audio or audiovisual recordings should be done whenever possible for any statement, admission, or confession.
  - The original recording or any copies should be stored as directed by state statute or agency policy.
- **Interview Rooms and Conditions**
  - Interview rooms should be used to interview all suspects and arrestees whenever possible.
  - The interview room should be clean and contain only the necessary items.
  - The interview room and suspect should be searched before the suspect enters the room.
  - Firearms should not be worn in an interview room.

- Alert another member before entering the interview room with a suspect or witness.
- Investigators should have their portable radios available in the interview room during any interview or interrogation.
- A maximum of two investigators should be present during any interview, whether it is with a witness, victim, or suspect.
- Investigators should provide interview subjects with reasonable access to water and restrooms and allow them reasonable breaks.

### **COLLECTION OF EVIDENCE**

In this section, you should consider listing the tasks that need to be done for the collection of evidence, including but not limited to the following:

- Initial scene preservation by the uniformed officer.
- The role of the lead investigator in directing the collection of evidence.
- If your agency has a crime scene unit and it is part of the investigative unit, you will want to include the following:
  - Coordination of collection of evidence between the lead investigator and the crime scene technician.
  - Responsibilities of the crime scene technician (e.g., location and preservation of evidence, crime scene photography, scene sketches, reports).
  - Hours of operation for the crime scene unit and on-call schedule.

### **PRELIMINARY INVESTIGATION**

Here is where you will identify your procedures for the preliminary investigation, which may include the following:

- Initial investigation handled by uniformed officer
  - List examples of investigations that may be handled by a uniformed officer without the response of an investigator.
    - If an investigator responds to the scene, whether the investigator is acting as an adviser or assuming full responsibility for the incident.
- Notify dispatch for an investigator and crime scene response, whether by officer on the scene or by a supervisor.
- Type of incidents requiring the response of an investigative supervisor or commander.
- Responsibilities of the uniformed officer or the responding investigator handling the incident.
  - Investigative priorities and decisions regarding:
    - Witnesses
    - Suspects
    - Recording statements
    - Evidence collection
    - On-site arrests
    - Warrants
- If the investigator assumes full responsibility for the preliminary investigation, the following steps should be taken or directed by the investigator:

- Determine if medical attention is needed by any parties
- Determine any investigative steps already handled
- Broadcast of lookouts
- Crime scene preservation
- Proper collection and documentation of evidence
- Crime scene sketch

**FOLLOW-UP INVESTIGATION**

Responsibilities of the primary investigator or assigned investigator in the follow-up phase may include but are not limited to:

- Reviewing incident reports.
- Canvassing scenes.
- Interviewing witnesses, victims, complainants, and suspects.
- Locating additional witnesses.
- Maintaining contact with witnesses as needed.
- Conducting background checks on victims, witnesses, and suspects as appropriate.
- Identifying, locating, and arresting suspects.
- Conducting criminal history checks on suspects following all legal and departmental regulations.
- Interrogating suspects regarding current crime or possible involvement in other crimes.
- Checking for suspect involvement in other crimes through fingerprints, crime analysis records, and other records or reports.
- Conducting further interrogations as warranted.
- Preparing suspect composites or arranging for lineups.
- Updating supervisor of investigation and requesting assistance for surveillance, polygraph, voice stress analyzer, and other similar special situations.
- Planning and organizing searches and evidence collection.
- Delivering and documenting evidence not collected by crime scene investigators to the property section or outside lab or examiner.
- Preparing search and arrest warrants.
- Attempting to locate additional information with other sources, including other investigators, officers, citizens, and outside agencies.
- Checking relevant records such as a driver's licenses, motor vehicle records, real estate files, and publicly available sources.
- Processing firearms for evidence and a background trace as required.
- Ensuring information about wanted suspects, stolen vehicles, or stolen property is entered into the appropriate crime information network.
- Preparing and distributing bulletins on wanted suspects, vehicles, or information requests.
- Assisting prosecution in case preparation.

**INVESTIGATION DOCUMENTATION**

Here is where you will describe the documentation system your agency uses for investigations. You should include the following:

- Describe the type of case management system your agency uses for documentation of the investigation. You may want to use a generic term for your case management system to prevent the need for an update to your policy or procedure in the event of a system change.
- Describe the documents to be kept in the case file, which may include the following:
  - Statements
  - Photographs
  - Crime scene sketches
  - Intelligence developed during the investigation
  - Information gathered as a result of a court order
  - Any other relevant documentation

**INVESTIGATIVE AIDS**

If polygraphs, voice stress analyzer, surveillance, wiretaps, or audio and video recordings are used, you should research any relevant state statutes or contact your agency legal adviser.

- Polygraph or voice stress analyzer procedure
  - If agency-owned:
    - Obtain supervisor approval if required.
    - Contact and schedule with the unit or bureau that has the equipment.
    - Collect and document the results of the voice stress analyzer and polygraph.
  - If an outside agency or company is used:
    - Obtain supervisor approval.
    - Contact and schedule the voice stress analyzer with the agency or company.
    - Collect and document the results of the voice stress analyzer and polygraph.
- Surveillance
  - Surveillance details requiring multiple officers.
    - Obtain supervisor approval.
    - Contact the appropriate unit or bureau for assistance.
    - Develop a surveillance plan and document for the case file.

**ARREST WARRANTS**

Review your procedures for processing and serving arrest warrants, which may include the following:

- Arrest warrants
  - Supervisor review and approval, if needed.
    - Arrest warrants automatically sent to another unit to be served, if required (e.g., homicide or other high-risk warrants).
  - Serving the warrant.
    - Coordination with officers or other agency units.
    - Briefing.

- If the suspect is not located:
  - If forwarded to a fugitive unit or other agency:
    - Time limit warrant is held by investigator.
    - Documentation and information required regarding suspect(s) to be forwarded to fugitive unit or another agency.
  - Extradition from outside of the state.
  - Extradition from within the state.

### **CASE SCREENING**

In this section, you should describe your case screening process. You should include the following:

- Report Processing
  - Identify what unit or bureau and the personnel responsible for screening the reports (e.g., records, investigative aide, uniform or investigation supervisors).
  - Identify the person and position responsible for assigning the cases for investigation.
  - Identify the crimes or incidents that require assignment.
  - Identify the crimes or incidents that require immediate follow-up.
  - Identify the crimes or incidents that will not require immediate follow-up investigation.
- The investigative supervisor should evaluate minor cases not normally assigned for absence of solvability factors, no investigative leads, or lack of victim cooperation to determine if the case should remain active or classified as inactive.
- Master file
  - Master file should contain all preliminary reports (originals should be kept in the Records Bureau), statements, evidence reports and chain of custody, and all records needed for case prosecution.
  - The master file should be in a chronological and logical order
  - Supervisor review of investigator files.
  - Master files access should be limited to the investigator and supervisor.
  - The master file should be kept in the investigation unit until closed, then transferred to the Records Bureau.

### **TRAINING**

In this section, review the training required for investigations and the process for acquiring the training. Members assigned to investigations should receive training, including but not limited to:

- Constitutional and state arrest, search, and warrant requirements.
- Unit or bureau documents and documentation.
- Evidence policy and procedures.
- Interviews and interrogations.
- Investigative resources.
- Case file requirements.



## **GUIDE SHEET**

### **Asset Forfeiture Checklist Procedure**

Asset forfeiture procedures are quite complex, with several relevant federal and state statutes related to the seizure of money or property and forfeiture reporting requirements. Your Asset Forfeiture Policy will also contain pertinent information. A checklist will assist the forfeiture reviewer meet all deadlines and ensure all required documentation is complete.

#### **ASSET FORFEITURE CHECKLIST**

Your agency should have an asset forfeiture checklist available for use by your forfeiture reviewer and kept with their asset forfeiture file. Checklists have been provided with this guide for you to review and modify to meet the needs of your agency. Additional space has been included to add more items to the list if required.

## Asset Forfeiture Checklist

### Property Seized Without Court Order

		Initials
	<b>Date of seizure</b>	
	<b>Date counsel provided notice of seizure</b>	
	<b>Date counsel provided reports of seizure</b>	
Notifications	Identified owners or interest holders.	
	Documented check for co-owners or lien holders.	
	Documented how owners or interest holders were identified.	
	Documented that all identified owners or interest holders received notice of seizure.	
	All identified owners or interest holders received notice and information regarding process for seeking its return.	
	State agencies requiring notification of seizure.	
Hardship/Innocent owner	Documented and communicated to counsel any known unreasonable hardship on a third party or the possibility of an innocent owner.	
Valuation(s)	Obtained and documented any valuation, including method of valuation.	
Waivers	Documented any waiver of rights to property by owners or potential owners or interest holders.	
	Documentation of any waiver forwarded to counsel.	

## Asset Forfeiture Checklist

### Property Seized With Court Order

		Initials
	<b>Date of seizure order</b>	
	<b>Expiration date of seizure order if applicable</b>	
	<b>Date of seizure</b>	
Hardship/Innocent owner	Documented and communicated to counsel any known unreasonable hardship to a third party or the possibility of an innocent owner.	
Waivers	Documented any waiver of rights to property by owners or potential owners or interest holders.	
	Documented any waiver forwarded to counsel.	
Forfeiture Action	Documented date of forfeiture order, if any.	
	Placed forfeiture order in file, if applicable.	
	Returned property if forfeiture action failed.	
	Documented return and date of return, if applicable.	
	Placed court order denying forfeiture in file, if applicable.	
Property Transfer	Property transferred by court order.	
	Property dispersed by court order.	

## GUIDE SHEET

# Warrant Service Procedure

### RISK ASSESSMENT

This procedure interacts with your warrant service and operations planning and deconfliction policies. To successfully utilize those policies, you should prepare a risk assessment form and ensure that it is readily available to members who are assigned to serve warrants as part of their regular duties. A risk assessment form can be used to objectively determine the level of risk presented by serving a search or arrest warrant to ensure that the proper resources are present at the time of service.

Generally, warrants for property crimes absent any violence (e.g., theft) are lower risk than violent felonies (e.g., robbery, homicide). Additionally, a small apartment may be secured with fewer members than a multi-story structure. The idea is to assign a score to each bit of information to determine an overall score, or threat assessment.

