

San Luis Police Department



Richard Jessup, Acting Police Chief
Organizational Assessment



Prepared by:



April 25, 2018

San Luis Police Department Organizational Assessment

Richard Jessup, Acting Police Chief
City of San Luis, Police Department

Dan Olson
LD Consulting LLC

April 25, 2018

At your request, LD Consulting LLC performed an organizational assessment of the San Luis Police Department. The purpose of the assessment was to observe, test, and evaluate the operations of the San Luis Police Department (SLPD).

This assessment was conducted in accordance with accepted auditing standards, and we believe the evidence obtained provides a reasonable basis for our findings and conclusions based on the stated criteria for the assessment. Based on the information provided by SLPD for this engagement, the following items were identified as the major criteria for the assessment.

- Administration
- Patrol Operations
- Case Management / Investigations

Overall, the employees at SLPD are dedicated to providing the best service possible to their community. A number of issues were noted in the assessment with the most significant challenges for the City and the Police Department noted in the following areas:

- ❖ Frequent organizational leadership change that negatively impacts the SLPD
- ❖ Lack of a short-term or long-term strategic plan for SLPD
- ❖ Staffing issues, low pay, unfilled positions, and a top-heavy organizational hierarchy
- ❖ Nearly all SLPD policies are outdated with significant liability exposure, particularly with;
 - o Use of Force / Pursuits
- ❖ Evidence storage procedures, and missing evidence
- ❖ Misconduct or Internal Affairs investigations, policy, process, complaint tracking and analysis
- ❖ No Early Intervention System (EIS) to identify problematic employee behavior

This assessment offers recommendations for compliance with generally accepted standards and improvements with effectiveness and efficiencies within the SLPD. As you continue to move SLPD forward, we encourage the use of this report as a blueprint for the development of a strategic plan for SLPD.

The assessment team would like to thank you as well as your staff for their cooperation during the engagement. Their assistance contributed significantly to the successful completion of this project.



Dan Olson, LD Consulting LLC



The digital (PDF) edition includes hyperlinks to attachments when applicable. The hyperlinks are noticeable by a blue line under the text and when the cursor is placed over the text with the hyperlink. Click on the hyperlink text and it will take you to the linked section of the report. To return to the original hyperlink text in the report:

- PC, Press Alt and the left arrow
- Mac, press command-left arrow. In Preview (the default PDF reader on Macs), the equivalent is command-[(open square bracket).
- (NOTE: This feature will return you to your original text UNLESS you navigate in the hyperlinked section.)

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Executive Summary

In an ongoing effort to evaluate and improve operations at the San Luis Police Department (SLPD), the Acting Police Chief requested an external assessment by LD Consulting, in December 2017. The following is a summary of the assessment performed from January – March, 2018.

In 2017 The SLPD's annual budget was just under 5 million dollars and staffed with 32 sworn personnel and 20 professional staff. In 2017, SLPD answered an average 120 calls per day including 72 that resulted in police responses. In 2017, SLPD officers took 3232 police reports.

This assessment was conducted in accordance with generally accepted auditing standards, and we believe the evidence obtained provides a reasonable basis for our findings and conclusions based on the stated criteria for the assessment. Based on the information provided by the SLPD the assessment team the following items were identified as the major sections or criteria, for the assessment.

- Administration
- Patrol Operations
- Case Management / Investigations

The executive summary provides a high-level overview of the assessment. Due to the large amount of information, each section has an additional summary to provide a more detailed overview for that section.

A number of issues were noted in the assessment with the most significant challenges for the City and the Police Department noted in the following areas:

- ❖ Frequent organizational change in leadership, with a negative impact on the SLPD
 - o Over the last eight years, eight different individuals have led the agency. This has negatively affected morale, organizational continuity, and the stability in the police chief position.
 - o Department employees indicated the high turnover of Police Chiefs as the most significant issue facing the department's ability to improve and progress.
- ❖ Lack of a short-term or long-term strategic plan for SLPD. The SLPD has no short-term or long-term written strategic plan for the department, making it difficult for the Police Chief to effectively lead the organization.
- ❖ Staffing issues, low pay, unfilled positions and a top-heavy organization hierarchy
 - o The SLPD is operating at less than authorized staffing levels and is in the process of hiring several officers. The department has been operating for some time without a police commander and civilian administrator.
 - o The SLPD is not utilizing generally accepted practices for determining staffing levels.
 - o SLPD personnel indicated they are paid less than most officers in the state of Arizona. A pay study was conducted by the City but at the time of this report had not been published. Supervisor pay ranges do not ensure that supervisors are paid more than their subordinates.

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- ❖ Nearly all SLPD policies are outdated with significant liability exposure, particularly with;
 - o Use of Force
 - o Pursuits
 - o Misconduct Investigations
 - o Property and Evidence
- ❖ Evidence storage procedures, and missing evidence
- ❖ Misconduct or IA investigations, policy, process, complaint tracking and analysis
- ❖ No Early Intervention System (EIS) to identify and address problematic employee behavior
- ❖ The Records Management System is underutilized throughout the agency, primarily due to a lack of training to familiarize personnel of system capabilities
- ❖ There is no system to prioritize calls received by SLPD communications, the call recording system is not working properly, and there is no formalized staff training
- ❖ Lack of effective performance evaluations and metrics

The aforementioned issues are not in line with generally accepted practices and represent significant risk exposure to the City and the SLPD in the areas of public safety, officer safety, and civil / legal liability. This assessment offers 130 recommendations for compliance with generally accepted / best practices and improvements in effectiveness and efficiencies within the SLPD. As the SLPD continues to move forward we encourage the agency to use this report as a blueprint for the development of a strategic plan for SLPD.

The assessment team would like to thank the City of San Luis, the Acting Police Chief, and the SLPD staff for their cooperation during the engagement. Their assistance contributed significantly to the successful completion of this project.

METHODOLOGY

Applicable documentation was reviewed relating to the San Luis Police Department (SLPD) operations. This material included the SLPD policies and procedures as well as other documents applicable to the scope and objectives of this engagement.

On January 31st, February 1st, 15th, and 16th 2018, the assessment team conducted site visits and met with SLPD personnel to perform this assessment. Interviews were conducted with personnel to obtain pertinent information. Documentation relevant to the engagement was examined.

Contributing Assessment Project Consultants

- Dan Olson, CLEA
- Kim Humphrey, Commander, Phoenix Police Department (Retired)
- Mike Giammarino, CLEA
- Erin Kenney, CIA, CFE, CLEA, CGAP

Additional information regarding the consultants can be found in the attachment section of this report.

BACKGROUND

San Luis was established as a city in 1930 and incorporated in 1979 in Yuma County, Arizona, United States. The population was 25,505 at the 2010 census. Current estimates put this number over 31,000. San Luis is part of the Yuma Metropolitan Statistical Area and is located in the southwest corner of the state directly adjacent to Mexico's Federal Highway 2, and has a border crossing into San Luis Rio Colorado, Mexico. The city has a total area of 26.5 square miles. Over 5.5 million people annually cross the border in over 3 million vehicles creating unique issues for law enforcement.

San Luis has a council supervisor form of government with the San Luis Police Department (SLPD) Chief reporting to the City Supervisor. In 2017 The SLPD's annual budget was just under 5 million dollars and staffed by 32 sworn personnel and 20 professional staff. The department currently has a federal grant known as Stonegarden which provides over \$300,000 in annual funding for overtime, in order for San Luis officers to work cooperatively with Border Patrol. SLPD also has one officer assigned to the state Gang & Intelligence Team Enforcement Mission (GITEM) task force.

In May of 2017, San Luis became a Public Safety Answering Point (PSAP), and they directly answer 911 calls for service. The Communications center answers an average of 120 calls per day, of which approximately 72 per day are for a police response. In 2017, SLPD officers took 3,232 police reports. The SLPD is certified by Arizona POST (Police Officer Standards and Training).¹

Mission Statement of the San Luis Police Department:

It is the mission of the San Luis Police Department to work in partnership with our community to enforce the law, enhance the quality of life, provide a safe environment and reduce the fear of crime while affording dignity and respect to every individual in the city of San Luis. We will accomplish this mission by practicing the community-oriented policing and problem-solving philosophy. "Working together. For a Safe Community"

In December 2017, the San Luis Acting Police Chief requested LD Consulting LLC conduct this assessment of the police department. The Assessment commenced on January 31, 2017 with four days of site visits by three consultants.



¹ San Luis Police 2015 Annual Report

Section A: Administration

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Section A1 Summary:

The assessment team's observations for section A1 are summarized below.

- ❖ **Administration:** Over the last eight years, eight different individuals have led the agency. This has negatively affected morale, organizational continuity, and the stability in the police chief position. The SLPD has no short or long term written strategic plan for the department, making it difficult for the Police Chief to effectively lead the organization. Department employees indicated the high turnover of Police Chiefs as the most significant issue facing the department's ability to improve and progress.

- o **Recommendations: One**

- ❖ **Staffing:** The SLPD is operating at less than authorized staffing levels and is in the process of hiring several officers. The department has been operating for some time without a police commander and civilian administrator.

The SLPD is not utilizing generally accepted practices for determining staffing levels. See Section C Patrol Staffing for more details. Currently the department appears to be answering calls for service and investigating cases and meeting basic measures of police work; however, these are basic measures that need further analysis. Several other aspects of this report address this issue.

SLPD personnel indicated they are paid less than most officers in the state of Arizona. A pay study was conducted by the City but at the time of this report had not been published. Supervisor pay ranges do not ensure that supervisors are paid more than their subordinates.

- o **Recommendations: Six**

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- ❖ **Policies:** The SLPD appears to have had no policy updates since 2009 based on a misunderstanding of the process to adopt policies. Out of date policies creates an extraordinary risk and legal liability for the Police Department and City of San Luis.

In addition to policies, the department relies on police chiefs' "directives." These directives have been issued by numerous Police Chiefs over the last 10 years. Most were distributed by e-mail and were never adopted as policy or maintained in a specific format or location for referral. This may create confusion among personnel and expose the city to legal liability.

- o **Recommendations: Two**

- ❖ **Agency Comparisons:** A number of factors can be used to compare the effectiveness of a police department with other agencies. This includes comparing the crime rates in similar cities, and clearance rates. Many other factors contribute to low crime rates; however, it can be helpful for comparative purposes to examine crimes and the crime rate in similar cities.

San Luis' crime rate is low compared to two other border towns, Douglas and Nogales. When compared to the national average for crime clearance rates as well as similar size cities, SLPD clearance rates are better.

- o **Recommendations: One**

- ❖ **Performance Evaluations:** Supervisors are attempting to document both positive areas of performance and areas that need improvement. However, the evaluations are short, lack examples, and for the most part have goals that cannot be measured or are not attainable under current restrictions on training.