This guide is a very basic view of a complex subject matter. We recommend that you secure proper training in risk assessment. You may also want to consult with other agencies in your area for advice or to obtain a risk assessment form that may work for your agency with minor modification.

You may want to consider the following information for your risk assessment form.

### RISK ASSESSMENT CRITERIA

The criteria considered for risk assessment in search warrant or arrest warrant service are similar. The criteria may include but is not limited to the following:

- Information contained in warrant affidavit
  - Nature of the crime:
    - Property offense?
      - Lower score
    - Violent crime?
      - Higher score
    - Firearms likely or used in the crime?
      - Higher score
  - Knowledge of the target location
    - One-room apartment
      - Lower score
    - Two-story, three-bedroom house
      - Higher score
  - Criminal history of suspects
    - No previous criminal history
      - Lower score
    - Lengthy history of violent crime

- Higher score
- Threats to resist from suspect
  - Higher score
- Children, dependent adults, or uninvolved parties present?
  - Higher score

### **RISK ASSESSMENT FORM**

A simplified example of a risk assessment form is contained in the procedure framework. It is intended only as an abbreviated sample to prompt further thought. You should add or subtract categories based on the needs of your agency. When creating a threat assessment form, you should decide which score totals are required for a particular response. For example, a total score of 0-5 may require members to handle the warrant service as part of their normal duties. Following this logic, a very high score would require service by a crisis response unit. You must make these decisions for your agency taking your training, experience, and research into consideration.

### **RISK ASSESSMENT FORM REVIEW**

After completing the risk assessment form, it should be presented to a supervisor and/or the operations director for review. The supervisor or operations director should consider the risks identified and determine the appropriate response. See the Operation Planning and Deconfliction Policy.

### **RESOURCES**

Risk assessment forms are available from various sources. You may want to consult the following:

- National Tactical Officers Association ([www.ntoa.org](http://www.ntoa.org))
- Kentucky Tactical Officers Association-Model Policies ([www.kentuckytacticalofficersassociation.org](http://www.kentuckytacticalofficersassociation.org))
- California Commission on Peace Officer Standards and Training ([www.post.ca.gov](http://www.post.ca.gov))

### **WARRANT SERVICE**

The Warrant Service Policy describes two categories of warrant service, high risk and lower risk. High-risk warrants will usually be served by the crisis response team. High-risk warrant service procedure is described in your operations planning and deconfliction policy. Remaining to be covered is lower-risk warrant service. These warrants are usually served by regular members during their normal duties. The procedure is substantially similar as it requires attention to specific best practices in order to protect the safety of members. You may want to consider the following for your procedure:

- Scout the location to identify entry and exit points.
  - Use other sources of intelligence as available.
    - Photos
    - Maps
    - Members who may have been inside the location and can describe the floorplan
- Conduct research on any known suspects (e.g., criminal history, history of weapons violations).

- Assign officers to specific tasks and points on the perimeter (e.g., front door, rear door, windows).
- Meet for a briefing to share information and plans.
  - Check equipment at the briefing (e.g., radios, firearms, vests, identification).
- Proceed to the warrant location quietly.
  - Arrive or travel in non-emergency mode.
  - Avoid all cars taking the same route.
- Park out of sight of the location and approach on foot.
- Contact the suspect or resident.
  - Handcuff before searching.
- Process arrestees as required.
- Document any damage caused during warrant service.
- Turn the location over to investigators for further processing, if appropriate.
- Meet afterward to debrief and share lessons.

## **GUIDE SHEET**

# **Unmanned Aerial System Procedure**

The federal government has adopted regulations for the operation of an unmanned aerial system (UAS) (14 CFR 107). The Federal Aviation Administration (FAA) has also issued guidelines for the operation of a UAS (Advisory Circular 107-2). You should research these sources before writing your procedure. Your state may also have legal requirements for the use of a UAS. Additionally, operation of a UAS presents constitutional questions (e.g., privacy, curtilage) that must be considered when writing a deployment procedure. You should consult with your legal advisor for advice on these issues and ensure that your procedure complies with your unmanned aerial system policy. Finally, the suggestions contained below are not exhaustive. You should adjust as required by your state law and local practice. You may want to consider the following information for your procedure.

### **FAA CERTIFICATE OF WAIVER OR AUTHORIZATION**

Before operating a UAS, a FAA Certificate of Waiver or Authorization (COA) is required. The FAA maintains a website to facilitate the application process. Navigate to the FAA COA application website and complete the application.

### **AUTHORIZED OPERATORS AND REQUIRED OBSERVERS**

You may want to include a selection process for UAS operators as part of this procedure or include it in your Special Assignments and Promotions Policy. You should also consider the following:

- Authorized operators should obtain a FAA remote pilot certificate before operating a UAS (14 CFR 107.12).
- The use of a visual observer is described by FAA regulation (14 CFR 107.12).

### **DEPLOYMENT AND USE**

In this section, you should document the criteria you will use to determine the incidents for which you will deploy, and how you will use, your agency's UAS.

- In consultation with your agency head, determine the type of incidents for which the UAS may be deployed (e.g., missing persons, criminal investigations, surveillance, warrant services).
- When creating a deployment protocol based on incident type, you should consider:
  - Who can authorize deployment
    - The agency head or the authorized designee should provide written permission for a deployment that may require a warrant (e.g., surveillance, warrant service, investigations)
      - What tactics are approved for criminal justice use.
  - Criteria to be met before requesting permission for deployment
  - Whether agency head may authorize a designee to grant permission for non-criminal justice or emergency deployment (e.g., missing persons)
  - How the public will be notified of a UAS deployment (e.g., social media, press release)

- You should consider creating a preflight inspection checklist that should be completed and retained as a record. The preflight checklist may include but is not limited to:
  - Check for temporary flight restrictions.
  - Weather conditions and visibility are suitable for UAS operation.
  - Flight itinerary is in place.
  - UAS is fit for flight:
    - Batteries are charged.
    - UAS in good repair (per manufacturer guidelines).
    - Camera is operational.
    - Digital storage space is available.
  - Lost link programming is in place.
  - Licensed pilot is available.
- Operational control of a UAS is covered by FAA regulation (14 CFR 107.31). These protocols include but are not limited to:
  - Maintaining line-of-sight control of UAS during flight.
  - Observing for other air traffic or hazards.
  - Protecting life and property during flight.
- Maintain a record of each deployment, including:
  - Reason UAS deployed
  - Location where deployed (e.g., physical address, GPS coordinates)
  - Result of deployment
- Compile the records of each deployment for reporting purposes:
  - Some states require annual reports of UAS activity to a specific agency.
    - Research your state law to determine specific reporting requirements.
  - Where state law requires no reporting, an annual report should be compiled and forwarded to the agency head. The report to the agency head should contain but not be limited to the following:
    - Number of UAS deployments
    - Nature of each UAS deployment
    - Outcome of each deployment
    - Suggested changes in policy or procedure
    - Suggested safety enhancements

**MAINTENANCE**

- The UAS should be regularly maintained according to the manufacturer's recommendations.
- You should create a checklist for regular maintenance, inspection, and repair.
- The checklist should be retained as a record of ongoing maintenance, inspection, and repair.
- Some extra UAS parts may be kept on hand for field repairs (e.g., propellers, landing gear, external lights).



### **EVIDENCE**

- All downloaded media should be stored in a secure area with access restricted to authorized persons.
- A recording needed as evidence should be copied to a suitable medium and booked into evidence in accordance with established evidence procedures and the Property Bureau Policy.
- All actions taken with respect to retention of media shall be appropriately documented to preserve chain of custody.
- The recorded media and documents should be retained in accordance with the established records retention schedule.
- Any records related to a UAS deployment (e.g., checklists, flight plans), and recordings or other media collected by a UAS should be maintained, purged, or released in accordance with the appropriate records retention schedules and the Records Maintenance and Release Policy.

## **Chapter 7 – Equipment**

## GUIDE SHEET

### Agency Inventory and Control Procedure

This guide covers inventory and control procedures for all property owned by your agency, including property that has been issued to agency members. If your agency already has requirements in place for inventory and inventory control, you should review the following elements in case you want to include any in your current procedure. You should also refer to your agency-owned and personal property policy.

#### ISSUING AUTHORITY

This is where you will list the agency property to be included in the inventory and the issuing authority. The following table shows examples of possible property types and issuing authorities; fill in and adjust to meet your agency's needs:

Property Type	Issuing Authority
Firearms	<i>(e.g., Agency firing range)</i>
Body armor	<i>(e.g., Central Supply)</i>
Uniforms	<i>(e.g., Central Supply)</i>
Radio and charger	<i>(e.g., Communications)</i>
Laptop computers	
Electronic control devices	
Batons	
OC/pepper spray	
Keys	
Identification cards	
Audio/video recorders	
First aid equipment	
Riot gear	

#### INVENTORY PROCEDURE

The inventory procedure should address but not be limited to the following:

- Bureau or unit member responsible for coordinating and reviewing the inventory documentation, if applicable
- Divisions or units required to perform an inventory
- Required form of inventory documentation
  - You should include a check of the operational condition of the equipment or property as part of the inventory process
- Inventory frequency
  - You may want to consider more frequent inventories for items such as firearms, computers, or electronic control devices.