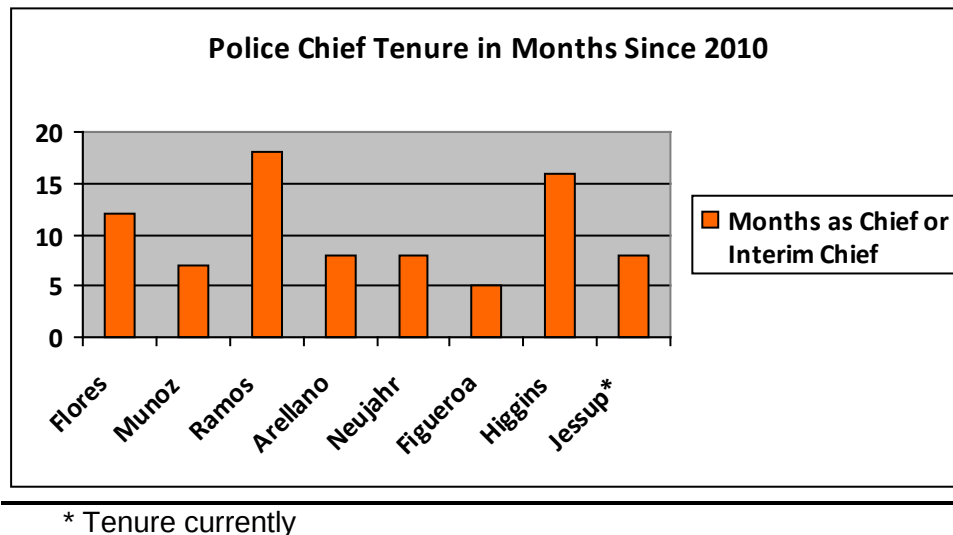
- o **Recommendations: Four**

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A1.1 Executive Administration

Observations

As part of the assessment, the assessment team conducted interviews with SLPD personnel as well as performed detailed operational testing. The assessment of the overall administration of the San Luis Police Department (SLPD), identified two areas of significance. Primarily, over the past 8 years, SLPD had over eight Police Chiefs or Interim Chiefs. During this time the average tenure of a Chief was 10 $\frac{1}{4}$ months. This extraordinary turnover of police chiefs, was noted by every employee interviewed as being the most significant issue facing the department. The lack of consistency and stability in the position has left employees concerned that the police chief position will continue to be a revolving door.



This turnover presents a challenge with employee morale, organizational continuity, and the ability for employees to adopt or embrace new ideas within such frequent organizational change. According to staff, this has also perpetuated problems where the police chief and management staff experience reluctance by employees to adopt new strategies or direction for the Police Department.

Secondly, the SLPD has no written short-term or long-term strategic plan for the department which makes it difficult for a Police Chief to effectively lead the organization. The interim role is generally reserved to maintain current direction and facilitate urgent matters rather than design and implement the vision or a long-term strategic direction for the organization.

Hiring a full-time police chief creates stability in the Police Department. Consistently changing the police chief leads to different leadership styles, different areas of expertise and focus. This essentially creates chaos as personnel do not have a consistent direction for the Department. This environment makes it difficult for personnel to adapt to new ideas that frequently change with each new leader / Chief.

Employees consistently noted that every time a new chief took the position, there was an expectation for positive change. As soon as staff felt comfortable with the direction and demands of the new chief, they were faced with another change of leadership.

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Currently the average tenure of a Police Chief in the US is about two and a half to three years². Chiefs with short tenure such as a year or less find it challenging to implement positive change, which is compounded with a history of high turnover. It is difficult for personnel to adopt changes and rally behind new leadership if their experience is that the Chief will change in the short term.

Conclusion

Over the last eight years, eight different individuals have led the agency. This has negatively affected morale, organizational continuity, and the stability in the police chief position. The SLPD has no short-term or long-term written strategic plan for the department, making it difficult for the Police Chief to effectively lead the organization. Department employees indicated the high turnover of Police Chiefs as the most significant issue facing the department's ability to improve and progress.

Recommendation

A1.1.1 The city should consider the importance of stability and consistency in police leadership in its selection of a full-time police chief. Consideration should be given to city management advising all employees of the Police Department of the city's commitment to providing long-term stability in the position of police chief. Consideration should be given for a two to three-year contract for the next police chief.

² Retrieved from: PoliceOne, Rob Hall, 3 harsh realities of being a police chief, 2015.

<https://www.policeone.com/chiefs-sheriffs/articles/49533006-3-harsh-realities-of-being-a-police-chief/>

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A1.2 Department Staffing

Observations

The SLPD has an authorized strength of 39 sworn officer positions and 24 civilian positions, currently with 7 sworn vacancies and 4 civilian vacancies. The sworn ranks on the organizational chart include Officers, Corporals, Sergeants, Lieutenants, Commander, and Police Chief.

SLPD staff consistently indicated they felt the SLPD has a staffing problem, which has been the result of not hiring officers, promoting into vacant supervisory positions, and civilian staff lost through attrition. The Table below depicts SLPD's current authorized and actual manpower levels³.

Staff	Authorized Strength	Actual Strength	Difference
Officers	39	32*	-7
Civilians	24	20	-4
Total	63	52	-11

*At the time of this report, three officers were in the hiring process

At the time of this report three lateral officers were in the hiring process, and the department is actively recruiting a fourth lateral hire for a vacant officer position. The other three sworn vacancies are supervisory positions and along with the civilian vacancies, have not been authorized to fill.

According to the organizational chart provided to the assessment team, the department is currently organized under two divisions: Operations and Administration, with a vacant police commander in Operations and a vacant civilian police administrator in Administration. Operations has two Lieutenants with one over Support Services such as Detectives, K-9, School Resource Officer (SRO), and Animal Control; and, the other Lieutenant over Patrol, Motors, and Transit. The Administration section oversees Records, Communications, and the Evidence Technician.

Police management indicated they have been operating without a Police Administrator position for several months. The police commander position has been vacant for several years. Management noted that SLPD has less staff than the Nogales Arizona Police Department, even though Nogales is a smaller community. The Nogales Police Department has 20 non-sworn and 64 sworn personnel.⁴ As noted in section four of this assessment, Nogales has a higher crime rate and overall has more violent crimes than San Luis, with nearly twice the number of assaults. See section A4 for details.

Current and future demographic / staffing projections:

³ Provided by San Luis, interim police chief

⁴ Retrieved from: <https://www.nogalesaz.gov/npd-administration>

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The city of San Luis is growing and, according to staff, there have been no police staffing models used to determine the needs of the community. Although not within the scope of this engagement, it was noted the Police Department does not have a community assessment of their services.

While agencies give much attention to recruitment and retention, they often overlook a more fundamental question: How many police officers does a particular agency need? Answering this question is essential to any discussion about managing workforce levels, regardless of whether there is a shortage of qualified officers or an inability to support previous staffing levels. Put another way, what number of officers would help an agency most cost-effectively meet the demands placed on it? This is a fundamentally different question than how many officers does a community want or can a community support. Yet answering the “need” question effectively frames a discussion about “want” and “affordability.”⁵

Many smaller agencies rely on experience and subjective judgments to adequately staff their departments, while larger agencies may use sophisticated (many times costly) software solutions to take into account multiple factors to determine staffing. Many agencies rely on simple comparisons to other agencies based on number of officers per 1000 population. However as noted by Leonard Matarese, Director of Research & Project Development, ICMA Center for Public Safety Management: “The International Association of Chiefs of Police (IACP) states: “Ready-made, universally applicable patrol staffing standards do not exist. Ratios, such as officers-per-thousand population, are totally inappropriate as a basis for staffing decisions.”⁶

Decisions should be made within the department along with the city on what type of services the department intends to provide. For example, if the department wants to expand its community policing efforts, engage the community more and provide preventative policing, this will increase the need for staffing and commensurate funding would need to be available to expand the police department staffing to meet those expectations. The city and or police department have not conducted town halls or other methods to determine community expectations of the police.

As noted by Jeremy M. Wilson and Alexander Weiss, “Staffing the ‘Small’ Department: Taking Stock of Existing Benchmarks and Promising Approaches”:

Communities with a relatively low call volume can consider making a subjective judgment about the appropriate level of policing required for deterrence and rapid response and to ensure officer safety. Of course, there are typically varied views about these objectives. One of the strongest factors in this decision is officer safety. Some communities may believe that it is essential that there are enough officers on duty to ensure that there is enough capacity to effectively back up officers when necessary. While this is a critical staffing objective, agencies addressing this goal should examine carefully such factors as the frequency of

⁵ Retrieved from: http://a-capp.msu.edu/sites/default/files/files/041218461_Performance_Based_Approach_Police_Staffing_FINAL100112.pdf

⁶ Retrieved from: <https://icma.org/questions/police-staffing-standards>

⁷ Jeremy M. Wilson and Alexander Weiss, “Staffing the ‘Small’ Department: Taking Stock of Existing Benchmarks and Promising Approaches,” *The Police Chief* 80 (April 2013): 34–40.

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calls that require backup, the necessity for officers to leave the jurisdiction (e.g., to transport a prisoner) and the availability of assistance from neighboring agencies.

Even with shortcomings, allocation models based on actual workload and performance objectives are preferable to other methods that might not account for environmental and agency-specific variables. Agencies could benefit from a more popularized workload-based methodology of staffing analysis that is easy to learn and comprehend; is employed by administrators; and, importantly, helps to effectively manage discretionary time. No single metric or benchmark should be used as a sole basis for determining an agency's staffing level. Rather, agencies should consider metrics in light of professional expertise that can place them in an appropriate practical context."

Articles by Jeremy M. Wilson and Alexander Weiss, "Staffing the 'Small' Department: Taking Stock of Existing Benchmarks and Promising Approaches," *The Police Chief* 80, and James McCabe, "An analysis of police department staffing: How many officers do you really need?⁸ A Review of 62 Police Agencies Analyzed by the ICMA / CPSM" are available with the full content of the above-mentioned approach to staffing⁹. This includes a step-by-step approach for conducting a workload-based assessment.

Personnel consistently advised that the salary for SLPD personnel is below other Arizona agencies. It was also noted that salaries do not ensure that a supervisor's salary is more than their subordinates. This is a result of officer pay ranges that extend above the low end of the supervisor pay range. A first level supervisor should make at minimum 5% more than a top paid officer to compensate them for the additional responsibilities commensurate with the supervisor position. This will encourage qualified officers to promote and increase supervisor morale. Staff advised that the city of San Luis completed a pay study in 2017. At the time of this assessment the results of the study had not been released.

Conclusion

The SLPD is operating at less than authorized staffing levels and is in the process of hiring several officers. The department has been operating for some time without a police commander and civilian administrator.

The SLPD is not utilizing generally accepted practices for determining staffing levels. See section B1 patrol staffing for more details. Currently the department appears to be answering calls for service and investigating cases and meeting basic measures of police work; however, these are basic measures that need further analysis. Several other aspects of this report address this issue.