- You should review whether the inventory should be done according to a fixed schedule or should always be up to date, depending on the nature of the supplies or equipment.
- Process for reconciling an inventory that has a discrepancy and the required supervisor notifications

**ISSUE AND RETURN OF AGENCY PROPERTY**

In this section, you should describe the process and documentation for issuing and returning agency property. You may want to have a separate form for agency supplies that are issued, such as copy paper or cleaning supplies. You should consider including the following:

- Process and person or position authorized to approve the issuance of property or supplies
- Documentation that will be used for issuing and returning agency property, to include the following information:
  - Name of the member issuing the property
  - Name and signature of the member receiving the property
    - If the property is to be issued to a division or individual
    - The signature can be electronic, if applicable
  - Date of issue
  - Description and quantity of the property issued, including make, model, and serial number, if applicable
  - Date of property return
  - Name and signature of the member returning the property
    - The signature can be electronic, if applicable
- Process for the collection of agency property if a member is injured, suspended, or terminated

**DAMAGED, LOST, OR STOLEN PROPERTY**

This is where you should describe your process for handling damaged, lost, or stolen agency property. It should include but not be limited to the following:

- Initial report of damage to or loss of property
  - Contacting an outside agency if the theft or damage occurred in a different jurisdiction
  - Documenting format for the damage, loss, or theft
- Replacement of the damaged, lost, or stolen property
  - Whether the loss was the result of member negligence

## **GUIDE SHEET**

# **Personal Protective Equipment Use Procedure**

### **SELECTION OF PERSONAL PROTECTIVE EQUIPMENT**

Federal regulations provide guidance for the selection and use of personal protective equipment. Everything contained in the referenced federal regulations will not apply to law enforcement. However, federal regulations are a starting place, and you should refer to the regulations cited in this document when writing your procedure. You may want to consult with fire departments, a local emergency management organization, or other law enforcement agencies in your area for advice or procedures that are suitable, with slight modification, for your agency. You should also refer to your personal protective equipment policy as you develop your procedure.

The Personal Protective Equipment Policy contains the necessary information regarding hearing, eye, head, and body protection. Additionally, your state may maintain standards for the selection and use of this equipment. You should check these references when developing your procedure. The information contained here is intended to inform your efforts to write your procedure. It is not exhaustive. General requirements for personal protective equipment are found in the Code of Federal Regulations (29 CFR 1910.132).

### **RESPIRATORY PROTECTION PLAN**

Lexipol's Personal Protective Equipment Policy requires the creation of a respiratory protection plan and outlines the requirements of the plan. The goal for this procedure is to direct your agency to the appropriate standards that should be met. To begin the process of creating a plan, your agency should select a person to manage the plan and then have that person trained. You may also want to consider the following.

### **EQUIPMENT SELECTION**

- You should select respiratory equipment that is approved by the National Institute for Occupational Safety and Health (NIOSH). Those may include:
  - Perimeter hazardous material (HAZMAT) incidents:
    - Full facepiece (NIOSH approval TC 14G) Chemical, Biological, Radiological, and Nuclear (CBRN) cartridge
  - Perimeter or within crowd control with the presence of tear gas:
    - Full facepiece air purifying respirator, TC 14G, chloroacetophenone cartridge or canister (combination organic vapor/particulate)
  - Respiratory illness
    - N95 particulate respirator, TC 84A
- The respiratory equipment should protect members from exposure to respiratory hazards that they are expected to encounter.

**FIT TESTING**

Members should be properly fitted with a respirator before wearing. Your state may have protocols for fit testing. You should find those and include them in your procedure. If your state does not maintain a fit testing protocol, you may want to refer to the Occupational Safety and Health Administration (OSHA) standard:

- OSHA fit testing protocols are contained in the Code of Federal Regulation (29 CFR 1910.134, App. A).
- Fit testing is required annually at a minimum (29 CFR 1910(f)(2)).

**MEDICAL EVALUATION**

Prior to wearing a respirator, members should be medically evaluated to ensure they can safely use the equipment. Some states have standards for medical evaluation. You should research the standards in your state and include them in your procedure. If your state does not maintain a standard for medical evaluation, you may want to use the following:

- OSHA Respirator Medical Evaluation Questionnaire (29 CFR 1910.134, App. C)

**INVENTORY CONTROL**

The respiratory protection plan manager should:

- Maintain inventory sufficient to meet the needs of the members to whom respirators are assigned.
- Consider long-term budgeting.
- Follow the manufacturer's guidelines for shelf life and storage of respirators and associated parts, and order replacements as necessary.

**ISSUANCE AND REPLACEMENT**

- Members should be issued respiratory equipment that is clean, sanitary, and in good working condition.
- Respiratory equipment should be inspected regularly and replaced if it is determined to be in disrepair or it is required according to the manufacturer's guidelines.

**MAINTENANCE AND CLEANING**

Respirators are not maintenance free. In addition to regular cleaning and inspection, respirators should be thoroughly cleaned after each use. NIOSH requires manufacturers of respirators to include maintenance and cleaning requirements along with each product sold. You should follow the maintenance and cleaning requirements included with your equipment.

Additionally, OSHA maintains an extensive database related to the maintenance and care of respirators ([www.osha.gov/video/respiratory\\_protection/maintenance\\_transcript.html](http://www.osha.gov/video/respiratory_protection/maintenance_transcript.html)).

### **PLAN REVIEW**

The respiratory maintenance plan should be reviewed on a yearly basis to ensure that it remains current.

### **REMAINING CURRENT**

The plan manager should remain up to date regarding this subject matter through continued training and periodic review of OSHA, NIOSH, and pertinent federal regulations. If you are assigned to manage the respiratory protection plan, you should use the resources that are readily available to you to maintain your knowledge base.

### **RESOURCES**

- The California Commission on Peace Officer Standards and Training has produced a model respiratory protection plan for law enforcement. Agencies in California should make use of the publication. Agencies outside of California may request permission for similar use. ([post.ca.gov/Portals/0/post\\_docs/publications/Respiratory\\_Protection.pdf](http://post.ca.gov/Portals/0/post_docs/publications/Respiratory_Protection.pdf))
- OSHA ([www.osha.gov](http://www.osha.gov))
- NIOSH ([www.cdc.gov/niosh/index.htm](http://www.cdc.gov/niosh/index.htm))

## **Chapter 8 – Support Services**



## GUIDE SHEET

### Crime Analysis Procedure

This guide covers developing a crime analysis procedure. Though crime analysis can be done manually, you may want to research available software programs to streamline the analysis process. If your agency already has a process in place for crime analysis, you should review the following elements in case you want to include any of them in your current procedure. You should also review your crime analysis policy to ensure that your procedure is consistent.

Crime analysis is a system of analytical processes that provide timely and relevant information on crime trends and patterns. The information developed is used for evaluation of agency processes, crime prevention, crime reduction, and criminal apprehension.

Even though a law enforcement agency may use the information produced for a variety of purposes and categories of analysis, it is created by using the same general method.

#### CRIME ANALYSIS PROCESS

The crime analysis process includes but is not limited to the following five steps:

- **Collection**

The data collected for analysis must be accurate, consistent, and timely to be effective. In addition, there should be a large enough data set to be analyzed, or the results may be ineffective.

The type of data that should be collected includes but is not limited to the following:

- Crime reports
- Incident reports
- Accident reports
- Suspicious activity reports

- **Collation**

Collation refers to the sorting, extracting, and storage of the data collected for crime analysis. The data collected often is not the best material for crime analysis without making modifications. Those modifications include the following:

- Correcting mistakes in the data
- Geocoding the data for mapping use
- Adding variables for effective analysis (e.g., types of crimes, business type)

- **Analysis**

The data is analyzed and turned into useful and relevant information for dissemination to law enforcement members. The analysis usually results in two types of information:

- Modus operandi pattern detection from the crime data analysis
- Pattern detection through calculations and probability estimates

- **Data Modification Sub-cycle**

The data may need modification at various stages of the process due to errors in the data entered or changes in the data collection or collation process.

- **Dissemination**

The crime analysis reports are generally distributed throughout an agency, though certain areas of your agency may receive different types of reports. The most common types of crime analysis reports and their purposes include:

- Intelligence reports that link criminal networks and their members.
- Criminal investigative analysis that provides a profile on offenders.
- Tactical crime analysis that attempts to link crime events together, identify suspects, and predict future criminal events.

You should further evaluate the distribution and release of the crime analysis reports to include the following:

- Timing of the distribution of various crime analysis reports
  - Daily
  - Weekly
  - Monthly
  - Quarterly
  - Yearly
- Staff and members who will receive the reports
  - Agency head
  - Command staff
  - Investigators
  - Uniformed members
- Release to the news media and public
- Use of your agency website, if applicable
- Use of mapping technology to allow searches for crime information

## **GUIDE SHEET**

### **Records Bureau Procedure**

You should use this guide to assist in documenting your current process or creating a new one for managing records. Your state will likely have statutes that govern law enforcement record keeping. It is critical that you research your state law and consult with legal counsel to understand legal requirements. The suggestions contained here are not exhaustive. You should begin by documenting the processes you currently use and possibly augment your process with the information provided here. Also, you should reference your records bureau, records maintenance and release, and protected information policies. Records Management System (RMS) software reduces the labor involved in maintaining and tracking records, but these tasks can be accomplished manually.

#### **MASTER NAME INDEX**

You should create and maintain a master name index, a file in which names collected from police reports are alphabetized. After adding names to the index, each report involving the individual is listed or cross-referenced under that person's name. You should consult your legal adviser to determine any restrictions before categorizing individuals (e.g., gang files). You may want to include the following in your master name index:

- Victims
- Suspects
- Reporting parties
- Arrestees
- Witnesses
- Key holders
- Property owners
- Business names

#### **CALLS FOR SERVICE AND CLASSIFICATION**

You should consider categorizing crimes and calls for service in each of the following:

- By type of crime
- By location
- By case assignment/report taken
- By disposition

Calls for service indexed in this manner can be used to determine caseload, prevalent activity, and types of crimes per beat for deployment purposes.

Property should be tied to the call from which it was received and should be issued a unique property number (see the Property Bureau Policy). You may also want to index the property into the following categories:

- Stolen

- Found
- Recovered
- Evidence
- Held for safekeeping
- Disposed of

**REPORT TRACKING**

You should consider creating a system to track reports as they move through the stages of approval. If you manually approve reports, you may consider requiring members to place their reports in a consistent location to await supervisor approval (e.g., an approval file, an awaiting approval mailbox). An RMS can accomplish this task electronically.

If your agency manages reports manually, you should have a process in place to document when other bureaus within the agency check out original reports for follow-up investigations. A similar process may be used to limit access to certain reports.

**ARREST RECORDS**

Every arrestee should be assigned a unique identification number. The identification number is used to maintain a file for the following:

- Subsequent arrests
- Photographs
- Fingerprints
- Criminal history
- Arrest reports
- Identifiers (e.g., height, weight, tattoos)
- Aliases
- Next of kin

**WARRANTS AND WANTED PERSON FILES**

Your agency should have a procedure in place to manage arrest warrants and wanted person files. You should document the following in your procedure:

- Where active warrants are stored
- How a warrant is verified as active before entry
- How identifying information on the warrant is verified before entry
- The person responsible for entering warrants into criminal information databases
- The appropriate databases
  - National Crime Information Center
  - State criminal information database
  - Local law enforcement database
  - Others, as applicable
- How warrants are cleared from databases after service, cancellation, or recall
- How audits are conducted and the individual or individuals responsible for them

## **Chapter 9 – Custody**

## **GUIDE SHEET**

### **Transport Procedure**

Please review the following sections carefully and adjust according to your agency's practice. In this procedure, the term "arrestee" refers to the person being transported, and you should adjust this term to match your agency's practice. You may want to consider these additional areas for customization of this procedure:

- Transport of juveniles
- Transport and seating of multiple arrestees
- Security of arrestees transported to medical facilities
- Proper use of restraint devices
- Arrestee escape procedures
- Courthouse transports
- Firearm storage and security

#### **GENERAL PROCEDURES**

This is where you identify your agency's general procedures. These should include but are not limited to the following:

- All arrestees should be transported in secure vehicles with a barrier between the front and rear seats.
- All transport vehicles should be inspected for proper operation of safety features, contraband, and weapons at the beginning of the shift, the end of shift, and before and after any arrestee transport.
- All arrestees should be thoroughly searched prior to transport for weapons, tools, and contraband.
- If not the arresting member, the transporting member should obtain all necessary paperwork, property, or medical information that is needed to accompany the arrestee to the destination.
- The arrestee shall be secured in the arrestee compartment using restraints and a safety belt.
- Arrestees should not be transported in a reclined position.
- The most direct route should be taken to the transport destination.
- Communications should be provided with the appropriate information prior to starting the transport.
- Arrestees should not be left unattended during the transport process and should be monitored for security and medical issues.
- Transporting members should not conduct other law enforcement activities while transporting an arrestee. Members should only assist when there is a clear threat to the life safety of a person or persons and there is no undue risk to the safety of the arrestee.

If a transporting member becomes involved in a law enforcement incident, they shall notify dispatch as soon as practicable.

### **TRANSPORTS OUTSIDE OF THE AGENCY JURISDICTION**

In this section, develop your procedures for outside transports. These should include but are not limited to the following.

When an arrestee is transported outside of this agency's jurisdiction, the transporting member should:

- Obtain prior approval from a supervisor.
- The supervisor should determine if a second member is needed in the transport vehicle, if not already present.
- Establish the approximate travel distance and time.
- Determine any stops needed (e.g., bathroom use, refueling, food) if required due to the distance of the transport.
- If alternative approved restraints (e.g., belly chains) are more appropriate for a cooperative arrestee or longer transports.
- If any stops are made, one member should always stay with the arrestee.

### **SPECIAL TRANSPORTS**

#### **Medical Transports**

In this section, develop your procedures for medical transports. These should include the following:

- When a medical transport is necessary and time is available, members should coordinate an arrestee transport with all participating agencies.
- At least one member should be in the medical vehicle (e.g., ambulance) transporting an arrestee.
- A second member should follow in a separate vehicle.
- The arrestee should be restrained in a manner that balances the arrestee's medical needs and officer safety concerns.

#### **High-Risk Transports**

In this section, identify your procedures for high-risk transports. Those should include but are not limited to the following.

Transporting a high-risk arrestee may take extra planning and resources. A designated transport member should develop a transportation plan and submit it to the on-duty supervisor for review. The plan may include but is not limited to:

- A detailed route
- Additional security vehicles
- SWAT resources
- Restraints to be used

- A communication plan
- Counter surveillance
- Emergency contingencies

**Funeral or Wake Attendance**

Here is where you identify your agency's funeral or wake attendance procedures. Those should include but are not limited to the following.

If an arrestee has been approved for a wake or funeral transport, the planning member should refer to the High-Risk Transports subsection of this procedure. Additional information should be gathered from the location of the wake or funeral.

Transporting members may cancel the transport at any time if they feel safety or security has been compromised.

**REPORTING**

In this section, identify your agency's reporting procedures. Those should include but are not limited to the following.

Members should complete any required transportation forms and consider including the following items:

- Arrestee information and charges
- If applicable, the name, title, and agency information of the person from whom the arrestee was received
- Any property transported with the arrestee
- Location the arrestee was received and final destination
- Restraints used during transport
- Any unusual incidents or occurrences during transport
- Name, agency information, and title of person receiving the arrestee and property

**TRAINING**

Here is where you develop your agency's training procedures. Those should include the following.

Prior to assignment, transportation members should receive training, including but not limited to:

- High-risk transports
- Medical issues



## **Chapter 10 – Personnel**

## **GUIDE SHEET**

# **Recruitment and Selection Procedure**

The recruitment and selection process for your agency will often be directed by human resources policies, and state, city, and county statutes or regulations. In addition, the selection of sworn members may require a certain process according to your state's peace officer standards agency. You should carefully research these requirements during the development process and consult with your legal counsel, particularly regarding drug and medical history or other potential protected information. In addition to the requirements of your recruitment and selection policy, you may want to consider the following information for your procedure.

Although this procedure is largely directed at the recruitment and selection of sworn members, some of the processes outlined here may be used for nonsworn members as well.

### **RECRUITMENT**

Recruitment is a challenge for most law enforcement organizations. To start the recruitment process, you should consider performing a salary and benefit survey of law enforcement agencies in your area. This should provide you with potential salary or benefit areas to highlight to applicants during the recruitment process and give you a possible starting point for discussions on salary or benefit increases for your agency.

There are several avenues that may aid in reaching and engaging a greater number of potential applicants. These approaches include but are not limited to the following:

- Coordinate a unified marketing strategy and recruitment plan for the agency recruitment effort.
  - Consider nationwide advertising through PoliceOne.com or U.S. Department of Justice and the International Association of Chiefs of Police website [discoverpolicing.org](http://discoverpolicing.org).
  - Enlist and involve current members and fraternal organizations to recruit individuals in the community.
  - Actively participate in any recruitment efforts or job fairs with your agency's human resources department.
  - Actively participate in shared recruitment programs with other agencies, if applicable
  - Contact the news media with positive stories about agency members.
  - Review and potentially expand your agency's online presence.
    - Consider creating an engaging recruiting video for the agency website, social media, and job fairs.
    - Keep information on the website relevant.
- Keep information current regarding when your agency is accepting applications.
- Provide detailed and understandable information on applicant requirements, standards, and the selection process.
  - Consider including more interactive features on the website (e.g., online questions, applications, requesting further information). Consider partnering with other agencies in group job fairs or similar events.

- Consider reviewing your application process for potential areas to streamline to reduce applicant frustration and applicant loss due to delays.
- Develop a documented process to maintain contact with and mentor applicants throughout the recruitment and selection process to keep them involved and interested in your agency.
- Conduct an annual review of your recruitment plan and adjust as needed.

**RECRUITMENT TRAINING**

Members assigned to recruitment duties should receive specialized training in certain areas, including but not limited to the following:

- Equal employment opportunity laws
- Cultural awareness
- Selection process
- Background investigations
- Medical and physical requirements
- Disqualification guidelines
- Protected information management

**SELECTION ELEMENTS**

There are several areas you need to evaluate to establish your agency's standards for the selection of members. You should review these areas with your human resources unit or agency legal counsel to ensure compliance with the law. These include but are not limited to the following:

- Educational requirements
  - College degree required, if any
  - Number of college credit hours, if any
  - Credit for military service
- Drug use or abuse history
  - Type of drugs used
  - Number of times used
  - Last time used
  - If marijuana is legal in your jurisdiction, determine if there is a disqualification threshold
- Criminal and driving history
  - Misdemeanor convictions
    - Type of convictions
    - Number of convictions
    - Time span of convictions
    - Age when convicted
    - First-offender considerations
  - Driving history
    - Type of citations or arrests
    - Number of citations or arrests
    - License suspensions
    - Last date of conviction

The following elements may vary in type or order for the selection of members and should be adjusted to match your agency's process.

- **Application**

In addition to basic information such as name, address, and date of birth, you may want to consider the following additions to the application:

- Relatives working for the agency or jurisdiction
- Current law enforcement certification
- Previous law enforcement certification
- Volunteer or reserve law enforcement work
- Business ownership or corporate officer
- Defendant or plaintiff in a court action
- Special licenses (e.g., pilot, radio operator)
- Special interests
- Multilingual

- **Initial Interview**

Your agency may want to consider requiring applicants to undergo an initial interview with a background investigator. Areas and items to be covered should include but not be limited to:

- Examine all the documents provided by the applicant to ensure they appear genuine
- Review with the applicant all the information provided in the documents
- Determine if the application is complete with all required information

- **Written Exam**

A written exam is often provided or required by your state's peace officer standards agency. In some states, the required exam is administered in a law enforcement academy. You need to research if your state requires a written exam. If your state does not require an exam and you wish to administer one, you should contact agencies in your area that may be able to assist you in procuring or developing an exam.

- **Physical Ability Test**

If your agency is not required by your state to administer physical ability testing and you wish to test prospective members, you should consult your agency legal counsel prior to developing physical ability testing and standards. There are several legal requirements and potential liability issues that should be addressed prior to developing physical ability tests. Many agencies that administer physical ability testing use the Cooper Institute recommendations as their standards. The Cooper Institute physical ability tests include the following:

- 1.5-mile run
- 300-meter run
- Vertical jump
- One repetition maximum bench press
- 1 minute of push-ups

- 1 minute of sit-ups
- 1 repetition maximum leg press
- Sit-and-reach flexibility
- Body composition
  
- **Psychological, Medical, and Drug Testing**

Prior to initiating any of these tests for applicants, you should consult with your agency's human resources entity and legal counsel to ensure compliance with any federal, state, or local requirements.
  