SLPD personnel indicated they are paid less than most officers in the state of Arizona. A pay study was conducted by the City but at the time of this report had not been published. Supervisor pay ranges do not ensure that supervisors are paid more than their subordinates.

⁸ James McCabe, "An analysis of police department staffing: How many officers do you really need? A Review of 62 Police Agencies Analyzed by the ICMA / CPSM"

⁹ Leonard Matarese, "Determining Police Staffing & Deployment." ICMA Center for Public Safety Management

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SLPD personnel indicated they are paid less than most officers in the state of Arizona. A pay study was conducted by the City but at the time of this report had not been published. Supervisor pay ranges do not ensure that supervisors are paid more than their subordinates.

Recommendations

- A1.2.1 SLPD Command Staff and City Management should develop and implement an organizational structure with fewer ranks that is more commensurate with the size of the organization. See the suggested basic supervisor organization chart in the attachments.
- A1.2.2 SLPD Command Staff should develop and implement a staffing model that takes additional variables into consideration. Workload, response times, crime rates, and officers per capita should be examined prior to making manpower and deployment decisions. These analyses should be completed regularly so that seasonal fluctuations are considered.
- A1.2.3 SLPD Command Staff along with City Management should develop and implement a plan to identify service expectations from the police department in order to determine future staffing levels needed to meet those needs. Proactive patrol, community policing strategies need proper funding and support to be successful.
- A1.2.4 The city of San Luis should consider the impact of low pay on morale and attracting the best candidates for police positions in the city. Adjusting pay to bring it in line with other agencies of a similar size would be appropriate.
- A1.2.5 SLPD Command Staff and City Management should develop a pay structure that ensures supervisors are paid more than their subordinates.
- A1.2.6 SLPD Command Staff should develop and implement a plan to conduct citizen surveys and town hall meetings with cross sections of community members to solicit feedback and build relationships with the community as well as provide the community with information on progress toward goals. Identifying community expectations will help with determining staffing needs. Further, community engagement to assist in the departments goals should lead to additional volunteerism, community support in solving crimes, and better police / community relations.



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A1.3 Policies

Observations

The assessment team reviewed the Police Department's policy manual. It appears the last time any policy was updated was in 2009. Furthermore, much of the language in the policy manual is written in conversational English, rather than with professional directives. For example, regarding the style of writing, the first page states:

Over the next few days and weeks, the entire department will be learning and applying the details of our new procedures. As we do so, we will re-visit some of the old practices as well. Take time to study and learn. Then give us your ideas on how we can make this an even better guide toward achieving a safer and more efficient operation.

The department currently has a subscription to LEXIPOL, an organization that provides professional policies that are updated with new laws and current management practices. LEXIPOL policies are easily adapted to the specific needs of an organization and are a viable option for smaller agencies to maintain current policies for their departments. This fee-based product allows for the agency to receive updates throughout the year which can be easily adopted into policy. Utilizing LEXIPOL policies reduces legal liability for an agency.

It appears SLPD has paid for LEXIPOL services for three years. Staff advised that the LEXIPOL policies were not adopted as they were under the impression that all policies had to be reviewed and approved by the City Council. The assessment team has never encountered this policy approval requirement. Typically, a police agency adopts policies based on employee input, legal changes, and law enforcement generally accepted standards / best practices. Most agencies either have an executive review and or legal review internally within the Police Department as the final authority in adopting a policy.

At the request of the assessment team, SLPD management consulted with the city attorney and learned there is no policy requiring SLPD policies be adopted by the City Council. It appears this was an ongoing misunderstanding by the Police Department.

In addition to policies, the department relies on police chiefs' "directives." These directives have been issued by numerous Police Chiefs over the last 10 years. Most were distributed by e-mail and were never adopted as policy or maintained in a specific format or location for referral. Officers may not have received the directive, have forgotten about the directive, or based on a directive from a new police chief, may have assumed directives were no longer in force. This may create confusion among personnel and expose the city to legal liability.

Conclusion

The SLPD appears to have had no policy updates since 2009 based on a misunderstanding of the process to adopt policies. Out of date policies creates an extraordinary risk and legal liability for the Police Department and City of San Luis.

In addition to policies, the department relies on police chiefs' "directives." These directives have been issued by numerous Police Chiefs over the last 10 years. Most were distributed by e-mail and were never adopted as policy or maintained in a specific format or location for referral. This may create confusion among personnel and expose the city to legal liability.

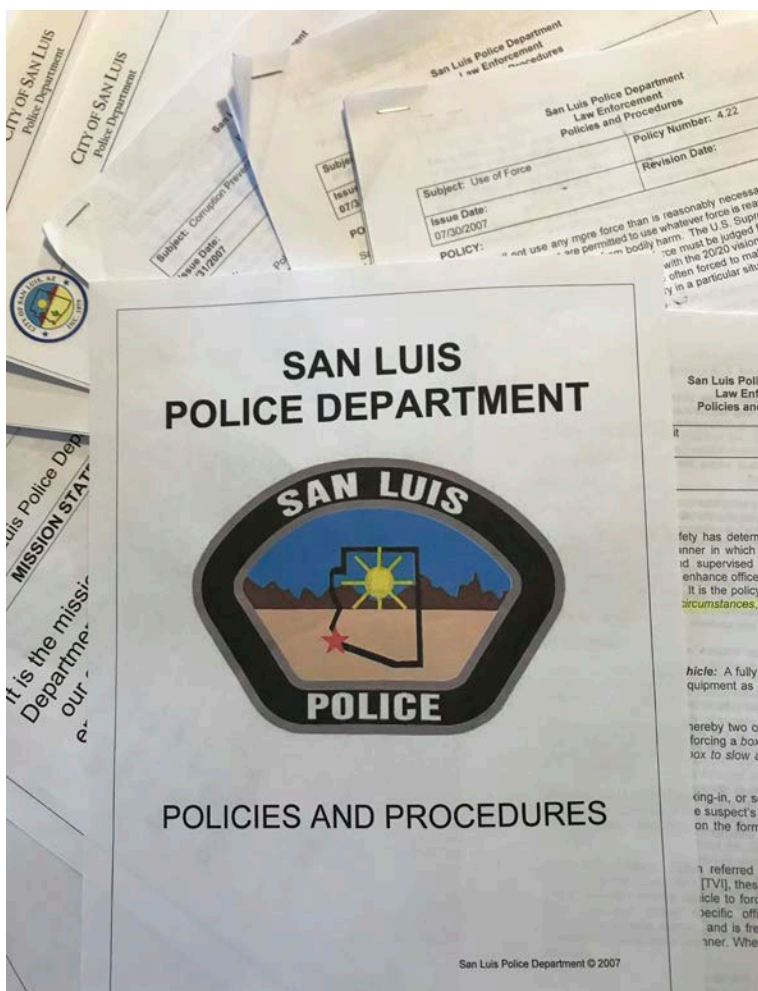
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These issues expose the SLPD and the City of San Luis to significant legal liability, and make it difficult to hold staff accountable and should be addressed immediately.

Recommendations

A1.3.1 SLPD Command Staff should develop and implement a plan to utilize their LEXIPOL subscription, and immediately begin the process of updating all Police Department policies.

A1.3.2 SLPD Command Staff should develop and implement a process to review all “directives” to determine those to be retained or removed. Retained “directives” should be incorporated in policy when appropriate.

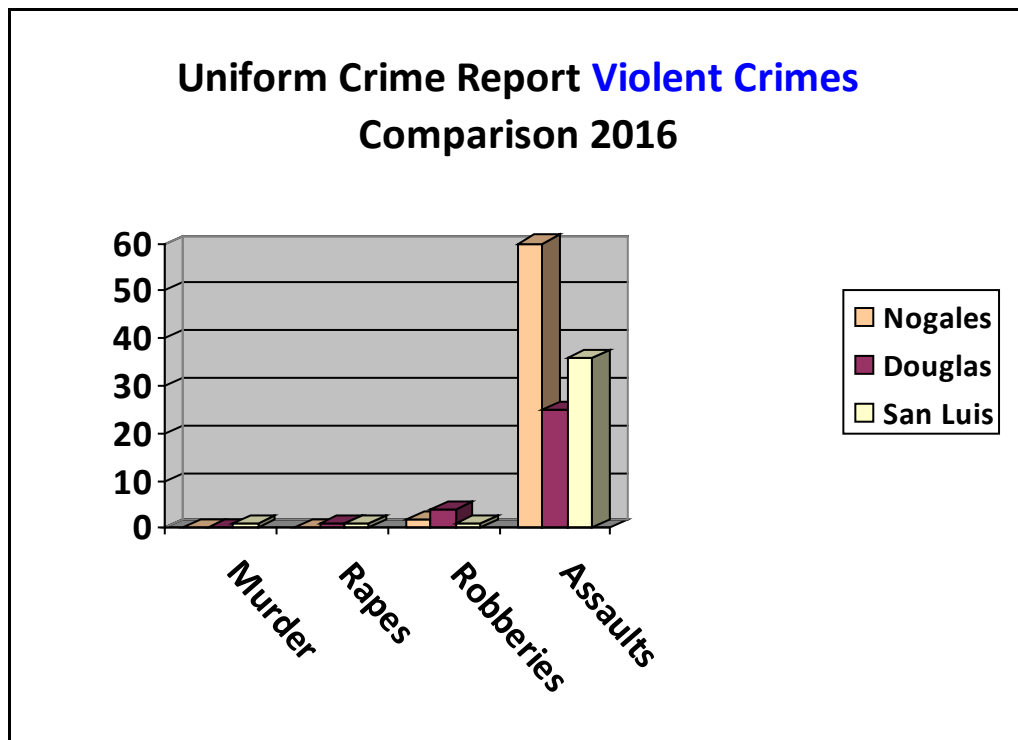


A1.4 Agency Comparisons

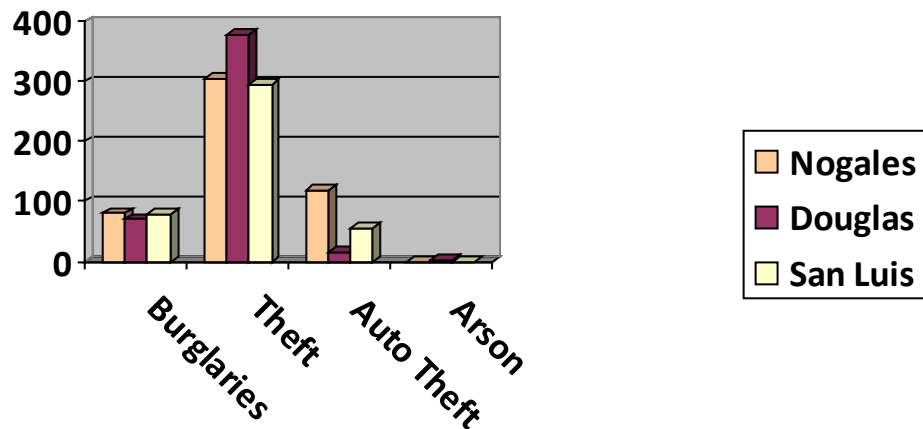
Observations

Police agencies in Arizona are currently required to track crimes under the FBI's Uniform Crime Reporting (UCR) program. San Luis submits reports monthly in compliance with this mandate. Although comparing crime data between agencies needs to be carefully examined, it is a basic method to determine the crime rate (based on population) and to compare statistics that are reported uniformly.

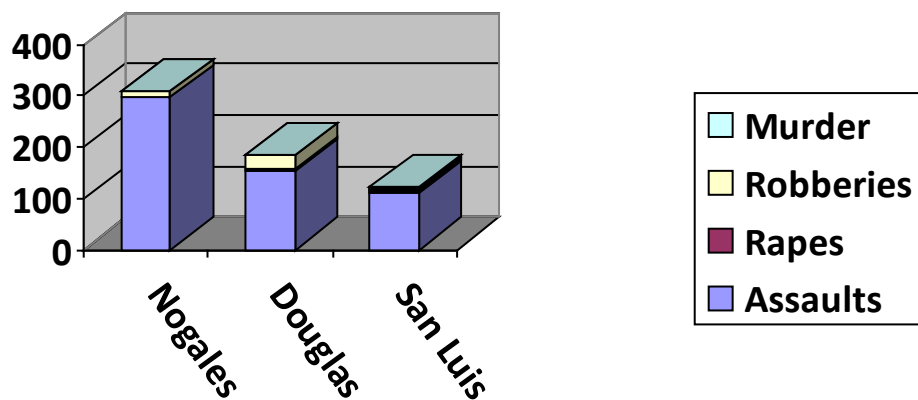
Due to the unique location of San Luis as a border town, UCR violent crimes and property crimes are graphed below comparing San Luis to two other border towns, Douglas and Nogales, AZ. The first two charts show actual numbers of crimes for violent and property crimes and the second two graphs are based on the crime rate. This is helpful in determining the rate of being a victim of a crime based on population. As can be seen, San Luis has some categories in which the actual numbers of crimes are above and/or below the other cities; however, when population is considered, the rate of crime in San Luis is lower in basically all categories, noting that auto-theft rate in Douglas is slightly less. However, most of the crime numbers are significantly lower and therefore small variances will affect the overall crime rate. The following charts include information reported to the FBI UCR program by these three cities from 2016, the most current year in which numbers are available.



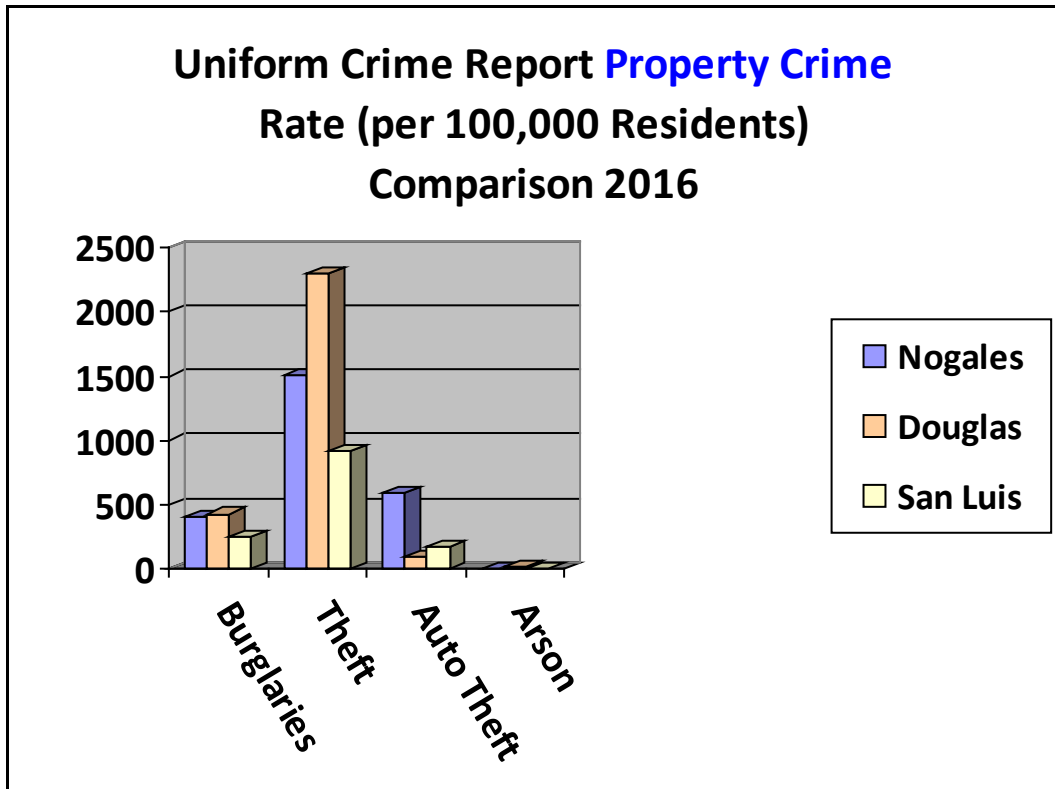
Uniform Crime Report **Property Crime** Comparison 2016



Uniform Crime Report **Violent Crimes Rate** (per 100,000 Residents) Comparison 2016



*Population 2016, Douglas -16,604, San Luis – 32,148, Nogales – 20,008



Although crime rate comparisons provide a picture of the amount of crime in a city, there are other factors to consider, including how long it takes officers to arrive on calls. The Commission on Accreditation for Law Enforcement Agencies (CALEA) notes ¹⁰

...a series of studies showed that the single most important factor in citizen satisfaction with police response was whether the response time matched citizen expectations, even if the response time was lengthy. In other words, providing citizens with an accurate estimate of the response time is often more important than providing a rapid response.

Response time is important but using it as a comparative performance measure invites several challenges. One more feasible alternative to using actual response times is to use customer satisfaction with response times as a performance measure.

Note: In the section of this report on Communications, an explanation of response times in San Luis is discussed.

Another measure traditionally used by police to determine effectiveness is clearance rates for crimes. Clearance rates indicate a crime was either cleared by an arrest or exceptionally cleared. An example of an exceptionally cleared case would be the suspect was identified but has died and therefore there is no possibility of prosecution.

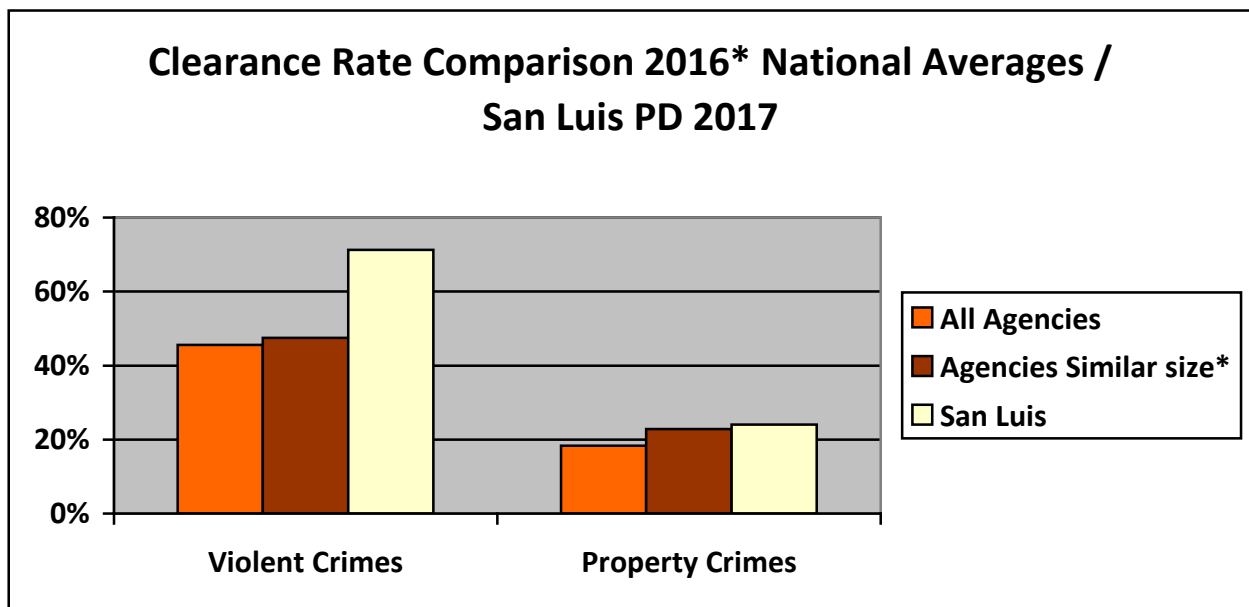
¹⁰ See Measure police performance – CALEA – Part 1, <http://www.calea.org/calea-update-magazine/issue-83/measuring-performance-law-enforcement-agencies-part-1of-2-oart-article>

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Detectives with smaller caseloads generally provide an agency with an opportunity to increase clearance rates. However, the quality of initial reports is key to the successful clearance of cases. See a review of Case Management in this report for more details on the quality of investigations.

Clearance rates for SLPD can be compared to national averages collected by the FBI under the Uniform Crime Reporting (UCR) program.¹¹ Below is a comparison of clearance rates between the national averages for agencies categorized as having a population of 25,000-49,999, all agencies regardless of city population, and San Luis.

It should be noted that clearance rates over the years do not tend to fluctuate significantly on a national average, therefore allowing comparison between different years. As depicted in the chart, San Luis is better than the national average in clearance rates for both property crimes and violent crimes.



* agencies with population from 25,000 – 49,999, retrieved from UCR crime reports

The SLPD has the New World Records Management system that is capable of producing a Dashboard for tracking crime trends and other important factors such as response times. Currently staff has not received sufficient training to develop the dashboard.

Conclusion

A number of factors can be used to compare the effectiveness of a police department with other agencies. This includes comparing the crime rate in similar cities, and clearance rates. Many other factors contribute to low crime rates; however, it can be helpful for comparative purposes to exam crimes and the crime rate in similar cities.

¹¹ See UCR Clearance Rates Defined.

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San Luis' crime rate is low compared to two other border towns, Douglas and Nogales. When compared to the national average for crime clearance rates as well as similarly sized cities, SLPD clearance rates are higher.

Additional detectives with smaller caseloads generally should provide the SLPD with an opportunity to increase clearance rates. However, the quality of initial reports is key to the successful clearance of cases. See a review of Case Management in this report for more details on the quality of investigations.