- **Oral Interview**

Oral interviews are often the last stage of the selection process. You may want to consider the following if setting up an oral interview panel:

  - Members who should sit on the panel
    - Agency head
    - Command staff
    - Supervisors
    - Sworn members
    - Sworn members from other agencies
    - Community member
    - Training staff
    - Human resources
    - Merit system
  - Questions for the applicant
    - Should ask the same questions of each applicant
    - Should be job-related questions
    - Should have a standardized scoring rubric for all applicants
    - Should consult with human resources to ensure questions for the applicant are valid and not prohibited by law

### **LATERAL-ENTRY APPLICANTS**

If your agency accepts lateral-entry applicants, you should consider the following for your selection process:

- The required application and pre-employment background check, including all state law enforcement certifying agency records
- A reference check with all agencies where the applicant was previously employed
- A law enforcement training records check
- The starting position classification for lateral-entry applicants
- The required agency training for lateral-entry applicants

## **GUIDE SHEET**

### **Performance Evaluation Procedure**

Before creating a performance evaluation procedure for your agency, you should consider any work agreement, memorandum of understanding, or merit commission rule that could contain requirements affecting evaluations. Completing performance evaluations correctly is time-consuming. For that reason, you should carefully consider whether your agency will evaluate members annually or biannually. Many agencies find an annual evaluation is sufficient.

Supervisors should be trained on the evaluation procedure before evaluating members. Training may be accomplished with an overview of the program followed by mentoring by an experienced supervisor.

Regardless of the time period between evaluations, you should continuously document any job performance that is substantially above or below standard. Documentation of job performance between evaluation cycles should be accompanied by a discussion with the affected member. Continued performance below standards should be addressed with a performance improvement plan (see the Performance Evaluations Policy). The documentation, along with notes about the discussion with the member, should be retained in a file for use in completing the performance evaluation at the end of the cycle. Typically, this is done by the member's immediate supervisor. Through this method, members remain aware of the job standards they are asked to meet.

An effort should be made toward consistency in performance ratings. Members of similar ability should generally receive a similar rating when assigned to the same job classification. To promote consistency, shift supervisors should meet during the evaluation process to compare ratings. Additionally, administrators should check for consistency by reviewing evaluations before distributing them to members. You should also be aware that evaluation scores tend to increase over time. Overall, your ratings should remain centered on the "meets standards" rating. Other scores should be reserved for performance markedly above or below the average.

In addition to the requirements of our Performance Evaluations Policy, you may want to consider the following information for your procedure.

#### **EVALUATION FORM**

You may want to create your own evaluation form or use one that you already have. Evaluation forms are available for download on the internet or they are relatively simple to create. You may also want to consult other agencies in your area to see if they have something that you can modify for your needs. Ultimately, you should have an evaluation form that matches the specific requirements of your agency. The items below could be utilized for your evaluation form.

Your evaluation form should capture relevant information about the evaluated member, including:

- Member's name and identification number (e.g., badge number)
- Member's rank and assignment
- Evaluation period (e.g., date range)

- Member's tenure (e.g., how long the person has worked for the agency)

## **EVALUATION CATEGORIES**

The categories here are some that may be found on an evaluation. A member would typically receive a rating in each category as indicated in the ratings section of the Performance Evaluations Policy. Your agency may have additional categories or a completely different set. You may also add subcategories to the ones below. You should record your agency's evaluation categories in this section, or you may use the following if you have none:

- Work volume
- Judgment
- Initiative
- Conduct
- Job knowledge
- Work quality
- Dependability
- Safety practices
- Adaptability
- Summary (overall rating)

## **Ratings**

Collect the ratings and definitions from the Performance Evaluations Policy and print them on the top of your form. Some agencies assign a score to each rating as indicated in parentheses below:

- Outstanding (5)
  - Definition
- Exceeds standards (4)
  - Definition
- Meets standards (3)
  - Definition
- Needs improvement (2)
  - Definition
- Unsatisfactory (1)
  - Definition

## **Categories**

Next, you should choose the performance categories for which you will assign a rating. You may use the categories provided in this guide or choose others that are appropriate for your agency. Create a line for each rating category with a space for the rating or score, and additional space for comments. The Performance Evaluation Framework contains an example. You may use the example or create a form better suited to your needs.

## **Signatures**

At the bottom of your evaluation form, create a space for the evaluated member and the evaluator to provide their signatures and comments. You may also want to create space for each reviewing supervisor's signature.

## GUIDE SHEET

### Promotion Process Procedure

Before creating a promotion process for your agency, you should review any existing human resources regulations, memorandum of understanding, settlement agreement, or collective bargaining agreement that might affect or direct the promotion process. Depending on the promotion or job, all or some of these steps may be followed. You should refer to your special assignments and promotions policy during the development process.

#### **PROMOTION PROCESS DEVELOPMENT**

During the initial development phase, you should consider the following in creating your promotion process:

##### **Requirements of Eligibility**

You should consider the requirements you will use for verifying eligibility for each applicable position, and how you will provide the standards to your members (e.g., announcements at roll calls, individual notifications by email or letter). Areas to consider include but are not limited to:

- Length of service with the agency
- Length of service in current position
- Current rank in the agency
- Educational requirements
  - College
  - Law enforcement coursework or certifications
  - Military service or training
- Disciplinary history
  - Seriousness and number of disciplinary actions
- Preventable vehicle accident history

##### **Application**

An application for a promotional position is another opportunity for your agency to publish the eligibility requirements and review the information provided on the application by the member. Typically, the application is sent to those members determined to be possibly eligible for promotion by the anticipated date of testing. If an application process is too formal for your agency, you may consider requiring an interested member submit a memorandum. Areas to consider covering on the application include but are not limited to:

- Standards of eligibility
- Relevant dates
  - Due date of application
  - Date of testing
- Required information
  - Check of the applicant's eligibility



- Check of any educational requirements
- Check of disciplinary history

**Test Development**

Test development may be done by your agency or an outside entity. It is important that all phases of testing be job-related. Some types of testing related to promotions include but are not limited to:

- Written tests
- Practical tests
- Role-playing tests
- Oral interviews

**Testing Process and Eligibility Lists**

A written exam for members seeking promotions is typically administered as needed. For agencies that wish to maintain an eligibility list, a test may be administered on a regular basis (e.g., annually). All ranks may be tested simultaneously, but tests are unique and based on the job tasks identified for each rank. After testing, scores are compiled and weighted using points based on various factors. Those factors may include but are not limited to the following:

- Length of service (e.g., 10 years +1 point, 15 years +2 points)
- Oral interview
- Education
- Evaluations
- Work experience

After testing and weighting, members are graded based on total score. The result is maintained on a list for a predetermined time period (e.g., two years). When a position opens, the position is filled by the member holding the top-weighted score for each rank. When a list expires, the members on that list will be required to retest to be considered for promotion.

**PROMOTION TEST ISSUES**

There are several areas in which you may encounter issues with promotion testing. You should develop a process to address the following:

- Appeals of disqualification for promotion testing
- Improper or unfair test questions or answers
- Allegations of cheating
- Retesting
- Role player behavior or deviations from the script
- Member emergencies that require absence from the test

## **GUIDE SHEET**

# **Employee Assistance Program Procedure**

Your agency should have an employee assistance program (EAP). EAPs are intended to offer members and their families various types of assistance related to mental health or substance abuse problems that, if not properly managed, can lead to poor job performance, family strife, or even suicide.

This guide is intended to assist you in starting an EAP if you have none or to encourage you to record your procedure if your agency already has one. It is not possible to include every detail here, but resources are provided later in the document. Although not exhaustive, the following list includes common issues that an EAP may address:

- Drug abuse
- Alcohol abuse
- Trauma debriefing (e.g., officer-involved shooting)
- Suicide prevention
- Domestic violence
- Marriage counseling
- Grief counseling
- Stress and anger management
- Financial counseling

### **DELIVERY OF SERVICES**

Typically, services are coordinated with human resources and delivered through licensed professionals at no cost to the member. You may want to create a standing arrangement for services with licensed professionals who are part of your insurance network. Larger agencies often add licensed professionals to their staff. Either method requires careful budgeting to provide these services. You should consider the services that may be needed by your members and plan accordingly. You may want to consider the following:

- Self-referral (e.g., no permission required)
- Flexible scheduling
- Convenient location
- Confidential within the limits of law

### **PEER SUPPORT**

Peer support may also be useful for members who experience trauma or stress as a result of their work. Some members who might otherwise need support may be more comfortable approaching a peer due to a perceived stigma associated with visiting a licensed professional. Peers should act as a conduit to professional services when appropriate. Peer supporters usually are:

- Properly trained

- Selected from volunteers
- Held in high esteem by coworkers
- Not a replacement for licensed professionals

**PLANNING**

When planning an EAP, you should consider including members and their representatives (e.g., unions, employee groups) in the process. Agencies that include members in the process may achieve greater acceptance for the program among personnel.

**RESOURCES**

In addition to the resources listed below, larger agencies in your area will likely have operating EAPs. You should contact them and ask for referrals to licensed professionals who already have experience working with law enforcement. If you don't have the resources to begin an entire EAP from the outset, creating a relationship with one licensed professional is a reasonable way to begin. You may also want to review the following:

- National Criminal Justice Reference Service ([www.ncjrs.gov](http://www.ncjrs.gov))
  - Developing a Law Enforcement Stress Program for Officers and Their Families Finn, Peter, and Julie Esselman. Tomz., Abt Associates, 1997 (available free from the above website)
- Chicago Police Department EAP (<https://home.chicagopolice.org/information/employee-assistance-program-eap/>)
- Georgia Department of Public Safety, which has contracted with an outside firm for an EAP ([www.dps.georgia.gov/employee-assistance-program-eap](http://www.dps.georgia.gov/employee-assistance-program-eap))
- U.S. Department of Justice - Community Oriented Policing Services, Law Enforcement Mental Health and Wellness Programs (<https://cops.usdoj.gov/RIC/Publications/cops-p371-pub.pdf>)
- CISM International - Critical Incident Stress Management ([www.criticalincidentstress.com/home](http://www.criticalincidentstress.com/home))
- PoliceOne ([www.policeone.com](http://www.policeone.com))

## **GUIDE SHEET**

### **Explorer Program Procedure**

This guide is intended to assist you in documenting the procedure that your agency follows to administer your Explorer program. If your agency doesn't currently have an Explorer program but is researching the idea, the information contained here should help you make an informed decision. You should review the Explorers Policy for the specific requirements of the program. The following information is not exhaustive and should be viewed as suggestions for creating and running an Explorer program. More detailed information is readily available; one resource is referenced at the end of this guide.