Recommendations

A1.4.1 The SLPD should develop and implement a dashboard within the New World Records system to track crime trends and other factors such as response times and UCR crime rates.

A1.5 Performance Evaluations

Authorities

SLPD Policy Manual – various sections

Observations

Performance evaluations can serve an important role in evaluating, motivating, and documenting performance. Employees generally appreciate it when a supervisor takes the time and effort to document their work, particularly when they are doing a good job. The assessment team reviewed a non-statistical sample of performance evaluations from Patrol and Communications. The review found that annual evaluations were short (approximately one paragraph), the comments lacked specificity, and were not reflective of specific task or work performance.

There is minimal indication that performance was regularly discussed with the employee by their supervisor. The evaluations did have a mix of positive comments and areas that need improvement. However, the lack of specificity such as providing an example of work performed was not noted on any of the evaluations. By way of example, following are positive comments provided by a supervisor excerpted from the evaluations:

- *“...has excellent customer service and a calm demeanor,” or “she has demonstrated passion for this job...” There were no specific examples provided.*
- *“...quality of work is well on or above the standards.”*

These are commendable statements but should be supported by examples of work described that support the positive comments.

Further, following is an excerpt where the supervisor describes areas where improvement is needed:

- *This officer, “has demonstrated minor customer service issues that have been documented properly under his EDR.”*
- *“In his quest to seek perfection sometimes he comes off as annoying according to his fellow dispatchers.”*

Again, these types of comments might be helpful from the standpoint of pointing out areas where improvement is needed, however specific examples were not provided. Also, one example above notes that something was documented in another location, whereas, it was not listed in the performance evaluation.

In review of the goals set for the employee, there was generally only one goal listed for the upcoming year, and either “none” under goals for the next five years or one goal with minimal exception. One evaluation had a paragraph recommending the employee improve his performance, but there were no specific goals to accomplish this recommendation. Although a positive and needed part of the process, a review of goals indicates many that are nebulous and very difficult to measure.

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For example, two goals noted:

- *“...improve his working relationship with his fellow patrol offices and not to get involved too much with callers...”*
- *“To continue growing as a police officer and working hard.”*

These goals are not measurable to determine the success or progress on these goals. Further, some evaluations recommended training needed, however, staff, particularly in communications advised they have little to no opportunity to either attend or send employees to training.

Conclusion

Supervisors are attempting to document both positive areas of performance and areas that need improvement. However, the evaluations are short, lack examples, and for the most part have goals that cannot be measured or are not attainable under current restrictions on training.

Recommendations

- A1.5.1 SLPD Command Staff should develop and implement a process to provide training to supervisors on the proper use of evaluations. Require all goals to be SMART goals, Specific, Measurable, Achievable, Results-focused and Time-bound.
- A1.5.2 SLPD Command Staff should require supervisors to thoroughly complete evaluations and provide examples of specific performance / task completed as often as possible.
- A1.5.3 SLPD Command Staff should develop and implement a program to train supervisors on preparing balanced evaluations that do not overly emphasize certain negative performance issues when employees demonstrate success in other areas of performance.
- A1.5.4 SLPD Command Staff should develop and implement a policy requiring supervisors to meet with employees at least quarterly to review and document performance with employees and to go over any deficiencies and strengths being observed in their performance.

A-2 Administrative Investigations / Internal Affairs

Methodology: The assessment team utilized publications and documents listed below as industry standards for “generally accepted / best practices” regarding misconduct and use of force policies, procedures, and investigations.

- President’s Task Force on 21st Century Policing¹²
- US Department of Justice Consent Decrees¹³
- US Department of Justice COPS Office - Technical Assistance¹⁴
 - o Collaborative Reforms
 - o Critical Response
 - o Research and Generally Accepted Practices
- Arizona Revised Statute 38, AZ. Law Enforcement Officers' Bill of Rights¹⁵
- Guidelines and Standards for Internal Affairs, DOJ COPS office¹⁶
- Law Enforcement Administrative Investigations: A Manual Guide, Second Edition¹⁷

Terminology - Acronyms and abbreviations:

- US DOJ: United States Department of Justice
- ECW: Electronic Control Weapon also referred to as Taser
- EIS: Early Intervention System
- Arizona POST: Arizona Peace Officer Standards and Training
- LERMS: Law Enforcement Records Management System
- UOF: Use of Force

¹² http://www.cops.usdoj.gov/pdf/taskforce/taskforce_finalreport.pdf

¹³ <https://www.justice.gov/crt/special-litigation-section-cases-and-matters0#police>

¹⁴ <http://www.cops.usdoj.gov/technicalassistance>

¹⁵ <https://www.azleg.gov/ars/38/01101.htm>

¹⁶ <http://ric-zai-inc.com/Publications/cops-p164-pub.pdf>

¹⁷ <https://www.ncjrs.gov/App/publications/Abstract.aspx?id=179949>

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Section A2 Summary

- ❖ **Complaint Intake Procedures:** The SLPD policy requires Department employees to accept and address all complaints of misconduct. A citizen must contact a supervisor to make a complaint or post it online on the SLPD website. Policy states, that a complainant will be asked to give a written account. There is no signage in the police lobby in English or Spanish regarding how to make a complaint, and there are no complaint packets in the lobby.

All complaint forms are reviewed by IA to determine if they will be handled by the sergeant or investigated by Internal Affairs. Citizen complaints and internal investigations receive a sequential number assigned by the Police Chief's office. Complaints handled informally by supervisors as inquiries or service related are not tracked. Overall the complaint process is not in line with best practices.

- o **Recommendations: Five**

- ❖ **Documentation Investigative Procedures:** Citizen complaints of a minor nature are informally addressed or investigated by supervisors. More serious allegations are investigated by Internal Affairs (IA). Department templates / forms for investigation formats are provided for investigators. There is no manual to specifically guide investigators / supervisors in completing a Misconduct Investigation. The IA Supervisor oversees all IA investigations. The Police Chief makes the final determination of findings and discipline and forwards the investigation to San Luis City Human Resources for review and approval. Discipline may be appealed with the San Luis City Human Resources. The department does not use a discipline matrix.

- o **Recommendations: Three**

- ❖ **Tracking / Supervisory oversight:** SLPD was unable to provide the number of inquiries or citizen complaints received in 2017 and for previous years. All misconduct complaints / investigations are tracked manually in a logbook. There is no consistent tracking of case progress or any comprehensive analysis on citizen complaints. There is no checklist to facilitate consistent misconduct investigations and supervisory review. An inventory of the IA files determined that, several files are being stored that are past the state required retention date. Several files for the last five years, which should be retained under state law, could not be located. There is no centralized database for citizen commendations. There is no Early Intervention System (EIS) or centralized database to track citizen commendations. These issues are inconsistent with generally

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accepted practices. Poor misconduct investigative procedures and / or improperly or poorly completed misconduct investigations expose the agency to civil liability.

- o **Recommendations: Seven**

- ❖ **Internal controls / policies:** In Arizona, administrative (misconduct) investigations regarding peace officers is primarily regulated by Arizona Revised Statutes Title 38, Chapter 8, 38-1101-1116, frequently referred to as the Law Enforcement Officers' Bill of Rights. SLPD policy for citizen complaints and misconduct investigation is outdated and not in line generally accepted practices and should be updated immediately. There is no detailed manual for supervisors conducting administrative investigations.

- o **Recommendations: One**

- ❖ **Supervisory training:** There is no policy requiring Supervisors to attend training to conduct misconduct investigations. This is inconsistent with generally accepted practices. The IA supervisor and QA Coordinator have attended formal IA training provided by an external training provider.

- o **Recommendations: One**

- ❖ **Staffing:** SLPD does not have a full-time staff member committed to the IA function. This is not uncommon for comparably sized agencies. The IA Sergeant is also responsible for other tasks. The Sergeant oversees most IA cases and delegates cases to investigations detectives and sergeants to investigate. Not all the sergeants have received basic supervisory training to conduct citizen complaints / misconduct investigations. Investigations are completed in a paper format and tracked manually.

- o **Recommendations: One**

**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Internal Affairs (QA)	Policy Number: 2.08
Issue Date: 07/31/2007	Revision Date:

POLICY:

San Luis Police Department thoroughly and expeditiously investigates all complaints from citizens, fellow officers, and administrators against department employees who are alleged to have violated criminal law, or breaches of this *policy and procedure* manual. Investigators assigned to inquire into these matters protect the rights of each employee during such investigations, and undertake investigations without prejudice.

A2.1 Complaint Intake Process

Authorities

SLPD IA (QA) Policy 2.08
SLPD Corruption Prevention Policy 3.06

Observations

The San Luis Police Department (SLPD) policy states the:

San Luis Police Department thoroughly and expeditiously investigates all complaints from citizens, fellow officers, and administrators against department employees who are alleged to have violated criminal law, or breaches of this policy and procedure manual. Investigators assigned to inquire into these matters protect the rights of each employee during such investigations and undertake investigations without prejudice.

Citizen's Complaint Information forms / packets are available in English and Spanish upon request from a supervisor. The packet contains documents explaining the complaint process and forms to be completed by an individual making a citizen complaint against police personnel. Staff advised that complainants are required to speak with a supervisor to make a complaint. The form has no revision date or SLPD form number. The form is only for making a citizen complaint and does not provide the citizen the opportunity to make an employee commendation. The form states,

A written statement is not required; however, you will be asked to give a written account in your own words of what caused you to initiate the complaint process or what involvement you had in the complaint incident.

This statement is unclear and the "written account" statement is not in line with generally accepted practices.

At the bottom of the page is a signature line for the complainants. Above the signature line is the following statement:

IN ACCORDANCE WITH ARIZONA LAW, IT IS UNLAWFUL FOR A PERSON TO KNOWINGLY MAKE A FALSE, FRAUDULENT OR UNFOUNDED REPORT OR STATEMENT TO A LAW ENFORCEMENT AGENCY (ARS 13-2907,01A). THE SAN LUIS POLICE DEPARTMENT WILL PROSECUTE VIOLATIONS OF THIS LAW.

The following incident related information is on the form:

- Name
- Date of Birth
- Address
- Home Phone # Work Phone #
- Date of Incident
- Time of incident
- Spaces to List any other person/s that were involved or are witnesses to this incident:
- Complainant / Witness Written Statement Section

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Information regarding the location / time of the incident, and the identity of the police employee involved (if known) is not requested on the form.

The Citizen Complaint policy is not posted in the Police Department Lobby. A citizen complaint packet is not available in the lobby. To obtain a packet the citizen must speak with a supervisor. Consistent with best practices, complaint packets should be available in the police lobby and signage reference complaints should be posted in both English and Spanish in a conspicuous public location.

Citizen complaints can be made on the [SLPD website](http://sanluispolice.org/submit-a-commendcomplaint/) under the “contact us” dropdown, at <http://sanluispolice.org/submit-a-commendcomplaint/>. The SLPD citizen complaint policy is not posted on the website. The site is available in Spanish and English.

Any SLPD employee receiving a misconduct complaint is required by policy to notify a supervisor. Supervisors are required to contact the complainant and after discussing the issue may choose to deal with a minor complaint informally or in more serious cases, complete a citizen complaint packet and forward it to Internal Affairs for review.

Internal Affairs reviews the facts regarding the issue/s and determines the appropriate category for the complaint. If the issue is minor, it may be returned to the sergeant to conduct the investigation. If it is determined an investigation is to be completed, an investigation number is obtained from the Police Chief and information regarding the employee involved is documented in a log book maintained in the Chief's office.

Based on the review, pursuant to SLPD policy 2.08, complaints are classified in one of the following categories:

Classification of Complaints:

Class One: Serious or criminal misconduct that allege needless or excessive force, brutality, violations of criminal law, corruption, breach of civil rights, abuse of authority, intentional discrimination, accepting a bribe, theft, and others so classified by the Director.

Class Two: Complaints that allege inadequate public service, discourtesy, improper procedure, falsify reports and other less serious and non-criminal conduct as directed by the Director.

Class Three: A use of deadly force by any officer of this department is subject to an administrative investigation as a matter of policy, regardless of whether or not a formal complaint was filed.

Class one and three complaints are typically investigated by Internal Affairs, and class two complaints may be investigated by a supervisor. Staff advised that class two complaints may be addressed informally by a supervisor. When a complaint is handled in this manner the complaint is not tracked. Best practice is that a classification such as citizen inquiry or service related complaint be used to track complaints of this nature.

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Conclusion

The SLPD policy requires Department employees to accept and address all complaints of misconduct. A citizen must contact a supervisor to make a complaint or post it online on the SLPD website. Policy states, that a complainant will be asked to give a written account. There is no signage in the police lobby in English or Spanish regarding how to make a complaint, and there are no complaint packets in the lobby.

All complaint forms are reviewed by IA to determine if they will be handled by the sergeant or investigated by Internal Affairs. Citizen complaints and internal investigations receive a sequential number assigned by the Police Chief's office. Complaints handled informally by supervisors as inquiries or service related are not tracked. Overall the complaint process is not in line with best practices.

Recommendations

- A2.1.1 SLPD Command Staff should ensure the citizen complaint policy is posted in a conspicuous location in the police lobby. A conspicuously posted sign / placard in English and Spanish should briefly advise citizens to contact the Records Clerk for information to make a citizen's commendation or complaint.
- A2.1.2 SLPD Command Staff should ensure the citizen complaint packets are revised to add a section for a citizen comment / commendation and to collect additional information and reflect generally accepted practices.
- A2.1.3 SLPD Command Staff should ensure citizen comment forms and complaint packets are readily available at the SLPD station and City facilities to the public in both English and Spanish.
- A2.1.4 SLPD Command Staff should ensure the citizen complaint policy and procedures are posted on the SLPD website in English and Spanish.
- A2.1.5 SLPD Command Staff should develop and implement a process to track all complaints, to include those handled informally by supervisors as inquiries or service complaints.



DEPARTAMENTO DE POLICIA SAN LUIS, ARIZONA

Formulario e información acerca del proceso de quejas

Usted está a punto de iniciar u ofrecer información acerca de una queja en contra de un oficial u otro empleado del departamento de policía de San Luis. Lo siguiente es información importante que este departamento le pide que lea y que tome en cuenta cuando este formulando su queja o dando información acerca de una.

Citizen Complaint form in Spanish

A2.2 Documentation / Investigative Procedures

SLPD IA (QA) Policy 2.08
SLPD Corruption Prevention Policy 3.06

Observations

As previously noted, the majority of citizen complaints are reviewed by IA to determine if the complaint will be investigated by IA or a supervisor.

Class Two: Complaints that allege inadequate public service, discourtesy, improper procedure, falsify reports and other less serious and non-criminal conduct as directed by the Director.

Typically, these cases are referred to as citizen complaints. These cases are typically investigated by the involved employee's supervisor. These investigations are issued an IA number by the Chief's Office. The numbers are tracked in a handwritten case log maintained by the Police Chief.

Department personnel advised that, depending on the circumstances, employees may be issued a notice of investigation / Garrity.

Class One: Serious or criminal misconduct that allege needless or excessive force, brutality, violations of criminal law, corruption, breach of civil rights, abuse of authority, intentional discrimination, accepting a bribe, theft, and others so classified by the Director.

Class Three: A use of deadly force by any officer of this department is subject to an administrative investigation as a matter of policy, regardless of whether or not a formal complaint was filed.

Class one and three complaints / incidents are investigated by Internal Affairs. Numbers for these investigations are issued and tracked in the same way as citizen complaints.

Based on the circumstances and the allegations, the Police Chief may elect to use an external agency to investigate misconduct. SLPD may also conduct internal investigations for other agencies as well as the City of San Luis Human Resources.

SLPD command staff recently created a general format for a misconduct investigation. Individual templates are available for investigators to use to complete the following:

- Administrative investigation tracking form
- Notice of Internal Affairs Investigation
- Directive to appear for interview
- Notice of Investigation, Rights, and Insubordination Warning Form
- Garrity Admonition
- Arizona Revised Statute 38-1101, Law Enforcement Officer Bill of Rights
- Internal Affairs Investigation Summary of Findings
- Internal Investigation Report
- Notice of Loudermill Hearing
- Duty Assignment
- Disposition of Criminal Investigation
- Review Board Hearing

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In Arizona, the Police Officer Bill of Rights affords peace officers certain rights and a framework for misconduct investigations for Arizona law enforcement agencies. Under ARS section 38-1101, officers are entitled to representation during misconduct investigations if;

the employer reasonably believes that the interview could result in dismissal, demotion or suspension or if the law enforcement officer reasonably believes the investigations could result in dismissal, demotion or suspension.

A SLPD memorandum entitled Notification of Internal Affairs Investigations is provided to the subject officer as notification that a IA investigation has been opened involving the officer. A brief description of the allegations is provided. A directive to appear memo is utilized to notify the officer of the location, date and time of the interview.

At the onset of the interview, the subject officer is served with a SLPD memorandum entitled, "Notice of Investigation, Rights, and Insubordination Warning Form." This form advises the subject officer of the allegations. The subject officer is also provided a form entitled "Garrity Admonition" that provides information regarding the subject officer's rights. The officer is also provided a copy of the Arizona Revised Statute 38-1101, Law Enforcement Officer Bill of Rights.

Per ARS 38-1101, during the interview the officer has the right not to be subjected to offensive language or threatened with punitive action. Interviews are video / audio recorded by the SLPD investigator. The file is downloaded to a CD and attached to the investigation file.

The Internal Affairs Investigation Summary of Findings and Internal Investigation Report form are provided as a template for the investigation.

Investigators cite findings / conclusions in their investigations. Investigations are forwarded up the chain of command. Under SLPD policy 2.08, investigative findings fall into the following categories:

- Unfounded – Allegation is false and not factual
- Sustained – Enough evidence to prove allegation
- Not sustained – Not enough evidence to prove or disprove allegation
- Exonerated – Incident happened, but employee's actions were lawful and proper
- Sustained / Other – The investigation revealed that there was misconduct by the employee other than that which was alleged.

The Police Chief makes the final determination of findings and discipline and forwards the investigation to San Luis City Human Resources for review and approval. Once a decision has been reached, the Police Chief notifies the officer by memorandum of the findings and any impending discipline.

The Police Chief determines any forthcoming discipline and advises the officer via memorandum of the discipline. The SLPD does not use a discipline matrix. A discipline matrix aims to achieve consistency in discipline and to eliminate the appearance of disparity. A well-designed matrix does not remove discretion but provides a range of possible sanctions, thus providing clarity. Employees may appeal discipline to the City of San Luis Human Resources Division.

IA investigations along with all related documents are secured at the police department. Access is restricted to the Police Chief.

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Conclusion

Citizen complaints of a minor nature are informally addressed or investigated by supervisors. More serious allegations are investigated by Internal Affairs (IA). Department templates / forms for investigation formats are provided for investigators. There is no manual to specifically guide investigators / supervisors in completing a Misconduct Investigation. The IA Supervisor oversees all IA investigations. The Police Chief makes the final determination of findings and discipline and forwards the investigation to San Luis City Human Resources for review and approval. Discipline may be appealed with the San Luis City Human Resources. The department does not use a discipline matrix.

Recommendations

- A2.2.1 SLPD Command Staff should develop and implement a manual for supervisors to provide step by step procedures, complete with templates and exemplars, regarding citizen contacts with the police department regarding police performance to include commendations, complaints and IA investigations.
- A2.2.2 SLPD Command Staff should develop and implement a discipline matrix to ensure consistent discipline for SLPD personnel.
- A2.2.3 SLPD Command Staff should develop and implement a policy to create a Memorandum of Understanding (MOU) with any department or agency, not in the City Government of San Luis, for any misconduct investigations conducted by SLPD for another agency. This will reduce exposure to civil litigation / liability.

A2.3 Tracking and Supervisory Oversight

Authorities

SLPD IA (QA) Policy 2.08
SLPD Corruption Prevention Policy 3.06
Arizona State Retention for Public Records

Observations

As mentioned in the previous sections, the citizen complaint process is tracked in a log book maintained by the Police Chief. Once an inquiry or investigation is initiated, the case status is tracked manually by IA. There is no software system used to assist in this process or develop case status reports or trend analysis. SLPD has a recently developed form / template (Microsoft Word) to track the steps of the investigation process.

There is no checklist for investigators and reviewers to ensure all the steps of the investigations have been completed and timelines adhered to.

Files maintained by internal affairs are tracked in a logbook maintained by the Police Chief. The logbook has line items listed for each IA number assigned along with the date employees name, type of allegation and date.

An inventory of all the IA files in the cabinet was conducted and reconciled with the IA number logbook. The inventory found that of 41 files listed on the log, 13 were missing. SLPD researched the missing IA reports and were able to locate some of the missing files. They also determined there were an additional 30 IA numbers not listed on the log for a total of 71 IA numbers with 11 files unaccounted for. Three of the files unaccounted for were in the last three years and 2 more files were in the last five years, for a total of five files missing in the last five years. This is an issue since state public records retention law requires agencies to maintain files for three or five years depending on the findings of the case (see the information provided in the next paragraph). The remaining six missing files are prior to the five-year retention. Some years had only one IA number and there were no IA numbers for years, 1999, 2000, 2002, 2006, and 2011. Based on this information it appears that historically, the IA numbering system has been inconsistently used. This is a significant liability exposure.