#### **RECRUITMENT**

Recruiting may be conducted in locations that are typically frequented by young people. Before recruiting in a specific location, you should secure permission of the person in charge. School resource officers should be used for interaction with schools. Initial recruiting of applicants may be conducted through the following.

##### **Locations**

- High schools
- Colleges
- Youth programs
  - Girl Scouts
  - Boy Scouts
  - Boys & Girls Clubs
  - Places of worship

##### **Methods**

- Social media
- Agency website
- Flyers
- College fairs
- Attend meetings of other youth groups

As an example, to recruit at your local high school, your school resource officer should meet with the principal, explain the program, and ask permission to post flyers inviting interested students to a meeting at your law enforcement facility. You may want to ensure that the school resource officer or school administration has access to Explorer applications. You may also want to consider a standing date for meetings that remain open to interested students.

#### **EXPLORER ACTIVITIES**

You should consider creating an annual plan for Explorer activities to decide what types of activities you will offer.

Activities are an important component of Explorer programs, but the activities must be appropriate. Explorers are not sworn members. Typically, they may be assigned to community

service projects, ride-alongs, or any support activity that takes into consideration that Explorers have no arrest authority.

You may want to consider teaching a short lesson on policy or law at each Explorer meeting while reserving a larger portion of your time for hands-on activities geared toward familiarizing participants with your agency and preparing them for a career in law enforcement. Guidelines and suggestions for activities are available through the Exploring website ([www.exploring.org](http://www.exploring.org)).

A record of ride-alongs, community service, and other Explorer activities should be compiled and forwarded to the agency head in an annual report.

## **GUIDE SHEET**

# **Illness and Injury Prevention Plan Procedure**

This guide covers workplace illness and injury plan procedures. The process for developing a safety inspection can be found in the Safety Inspection Procedure Guide Sheet.

The suggested procedure is not exhaustive, and the scope of elements that may be included in an illness and injury plan are numerous. Lexipol recommends you consult with your agency's legal counsel or human resources department before developing this procedure due to the numerous federal, state, and local statutes or regulations that may be involved in this area. You should consider meeting with a recognized bargaining unit or employee groups as part of the development of your plan. If your agency already has an illness and injury prevention plan, you should review this guide sheet for elements you may want to add to your current procedure.

### **RESPONSIBILITIES**

Here is where you assign the persons responsible for administration of the program.

- The agency head or authorized designee should have overall responsibility.
- The program administrator should develop and maintain the plan.
- Members are responsible for following safety codes and regulations as well as reporting potential hazards.

Any members responsible for the administration of the illness and injury prevention plan should consider coordinating with any existing employee, city, or county health program.

### **PLAN COMPLIANCE**

To encourage member participation, you should consider the following methods to gain safety compliance:

- Safety as part of employee evaluations
- Certificates of appreciation
- Disciplinary action (Review any considered disciplinary action to ensure it meets applicable bargaining or classified employment regulations.)
  - Counseling
  - Evaluations

**COMMUNICATION**

As part of the plan, you should evaluate methods to communicate safety procedures in a format easily understandable to all members. Members should be encouraged to report any hazards without fear of reprisal. These methods may include but are not limited to the following:

- Meetings and briefings
- Formal and informal training
- Flyers and postings

**ACCIDENT INVESTIGATION**

Here is where you will develop your procedure for accident investigation. You should thoroughly research any accident reporting procedure required by federal, state, and local statutes or regulations. In addition, there are usually requirements for reporting accidents, injuries, or fatalities within a certain time period after the incident. You should include the following:

- Type of accidents or incidents that require investigation
- Required units or bureaus needed for the response, depending on the type of incident (e.g., fire, exposure, HAZMAT)
- Notification of command staff and the agency head
- Notification of outside federal and state agencies
- Investigation process and documentation
- Witness interviews
- Family contact in the event of member injury or death
- Establishment of hospital and family liaisons
- Required reports
- Recommended corrective action
- Review process of final reports and recommendations

**HAZARD CORRECTION**

Any hazards regarding unsafe practices, conditions, or procedures should be corrected and documented in a report as soon as possible. The report should contain but not be limited to the following:

- The date and time the hazard was discovered
- The location of the hazard
- A thorough description of the hazard
- The correction planned or taken to mitigate the hazard
- A chain-of-command review process, including recommendations for further review and action, if required

**SAFETY COMMITTEE**

A safety committee can help your agency by collaborating on safety issues and problem areas and may be a requirement by your state or jurisdiction. If your agency creates a safety committee, you should consider the following when creating the committee:

- The makeup of the committee, including the number of members and their bureau or unit assignment
- The selection of the committee chair
- The creation of long- and short-term goals for the committee
- The creation of an agenda for each meeting and a process for recording meeting minutes
- The description of the committee's duties and the schedule of meetings (e.g., monthly, quarterly). Duties should include the following:
  - Conducting inspections and audits
  - Reviewing safety incidents and accidents, and conducting loss analysis
  - Meeting with employee groups or bargaining groups on safety and health issues
  - Designing and leading safety training
  - Drafting safety programs and checklists
- Specify to whom the committee should direct recommendations (e.g., specific manager, agency head or authorized designee, other)

**RECORD KEEPING**

This is where you should describe your record keeping procedure. This is another area that you should carefully research to ensure compliance with state and jurisdiction statutes, rules, and regulations regarding record retention and personal or medical information contained in accident investigative reports. Your record keeping should include but not be limited to the following:

- Inspection records
- Hazard correction records
- Safety committee reports and documents
- Record retention schedule (you should research your state and jurisdiction statutes, rules, and regulations to ensure compliance)
- Any other documentation your agency may generate with this procedure

**TRAINING**

Training regarding illness and injury prevention should be conducted for all members. The training should be provided for the following:

- New members
- Members operating equipment that may pose a hazard
- Supervisors for hazard recognition and reporting
- Members transferred to another position that requires training not previously received

The training should include but is not limited to the following topics:

- The Emergency Management Plan
- Fire, medical, and chemical hazards
- Hazard reporting
- First aid topics
- Housekeeping issues (e.g., spills, clear walkways)
- Personal protective equipment (PPE)



- Safety Data Sheets
- Emergency Response Guidebook

## **GUIDE SHEET**

### **Fitness and Wellness Program Procedure**

A fitness and wellness program may improve the health of your members as well as possibly reduce lost work time from disability or illness. To develop a procedure for fitness and wellness, you should consider how extensive your program will be and whether participation in the program is required or voluntary. You should carefully review any employment contracts or collective bargaining agreements before developing this procedure, as well as the Fitness and Wellness Policy. Additional areas of consideration for a fitness and wellness program include:

- How your agency will handle injuries that occur during fitness assessments, fitness training onsite or off premises, or how time allotted during on-duty fitness training will be handled for compensation or medical coverage.
- Whether your agency will implement fitness incentives for your members, such as uniform ribbons or other awards for fitness achievements.

You should consider including the following in your procedure.

#### **PHYSICAL EXAMINATIONS**

Before starting a fitness program, your members should have a wellness examination to assess their ability to participate in the program and possibly to detect potential health risks. Some areas to consider include:

- What should be assessed in the examination (e.g., general physical exam, blood work, cardiac evaluation, weight and dietary evaluation)
- You should consider consulting with a medical professional to determine what should be covered in the examination
- Who should conduct the physical examination
  - Your agency physician, if applicable
  - An outside contracted clinic or physician
  - The member's personal physician

#### **PHYSICAL FITNESS ASSESSMENT**

A physical fitness assessment will provide both your agency and the member with their current fitness level and can be repeated to evaluate improvement in the level of fitness over time. The fitness assessments used by most agencies include but are not limited to:

- The Federal Law Enforcement Training Center (FLETC) Physical Efficiency Battery
- The Cooper Institute Physical Fitness Assessment

**TRAINING FACILITY**

Your agency may already have a gym in use by your members. If not, you should consider if you want to outfit a gym for your members or have them train offsite or at a commercial gym.

If your agency chooses to outfit a gym at your facility, you may want to consider the following:

- Sourcing equipment for the gym
- Donations of equipment
- Fundraisers
- Community groups
- Additional elements
- Restrooms and showers
- Cleaning materials
- Lockers
- Posted rules (e.g., cleaning equipment after use)

If your members use a commercial gym, you may want to attempt to negotiate a group discount or institute a reimbursement program for membership fees.

**FITNESS COORDINATOR**

A fitness coordinator should be selected to manage the fitness and wellness program. The fitness coordinator should:

- Be certified as a law enforcement fitness instructor through the Cooper Institute, the FLETC Law Enforcement Fitness Coordinator Training Program, or other similar trainer certification
- Oversee the fitness assessment process
- Assist members with developing an individual fitness program
- Maintain fitness records for the agency
- Maintain the fitness award records

## **GUIDE SHEET**

# **Critical Incident Stress Management Procedure**

A critical incident is defined as an event that is traumatic or perceived as potentially life-threatening and overwhelms a person's ability to cope. Critical Incident Stress Management (CISM) is designed for early intervention to attempt to prevent members from experiencing long-term mental, emotional, and physical distress such as post-traumatic stress disorder. If your agency is considering a CISM program, you should thoroughly research the requirements for an effective CISM program as well as the training required for any members involved in implementing or facilitating the program. The following intervention approach is commonly found in CISM:

- Pre-incident education
- Demobilization
- Crisis management briefing
- Defusing
- Debriefing
- One-on-one support
- Follow-up and referral

### **PRE-INCIDENT EDUCATION**

Here is where you develop your agency's CISM program orientation and education procedure for your members. The program should include the following:

- An overview of the CISM program
- Services and benefits of CISM program
- Protocol for CISM implementation
- Contact information for CISM program
- Stress management education
- Stress resistance
- Mental and physical health

### **DEMOBILIZATION**

Demobilization occurs before the members leave the scene. Some components of the demobilization include but are not limited to:

- Lasts approximately 20 minutes.
- Information is provided to the members through a briefing.
- Information provided is limited to what is known and the current status of the incident.