In Arizona, the retention of Law Enforcement Internal Affairs Investigations is dictated by Arizona Revised Statute 441-151 (12) 3. The statute specifies in the Records Retention Schedule, the retention time periods for IA cases. Per the schedule, IA Cases with sustained findings resulting in discipline must be retained for five years after separation of the employee. All other investigations must be retained for three years. The trigger begins when the discipline is final. The inventory determined that several files are beyond the purge date as required by state law.

Generally accepted practices support agencies maintaining an Early Intervention System (EIS) to identify potential problematic performance issues with personnel. Typically, this is accomplished through the use of software, or a manual system may be used. Once performance issues are identified the department should develop and implement procedures to assist the employee and document the assistance provided to correct the performance issue. One component of an EIS is documenting and tracking employee commendations. SLPD does not have an EIS and does not have a centralized database for citizen commendations.

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Conclusion

SLPD was unable to provide the number of inquiries or citizen complaints received in 2017 and for previous years. All misconduct complaints / investigations are tracked manually in a logbook. There is no consistent tracking of case progress or any comprehensive analysis on citizen complaints. There is no checklist to facilitate consistent misconduct investigations and supervisory review. An inventory of the IA files determined that, several files are being stored that are past the state required retention date. Several files for the last five years, which should be retained under state law, could not be located. There is no centralized database for citizen commendations. There is no Early Intervention System (EIS) or centralized database to track citizen commendations. These issues are inconsistent with generally accepted practices. Poor misconduct investigative procedures and / or improperly or poorly completed misconduct investigations expose the agency to civil liability.

Recommendations

A2.3.1 SLPD command staff should develop and implement a policy and procedure to document and track citizen inquiries or service complaints.

A2.3.2 SLPD command staff should develop and implement categories for all complaints to include:

- Citizen Inquiries, to include service related inquiries
- Citizen Complaints (those investigated by an employee's supervisor)
- Supervisory Initiated Investigations
- Internal Affairs Investigations
- Shooting Investigations

A2.3.3 SLPD command staff should develop and implement a plan to purge or locate IA files to comply with Arizona State Records Retention Law.

A2.3.4 SLPD command staff should develop and implement a policy and procedure to document any files removed from the IA file room.

A2.3.5 SLPD command staff should develop and implement a policy and procedure to conduct a monthly or quarterly review of all inquiries and complaints by the IA Sergeant and the Police Chief to identify any trends and to ensure all misconduct is properly documented and investigated.

A2.3.6 SLPD command staff should develop and implement a policy and procedure to retain all commendations received by SLPD employees.

A2.3.7 SLPD command staff should develop an Early Intervention System (EIS) to identify and assist employees with problematic performance issues.

A2.4 Internal Controls and Policies

Authorities

SLPD IA (QA) Policy 2.08

SLPD Corruption Prevention Policy 3.06

ARS 38-1101-1116 Law Enforcement Officers' Bill of Rights

ARS 41-151.12(3) Arizona State Public Records Retention

Observations

In Arizona, administrative investigations regarding peace officers is primarily regulated by Arizona Revised Statutes 38-1101-1116, frequently referred to as the Law Enforcement Officers' Bill of Rights.¹⁸ The original law was enacted in 2008.¹⁹ Some of the primary areas for which the law is applicable to internal affairs investigations are noted below:

- Right to representation:
 - *If an employer interviews a law enforcement officer or probation officer and the employer reasonably believes that the interview could result in dismissal, demotion or suspension, the law enforcement officer or probation officer may request to have a representative of the officer present at no cost to the employer during the interview. The law enforcement officer or probation officer shall select a representative who is available on reasonable notice so that the interview is not unreasonably delayed. The representative shall participate in the interview only as an observer. Unless agreed to by the employer, the representative shall be from the same agency and shall not be an attorney. The law enforcement officer or probation officer shall be permitted reasonable breaks of limited duration during any interview for telephonic or in person consultation with others, including an attorney, who are immediately available. An employer shall not discipline, retaliate against or threaten to retaliate against a law enforcement officer for requesting that a representative be present or for acting as the representative of a law enforcement officer pursuant to this subsection.*
- Right to evidence on appeal
- Change of hearing officer or administrative law judge
- Time limitation on disciplinary action against law enforcement officer 38-1110

An employer shall make a good faith effort to complete any investigation of employee misconduct within one hundred eighty calendar days after the employer receives notice of the allegation by a person authorized by the employer to initiate an investigation of the misconduct. The investigation is considered complete on the date the employee is served with the notice of discipline or the notice of findings. If the employer exceeds the one hundred eighty calendar day limit, the employer shall provide the employee with a written explanation containing the

¹⁸ <https://www.azleg.gov/ars/38/01101.htm>

¹⁹ <http://azfop.com/arizona-voice-of-law-enforcement/>

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reasons the investigation continued beyond one hundred eighty calendar days. "that could lead to punitive action". **NOTE** there are some exceptions to this time frame as detailed in the law.

SLPD Internal Affairs (QA) Policy 2.08

The five-page document shows an issue date of 7/31/2007, with no revision date. The policy is outdated and should be updated immediately to incorporate, at the minimum, recommendations from this assessment.

SLPD Corruption Prevention Policy 3.06

The three-page document provides structure for the establishment and maintenance of Professional Standards. The policy also lists proactive prevention measures to be conducted by the Quality Assurance Coordinator. This position is staffed by an IA detective who reports to the IA Sergeant. The coordinator is tasked with investigating citizen complaints, reviewing citizen complaint, trend analysis of complaints and investigations. Responsibilities of the IA supervisor and command staff are also outlined as they relate to investigations and corruption. The policy is outdated and should be revised or incorporated with the IA policy.

There is no detailed manual for supervisors for conducting citizen complaints or IA investigations. The Chief and his staff have developed a number of forms / templates for IA investigations, which would be a good starting point for a Citizen Complaint / IA manual. Most of the policies for IA are contained in SLPD policy 2.08 and 3.06. The policies are outdated and do not reflect generally accepted practices or current SLPD practices.

Conclusion

In Arizona, administrative (misconduct) investigations regarding peace officers is primarily regulated by Arizona Revised Statutes Title 38, Chapter 8, 38-1101-1116, frequently referred to as the Law Enforcement Officers' Bill of Rights. SLPD policy for citizen complaints and misconduct investigation is outdated and not in line with this law or generally accepted practices and should be updated immediately. There is no detailed manual for supervisors conducting administrative investigations.

Recommendations

A2.4.1 SLPD Command Staff should develop and implement a plan to update the SLPD policy to incorporate provisions of Arizona Revised Statutes Title 38, Chapter 8.

A2.2.1 SLPD Command Staff should develop and implement a manual for supervisors to provide step by step procedures, complete with templates and exemplars, regarding citizen contacts with the police department regarding police performance to include commendations, complaints and IA investigations.

A2.5 Supervisors / Training

Authorities

None

Observations

There is no policy requiring Supervisors to attend training to conduct misconduct investigations. The IA supervisor and QA Coordinator have attended formal IA training provided by an external training provider.

Conclusion

There is no policy requiring Supervisors to attend training to conduct misconduct investigations. The IA supervisor and QA Coordinator have attended formal IA training provided by an external training provider. This is inconsistent with generally accepted practices.

Recommendations

A2.5.1 SLPD Command Staff should develop and implement an outline and course (training) for use of force and citizens' complaint receipt and investigations to be taught internally to all supervisors. The training should be conducted after the policy and procedures are updated as outlined in this assessment.

A2.6 Professional Standards Staff

Authorities

SLPD IA (QA) Policy 2.08
SLPD Corruption Prevention Policy 3.06

Observations

SLPD does not have a staff member committed to a full time IA position. This is not uncommon for comparably sized agencies. The IA Sergeant responsible to oversee IA is also responsible for criminal investigations, the property and evidence room and other tasks.

The IA Supervisor oversees all the IA investigations but may delegate the investigations to the two investigations detectives. For less serious incidents / citizen complaints, the sergeant may assign cases to different Supervisors in the Department.

Unfortunately, as noted in the previous section, not all of the supervisors have received basic citizen complaint investigations training

Currently, complaints and investigations are completed, tracked, and stored in paper format, and as a result, must be tracked and analyzed manually.

Conclusion

SLPD does not have a full-time staff member committed to the IA function. This is not uncommon for comparably sized agencies. The IA Sergeant is also responsible for other tasks. The Sergeant oversees most IA cases and delegates cases to investigations detectives and sergeants to investigate. Not all the sergeants have received basic supervisory training to conduct citizen complaints / misconduct investigations. Investigations are completed in a paper format and tracked manually.

Recommendations

A2.6.1 SLPD Command Staff should develop and implement a plan to acquire IA software. This will provide investigations tracking and allow significant data analysis and align with generally accepted practices.

A3 Use of Force Policies and Procedures

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A3.3	Internal controls / policies	44

Section A3 Summary:

- ❖ **Intake:** SLPD staff advised that officers are to contact a supervisor for use of force incidents but policy does not specifically require this notification. Policy requires Officers to complete a UOF form and submit it to a supervisor. Policy does not require a supervisor respond to the scene for use of force incidents. The UOF form was created in house and is in paper format. The form should be converted to a digital format. This would allow for specific tracking and analysis of Use of Force data which is discussed further in the following section.

- o **Recommendations: One**

- ❖ **Documentation Process:** No use of force statistics for the last several years were available for this assessment. Staff advised that since November of 2017, they were aware of three use of force incidents involving taser deployment. No other UOF data was available. The UOF forms are hardcopy and staff were unable to provide any past forms or demonstrate a tracking system to document reports for analysis. This is inconsistent with generally accepted practices.

- o **Recommendations: One**

- ❖ **Internal Controls / Policies:** The SLPD use of force policy was last updated in 2007 and is outdated and does not reflect generally accepted practices. SLPD does not have an Early Intervention System (EIS) policy or system. Policy does not contain a sanctity of life statement, or a prohibited acts section, or require supervisory training for supervisors to investigate UOF incidents. Serious injury and death UOF incidents are criminally investigated by SLPD. Not all SLPD staff have attended scenario-based use of force training and mental health training. SLPD does not have a crisis intervention team. This is not in line with generally accepted practices.

- o **Recommendations: Eight**

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A3.1 Intake Process

Authorities

SLPD Use of Force Policy 4.22

Observations

SLPD policy does not require an officer to notify a supervisor for a use of force incident. The Policy requires an officer to document their use of force in a use of force report (form) and forward the form to their supervisor for approval. SLPD staff advised that the current practice is for officers to notify a supervisor of an incident in which a use of force occurred. Based on the circumstances and or severity of the incident the supervisor makes a determination if they will respond. Current practice is for officers to contact a supervisor for UOF incident if a struggle or injury occurs. If the supervisor responds, and they feel a report is warranted, one will be completed. The supervisor is responsible for documenting the incident on a UOF form as well as ensuring the proper photos and departmental reports are completed.