**CRISIS MANAGEMENT BRIEFING**

The crisis management briefing can be held either at the scene after the incident or up to one week later. Some components of the crisis management briefing include but are not limited to:

- Lasts approximately one hour.
- Information is provided from a prepared statement.
- Held as a “town hall” type meeting.
- Question and answer session focused on the members’ reactions to the incident.

**DEFUSING**

Defusing is a small-group process that takes place after a critical incident and is less formal than a debriefing. The aim is to reduce the immediate stress reactions to the incident and may prevent the need for a debriefing for some first responders while identifying those who need a formal debriefing. Some components of the defusing process include but are not limited to the following:

- The defusing session should be provided within eight hours of the incident.
- The group should be limited to the facilitator and only those members involved in the incident.
- The group should be small, approximately six to eight members.
- The group may be a mixture of law enforcement, fire, and paramedics.
- The location for the defusing should be secure and private.

**DEBRIEFING**

Debriefing is a process to assist members who have experienced a critical incident. Some components of the debriefing process include but are not limited to:

- Debriefing is most effective if held within the first 24 to 72 hours after a critical incident.
- Group meetings for debriefings may be held over several days.
- Meetings are held with a facilitator.
- Debriefing allows the members to share thoughts, reactions, and any symptoms the members may be experiencing.
- The facilitator will assist members with coping mechanisms and provide resources for further help.

**ONE-ON-ONE SUPPORT**

Crisis intervention stress management may also be applied to individuals throughout the recovery process. This may involve counseling or other psychological support.

**FOLLOW-UP AND REFERRAL**

The CISM process may continue after the initial steps of defusing and debriefing. The continuation of CISM may include the following:

- The defusing or debriefing groups may meet again to follow up on reactions to the incident.
- A member may seek a referral for further or more intensive help to resolve any issues related to the incident.

## **RESOURCES**

Additional resources for CISM can be found at the following:

- Federal Occupational Health (<https://foh.psc.gov/NYCU/CISMInfo.asp>)
- Occupational Health and Safety Administration (<https://www.osha.gov/SLTC/emergencypreparedness/guides/critical.html>)

## **GUIDE SHEET**

# **Termination Procedure**

This guide sheet is intended to assist you in documenting your termination procedure. If you don't have a procedure, you should consider creating one for the purpose of processing members out of the agency in a consistent and repeatable manner. You should consult your personnel complaints policy while developing this procedure, and you may want to consider the following information.

### **TERMINATION STATEMENT**

When a member is terminated for misconduct, they should be provided with a written statement that includes the following information:

- Reason for termination
- Effective date
- Status of accrued benefits upon termination

### **UNIFORMS AND EQUIPMENT**

Many agencies maintain a checklist that describes equipment that must be collected when a member separates from the agency. You should consider creating one for your agency to ensure that all agency property is collected. The following items are representative of items to collect whenever a member is terminated or separated for another reason, but the list is not exhaustive:

- Badges
- Firearms
- Keys (e.g., vehicles, buildings)
- Police identification cards
- Shoulder patches
- Ticket books
- Uniforms

### **FACILITY ACCESS**

When a member is terminated, you should curtail their access to law enforcement facilities immediately. Generally, building access codes or keys should be collected just after you collect issued firearms. Computer access codes or passwords should be also be decommissioned.

If future access for the individual is required (e.g., to collect personal property), you may allow them to make an appointment. The individual should be escorted by a supervisor while collecting any personal property, and access should be restricted to a single visit.

**NOTIFICATIONS**

This section is where you will document the notifications that are required when a member is terminated. Notifications may include but are not limited to the following:

- State licensing body
- Remaining agency members
- Outside agencies as appropriate



## **GUIDE SHEET**

# **Safety Inspection Procedure**

This guide covers workplace safety inspection procedures.

The suggested procedures are not exhaustive, and the scope of elements that may be inspected are numerous. If your agency already has a safety inspection process due to state or local statutes and regulations, you should review this guide sheet for elements you may want to add to your current procedure.

### **PLANNING AND ASSESSMENT**

Though each agency may have different environments and hazards, the planning and assessment process is the generally the same:

- Examine the physical environment where members work, such as facilities, training areas, communications, and jails. You may want to include diagrams of the locations. Some of the areas you should examine include but are not limited to the following:
  - Areas where no work is done, such as parking lots, storage areas, locker rooms, holding cells, and restrooms
  - Storage areas
  - Walkways and corridors (clear and free of hazards)
  - Elevators
  - Stairs
  - Doors and access security
  - Window
  - Holding cells
  - Firing ranges
  - First aid stations (condition and proper stock of supplies)
  - Signs or posters (e.g., federal labor requirements, handicap signage)
  - Fire extinguishers
- Look for hazards:
  - Safety hazards caused by equipment or workplace conditions
  - Biological hazards such as viruses, fungi, or bacteria
  - Chemical hazards (safe storage)
  - Physical hazards such as heat or cold
- Create a safety report form customized for your agency based on your results.

### **INSPECTION PROCEDURE**

- Designate a schedule for the inspection (monthly, quarterly).
- Managers or authorized designees should conduct the inspection.
- Members working in the area should be included to advise of any concerns or problem areas.
- Note any deficiencies and planned corrections.
- Complete the safety report on the designated form.

### **SAFETY REPORT REVIEW**

- The completed form should be forwarded through the chain of command to the agency head or the authorized designee for review and authorization of any corrective actions (authorization may be required for your agency if funding is needed for the correction, adjust this section as needed).
- The safety report should be returned to originator if corrective actions are required. Once the corrective actions are made and noted completed, the form should be forwarded to the designated bureau for retention.

## **Dispatch Training Task 2023.pdf**



**Personnel - Initial Orientation**

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initials
Initial Orientation						
Tour of Facilities						
Municipal Court Mailboxes						
Fire Department						
Enter personal information into ALERT						
Review special training needs; if any						
Issuance of Photo ID						

\_\_\_\_\_  
 Trainee Signature Date

\_\_\_\_\_  
 CTO Signature Date



**Personnel - Training File Maintenance**

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initials
Copies of diplomas & training certificates						
Uniform issued / Explanation of what uniforms to wear						
Issued training binder, maps, etc..						
Time Clock						
All personnel forms are complete						
Locker / slot assignment						

\_\_\_\_\_  
 Trainee Signature Date

\_\_\_\_\_  
 CTO Signature Date



**Personnel - Understanding of Benefits**

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initials
Insurance						
OPERS						
Ohio Deferred Comp						
Union Dues						
Other Deductions						

---

Trainee Signature Date

---

CTO Signature Date



**Personnel - Rules & Regulations**

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initials
Personnel Policy Manual						
ECSO Dispatch Contract						
Lexipol /Relias Policy and Procedures						
Other Rules & Regulations						
Chain of Command						

---

Trainee Signature Date

---

CTO Signature Date



**Personnel - Organizational Procedures**

<b>Section</b>	<b>Date Explained</b>	<b>Trainee Initial</b>	<b>CTO Initial</b>	<b>Date Demonstrated By Trainee</b>	<b>Trainee Initial</b>	<b>CTO Initial</b>
Rides with officer: minimum 8 hours After training						
Overtime						
Leave of Absence						
Personal Days						
Holidays						
Vacation/Sick/ Bereavement Leave						
Training						
Leave (Mil,baby,lt)						
Equipment & Uniform Regulation						
Complaints against Personnel						
Disciplinary procedures						
Performance Evaluations						
Outside Employment Regulations						
Purchasing						





**Personnel - Personal Items**

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initials
Employee & the public						
Presence & courtesy						
Personal conduct						
Offensive mannerisms & gestures						
Personal calls / Cell Phones						
Internet use						
Conferring with City Officials						
Gratuities & rewards						
Rapport with Officers & Supervisors						
Use of appropriate titles in public						

\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date



**ALERT - Call Entry**

- A. Entering Calls
  - a. Adding persons
  - b. Adding vehicles
- B. Updating call with officer's radio traffic
- C. Assigning officers to calls
  - a. Dispatch
  - b. En-route
  - c. On scene
  - d. Clear

- D. Closing Calls
  - a. Assigning report number
  - b. Disposition
- E. Reactivating calls
- F. On-duty / off-duty
- G. Beginning / Ending mileage
- H. Portable status

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By trainee	Trainee Initial	CTO Initial	Performance Comments
---------	----------------	-----------------	-------------	---------------------------------	-----------------	-------------	----------------------


\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date



**ALERT- Initial Setup**

- A. Incident List
- B. Responder Status List
- C. Sticky Note
- D. Responder Incident Form
- E. Master Names
- F. Responder Availability
- G. Command Line

- H. Saving Profile
- I. Alert Map
  - a. Incident Responder List
  - b. Layer List
- J. W: and T: Drives

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



# ALERT - Closed Incident List

- A. Closed incident list
  - a. Information under each tab
- B. Advanced search option tab
  - a. Date search
  - b. Nature search
  - c. Address search
  - d. Agency search
- C. Opening closed calls
- D. Reactivating closed calls
- E. Printing reports / Run sheets
- F. Searching closed calls
- G. Searching closed incident reports

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
 Trainee Signature                                      Date                                      CTO Signature                                      Date





# ALERT - Master Name

- A. Master Name
  - a. Searching for person
  - b. Adding new person
  - c. Changing existing person
  - d. Advance search

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date



# ALERT - Document List

- A. Document List
  - a. Searching name in active / not active list
  - b. Adding new warrant
  - c. Updating existing entry

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

Trainee Signature

Date

CTO Signature

Date



**ALERT - News Bulletin List**

- A. Location in Alert
  - a. Entering bulletin
- B. Active/Inactive
  - a. Searching
- C. Dispatch Alert News Bulletin Log/W: Drive

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date



**ALERT - Other Features**

- A. Community Watch Program
  - a. Entering new watch
  - b. Editing active watch
- B. Chat
- C. Unlock users
- D. Messages / I Am Responding
- E. Radio Log
- F. Community Watch Program List

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_

Trainee Signature Date CTO Signature Date



### LEADS - Person Search

- A. Person Searches a. Name & DOB
- b. DK
- c. Ohio DL

- d. DS
- e. Out of state OLN
- f. Out of state name & DOB B. BMV Image

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



# LEADS - Vehicle Searches

- A. Vehicle Searches
  - a. RP
  - b. RS
  - c. VIN
  - d. Dealer Plate
  - e. VIN History
  - f. Out of state RP

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

---

Trainee Signature

Date

CTO Signature

Date







**LEADS - TPO**

- A. Running information on defendant
  - a. Image
  - b. DS or Name & DOB
  - c. RS/ RP
  - d. Out of state DL or name & DOB
  - e. ZSO
  - f. III

- B. Running information on victim
  - a. Image
  - b. DS or name & DOB
- C. EPO - enter TPO
- D. ENPO - enter supplement TPO E.
- QPO - query TPO
- F. CPO - clear TPO

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date



## LEADS - Warrant

- A. Locates
- B. Detainers
- C. Recalls
- D. Cancel
- E. Clearing

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date







## LEADS - Gun

- A. Entering
- B. Searching
- C. Removing

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date



## LEADS - Stolen License Plate

- A. Enter
- B. Modify
- C. Clear
- D. Cancel

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



**LEADS - Hit Confirmations**

- A. Requests
- B. Response
- C. Updating warrant jacket

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date







## LEADS - Missing Person

### A. Running information on missing person

- a. Image
- b. DS or name & DOB
- c. RS/RP
- d. Out of state DL or name & DOB
- e. ZSO
- f. III

### B. NCIC Form

### C. LEADS entry

### D. Amber Alert

### E. Dental records

- a. Entered before 45 days

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



**LEADS - Supervised Release / Mental Health Status**

- A. Running information on mental health**
  - a. Image
  - b. DS or name & DOB
  - c. RS/RP
  - d. Out of state DL or name & DOB
  - e. ZSO
  - f. III
- B. Entering mental health**
- C. Entering Supplement**

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date



### LEADS - Canadian Functions

A. Vehicle registration file

B. Driver license file

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date























## Shoplifting

- A. Location
- B. In progress / Just Occurred / Time delay
- C. Description of subject(s) / are they apprehended
- D. If left; walking or type of vehicle
- E. Direction of travel
- F. Item(s) taken

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

---

Trainee Signature \_\_\_\_\_ Date \_\_\_\_\_ CTO Signature \_\_\_\_\_ Date \_\_\_\_\_



# Suicide

- A. Location
- B. In progress / third party complaint
- C. How are they are thinking of harming themselves
- D. Weapons
- E. Is caller with the victim?
- F. Time of last contact?

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_

Trainee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

CTO Signature

\_\_\_\_\_

Date



**C-Soft Radio Console**

- A. Police channels
- B. Fire channels
- C. Door Controls
- D. Tornado / tornado cancel
- E. Volume

- F. Mute
- G. Foot pedal
- H. 2<sup>nd</sup> screens
  - a. Perkins Twp. Alarms
  - b. County Alarms

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments
---------	----------------	-----------------	-------------	------------------------------	-----------------	-------------	----------------------


\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



### Telephone - Answering Phones

- A. Emergency vs potential for emergency
- B. Courtesy / professionally / timely
- C. Obtaining necessary information
- D. Handling abusive callers
- E. Name, address, call back number

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



### Telephone - Telephone System

- A. Lines
- B. Making calls
- C. Placing calls on hold
- D. Paging (1650)
- E. Transferring to voice mail
- F. Leaving voice mail message
- G. Transfer feature
- H. Barging In on Phone Call
- I. Internal phone book
- J. Call Directories

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments
---------	----------------	-----------------	-------------	------------------------------	-----------------	-------------	----------------------


\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date



### Westtel 9-1-1 Telephone System

- A. 9-1-1 system
- B. Non-qualifying calls
- C. Follow up questions
- D. Transfer of calls
  - a. Timely manner
- E. No answer
- F. Hang up/ dead line
- G. Misdirected calls
- H. Misuse
- I. ALI
- J. Mapping

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



**Westtel 9-1-1 Telephone System**

- A. Westtel Toolkit
- B. Console
  - a. Print
  - b. ALI
  - c. Map
  - d. Abandoned
  - e. Callback
- C. TDD
- D. Phonebook
- E. Alerts
- F. PSAP status
- G. User Manual
- H. Misuse
- I. ALI
- J. Mapping

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

---

Trainee Signature \_\_\_\_\_ Date \_\_\_\_\_ CTO Signature \_\_\_\_\_ Date \_\_\_\_\_





## Fire Department - Basic Overview

- A. Fire dispatching
  - a. Fire / Accidents
  - b. EMS
  - c. Miscellaneous
  - d. Clearing calls
- B. EMS assistance calls
- C. Mutual Aid

- D. Unmanned building
- E. Hazardous materials response
- F. Incident command
- G. Staging zones
- H. Non-emergency number
- I. Officer response
  - a. Responsibility
- J. Dual response

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_

Trainee Signature Date CTO Signature Date





**Fire Department - Bayview Fire**

- A. Fire dispatching
  - a. Fire / Accidents
  - b. EMS
  - c. Miscellaneous
  - d. Clearing calls
- B. Unit Numbers
- C. Mutual Aid
- D. When to send times
- E. [bayviewfire@yahoo.com](mailto:bayviewfire@yahoo.com)
- F. Response Areas

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

Trainee Signature

Date

CTO Signature

Date



### Fire Department - Groton Twp. Fire

- A. Fire dispatching
  - a. Fire / Accidents
  - b. EMS
  - c. Miscellaneous
  - d. Clearing calls
- B. Unit Numbers

- C. When to send times
- D. [grotontownship@earthlink.net](mailto:grotontownship@earthlink.net)
- E. Mutual Aid w/NCEMS
  - a. Fire Mutual Aid w/NCEMS
  - b. EMS Mutual Aid w/NCEMS
- F. Response Areas

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



**Fire Department - Margaretta Twp. Fire**

- A. Fire dispatching
  - a. Fire / Accidents
  - b. EMS
  - c. Miscellaneous
  - d. Clearing calls
- B. Unit Numbers
- C. When to close call screen
- D. Automatic Aid
  - a. Margaretta/Groton structure fires
- E. Response Areas

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

---

Trainee Signature \_\_\_\_\_ Date \_\_\_\_\_ CTO Signature \_\_\_\_\_ Date \_\_\_\_\_



**Fire Department - Huron Fire**

- A. Fire dispatching
  - a. Fire / Accidents
  - b. EMS
  - c. Miscellaneous
  - d. Clearing calls
- B. Unit Numbers
- C. When to close call screen
- D. Water Rescue/Boat
- E. Station locations
  - a. Station 1
  - b. Station 2
- F. General Alarms
- G. Response Areas

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date





### Fire Department - Sandusky Fire

- A. Fire dispatching
  - a. Fire / Accidents
  - b. EMS
  - c. Miscellaneous
  - d. Clearing calls
- B. Unit Numbers
- C. When to close call screen
- D. Water Rescue/Boat

- E. Station locations a.
  - Station 1
  - b. Station 2
  - c. Station 3
- F. General Alarms
- G. Automatic aid PTFD
- H. Response Areas

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
 Trainee Signature Date CTO Signature Date





## Fire Department - Kelleys Island / Kelleys Island EMS

**A. Fire dispatching**

- a. Fire / Accidents
- b. EMS
- c. Miscellaneous
- d. Clearing calls

**B. Unit Numbers / KISQUAD1**

- C. When to close call screen
- D. KIENGINE
- E. Response Areas

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

Trainee Signature

Date

CTO Signature

Date



**Fire Department - Vermilion Twp. Fire**

- A. Fire dispatching
  - a. Fire / Accidents
  - b. EMS
  - c. Miscellaneous
  - d. Clearing calls
- B. Unit Numbers
- C. When to close call screen
- D. Response Areas

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



**Fire Department - Other Agency Information**

- A. Milan Township
  - a. NC EMS
- B. Berlin Township
  - a. NC EMS

- C. Florence Township
  - a. EMS = Huron County SO
  - b. Fire = Lorain 911

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

---

Trainee Signature \_\_\_\_\_ Date \_\_\_\_\_ CTO Signature \_\_\_\_\_ Date \_\_\_\_\_





## Email - Outlook

- A. Notes
- B. Personal calendar
- C. Sending & checking emails
- D. Contacts
- E. Personal notes
- F. Overview of system

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



### Public Assistance Program

- A. Shelters
- B. Other assistance

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



# Weather Emergency

- A. LEADS notices
- B. Flood protocol
- C. Tornado protocol
- D. Snow protocol
  - a. After hour call out / Barnes Nursery
  - b. Emergency levels

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



**Overtime / On Call**

- A. Dispatcher
  - a. Voluntary
  - b. Mandatory

**B. On call detective list**

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date





**After Hours Notification**

- A. Street Department
- B. Children Services
- C. Probation

- D. Coroner
- E. Alarm Key holder Contact

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date



**First Shift Duties**

- A. Court paperwork
- B. Court notices / subpoenas
- C. JFS CCH Emergency Placement/Safety Plan

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

---

Trainee Signature

Date

CTO Signature

Date





### Third Shift Duties

- A. Hand Checks
- B. Second Party Checks
- C. After hours call
- D. Cleaning

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CTO Signature

\_\_\_\_\_  
Date

**Solicitor / Permits**

- A. Garage sales
- B. Solicitation permits
  - a. BCI fingerprinting
  - b. CHL
- C. Special permits
- D. Building permits

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

\_\_\_\_\_  
 Trainee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 CTO Signature

\_\_\_\_\_  
 Date



# News Media

- A. Public Records Request
- B. Phone Request
- C. Fax Request
- D. Who may talk to media / release information

Section	Date Explained	Trainee Initial	CTO Initial	Date Demonstrated By Trainee	Trainee Initial	CTO Initial	Performance Comments

---

Trainee Signature \_\_\_\_\_ Date \_\_\_\_\_ CTO Signature \_\_\_\_\_ Date \_\_\_\_\_



# TRAINING COMPLETION NOTICE

THIS NOTICE IS TO INDICATE THAT

HAS COMPLETED THE NECESSARY TRAINING FOR THE  
ERIE COUNTY SHERIFF'S OFFICE COMMUNICATIONS DIVISION.

SIGNED

---

TRAINEE DATE

---

SUPERVISOR/TRAINER DATE

---

SERGEANT DATE

## **INDEX / TOPICS**