SLPD policy defines use of force incidents as follows:

- Chemical agent, when sprayed on or at the person.
- Taser, when used or deployed toward a person
- Baton, when the person is struck or jabbed
- Striking, when a suspect is struck with an open or closed hand or any other object
- Apprehension by canine when suspect is or alleged to be injured
- Display of firearm
 - o An exemption to reporting the display of a firearm shall be when an officer displays his firearm during a vehicle, structure, or area search where no encounter with person takes place during the search.
 - o When an individual is encountered, a report need not be completed, but the officer will provide a complete description of the incident in the "Description of the Incident" portion of the Use of Force/Pursuit form.
- Employee's actions result in, or is alleged to have resulted in, any injury or death
- Physical force, which is defined as being any action taken by an employee that has an eminent potential for injury or death to another person.

Reports involving the use of force are hand written on a, "supplemental use of force report" form. The form was created by SLPD staff and has a revision date of January 20, 2018 and does not have an SLPD form number. The form is divided into 8 sections.

- Section 1, Marked Do Not Use, for the supervisor to complete.
 - o Use of Force (UOF) Tracking number
 - o Date / Time
 - o Officer's Name
 - o Phone #
 - o On Scene Supervisor
 - o Officer(s) Involved
 - o Striking, when a suspect is struck with an open or closed hand or any other object
 - o Apprehension by canine when suspect is or alleged to be injured

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- Section 2, Check boxes and fill in - Incident & Subject Information:
- Section 3, Check boxes and fill in – Weapon / Device Used / Deployed
- Section 4, Narrative - Description of Injury (Provide detail facts of the incident, note if video or audio was used:
- Section 5, Diagram of the human body, front and back. This is provided for the officer to depict on the diagram the site of injury / injuries.
- Section 6, Narrative - Describe the subject's demeanor after force option was used or displayed.
- Section 7, Narrative - Synopsis of force option used:
- Section 8, Narrative - Additional information

At the bottom of the last page is a signature line for, Report Completed by: and Date:

Conclusion

SLPD staff advised that officers are to contact a supervisor for use of force incidents but policy does not specifically require this notification. Policy requires Officers to complete a UOF form and submit it to a supervisor. Policy does not require a supervisor respond to the scene for use of force incidents. The UOF form was created in house and is in paper format. The form should be converted to a digital format. This would allow for specific tracking and analysis of Use of Force data which is discussed further in the following section.

Recommendations

A3.1.1 Command Staff should develop and implement the use of software for a digital use of force form for all use of force reporting and analytics. See related recommendation A.2.6.1.

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A3.2 Use Of Force Documentation

Authorities

SLPD Use of Force Policy 4.22

Observations

No use of force statistics for the last several years were available for this assessment. Staff advised that since November of 2017, they were aware of three use of force incidents involving taser deployment. No other UOF data was available. The UOF forms are hardcopy and staff were unable to provide any past forms or demonstrate a tracking system to document reports for analysis. This is inconsistent with generally accepted practices. Based on public perception regarding police uses of force, this is a high-risk area in policing. The ability to provide accurate and timely statistics is critical to transparency with the community.

Conclusion

No use of force statistics for the last several years were available for this assessment. Staff advised that since November of 2017, they were aware of three use of force incidents involving taser deployment. No other UOF data was available. The UOF forms are hardcopy and staff were unable to provide any past forms or demonstrate a tracking system to document reports for analysis. This is inconsistent with generally accepted practices.

Recommendations

A3.2.1 The SLPD Command Staff should develop and implement a comprehensive use of force reporting system to include analysis of use of force data consistent with generally accepted practices reporting requirements. Quarterly UOF reports should be provided to command staff for review.



CITY OF SAN LUIS
Police Department



SUPPLEMENTAL USE OF FORCE REPORT

UOF Tracking #		DO NOT USE
Date/Time:	_____/_____/_____	
Officer's Name:	_____	
Phone #:	_____	
On Scene Supervisor:	_____	
Officer(s) Involved:	_____ _____	

INCIDENT & SUBJECT INFORMATION

Incident Type (circle appropriate response(s) below):

☐ Civil Disturbance ☐ Suicidal ☐ Suicide by Cop ☐ Violent Suspect ☐ Barricaded ☐ Warrant ☐ Other _____

Address of the Call or Incident: _____

A3.3 Use of Force Internal Controls / Policies

Authority

SLPD Use of Force Policy 4.22

Observations

SLPD use of force policies have not been updated since 2007, are outdated and inconsistent with current use of force generally accepted practices.

SLPD does not have an Early Intervention System (EIS) process or policy. SLPD does not have a specific de-escalation training policy requirement.

The policy does not contain a sanctity of life statement. This is a currently a high-profile topic and having the statement is considered a generally accepted practice.

The policy provides limited guidance on the use of pain compliance techniques, carotid control, deadly force, Tasers, batons, and chemical agents. The policy does not include a section on Prohibited Acts.

The policy does not require specific supervisory training for the completion of UOF investigations/reports.

Staff advised that Officer involved shootings are investigated criminally and administratively by SLPD. The policy provides direction for investigators conducting the criminal as well as administrative UOF investigation. Consideration should be given to having an outside agency conduct UOF criminal investigations involving death or serious injury. SLPD should continue to conduct an administrative investigation in these incidents.

Training:

SLPD staff advised that five Defensive Tactics Instructors have attended scenario-based use of force training. These instructors are scheduling department wide training for all officers in the 2018 training block.

SLPD staff advised that three supervisors have attended an 8-hour Mental Illness/Developmentally Disabled Training. In the SLPD 2018 training block, instructors will cover the training with the entire department. In 2018 all officers will also attend an 8-hour Mental Health First Aid-Public Safety course, currently seven officers have attended. SLPD does not have a crisis intervention team (CIT) but advised they are in the process of creating a team.

Conclusion

The SLPD use of force policy was last updated in 2007, is outdated and does not reflect generally accepted practices and should be revised. SLPD does not have an Early Intervention System (EIS) or policy. UOF policy does not contain a sanctity of life statement, or a prohibited acts section, or require supervisory training for supervisors to investigate UOF incidents. Serious injury and death UOF incidents are criminally investigated by SLPD. Some staff have attended scenario-based use of force training and mental health training. Training will be

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scheduled in 2018 for all personnel to attend training in both these subjects. SLPD does not have a crisis intervention team (CIT) but advised they are in the process of creating a team.

Recommendations

- A3.3.1 SLPD Command Staff should develop and implement a plan to utilize its current contract with LEXIPOL to update all their UOF policies, with those provided by LEXIPOL. See A.1.3.1
- A3.3.2 SLPD Command Staff should research and implement a policy detailing in more specific terms use of force reporting and the formats to be used.
- A3.3.3 Regarding supervisor responsibility, SLPD Command Staff should research and implement a policy requiring that a supervisor respond to the scene of a Use of Force incident.
- A3.3.4 SLPD Command Staff should develop and implement the categories and elements in line with generally accepted practices for Use of Force reporting requirements and maintain the information in a digital database with fields to capture the required information at the time of the incident. This will significantly enhance the data collection and analytics of the data.
- A3.3.5 SLPD Command staff should ensure all sworn personnel attend scenario-based de-escalation UOF training.
- A3.3.6 SLPD Command Staff should ensure all sworn personnel attend basic scenario based mental health crisis response training.
- A3.3.7 SLPD Command Staff should develop and implement a program for crisis intervention training (CIT) to provide enhanced training for selected officers to deal with, and assist other officers, with individuals with mental health crisis issues.
- A3.3.8 SLPD Command Staff should consider having an outside agency conduct UOF criminal investigations involving death or serious injury.

A4 Pursuits

A4.1 Pursuit Procedures and Documentation

Authorities

SLPD Vehicle Pursuit Policy 4.18

Observations

A review of the SLPD pursuit policy determined it was last revised in 2007 and is outdated. Officers are required to announce a pursuit and obtain a supervisor's approval. Supervisors are required to monitor the pursuit and terminate as deemed appropriate based on the criteria in the policy. Policy prohibits, high speed vehicle pursuits except in exigent circumstances, and only when authorized by a supervisor on a case by case basis. The policy provided some criteria for initiating and / or continuing / terminating a pursuit. The known or unknown identify of the suspect is not one of the criteria listed. The outdated policy is a significant legal liability and risk to officer and public safety.

SLPD was unable to provide statistics on pursuits.

Conclusion

The policy is outdated and should be revised to reflect generally accepted practices and current procedures. The process should be converted to a digital format utilizing a digital form to assist in collecting relevant pursuit data. This would allow for specific tracking and analytics of pursuit data. SLPD was unable to provide statistics on pursuits.

Recommendations

A4.1.1 Command Staff should develop and implement the use of a digital pursuit form for all pursuit reporting, develop quarterly reports and provide analytics.

A4.1.2 SLPD Command Staff should develop and implement a plan to utilize their LEXIPOL contract to update all pursuit policies. Related to recommendation A1.3.1.

A5: Property and Evidence

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Background

Prior to this assessment, several significant events took place regarding the property and evidence room and procedures that should be noted.

The property custodian from 2009 to 2016, resigned in August 2016. After the custodian's departure, currency from the property and evidence room was determined to be missing. During an investigation into the missing money, the custodian admitted to stealing money from the property and evidence room. A criminal investigation was conducted regarding the theft, has been forwarded to the county attorney. After the custodian resigned in 2016, another custodian was hired and resigned in 2017. At the time of this assessment, the property custodian position was staffed part time by a police officer until a new property custodian is hired.

In 2016, at the request of SLPD, the San Luis City Finance Department assisted the property custodian in conducting a physical inventory of all items in the SLPD property and evidence room. The inventory took place between December 2016 and March 2017. Although the inventory did not determine the number of items in the property and evidence room, it is estimated there were approximately 15,855 items. The inventory determined there were 3,417 items missing, or approximately 22% of the estimated number of items in the property and evidence room.

In October 2017, at the request of the SLPD Police Chief, Yuma Police Department staff conducted an on-site assessment of the property and evidence room and operations. The major findings are noted below:

- The Law Enforcement Records Management System (LERMS) was not being properly utilized for the intake and tracking of evidence
- Drugs marked for destruction were commingled with active drug items in the drug room
- Drugs marked for destruction were commingled with general property

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- o Some of the drugs date back to the 1990's
- Drug items were found in the property and evidence room with no support documentation and not in LERMS
- Improper storage of drugs, money, bicycles
- Repackaged homicide case with insufficient support documentation
- Appeared that internal inspections have not been conducted as required by policy
- The property and evidence room does not receive property disposition supplements from officers in a timely manner.

The assessment concluded that, "the condition of the SLPD property and evidence room appears to be the result of years of mismanagement by the evidence custodian/s. Evidence custodians suffered either a lack of knowledge or a failure or refusal to abide by policy and procedure guidelines." The YPD assessment is an attachment to this report.

The observations, conclusions, and recommendations from these previous documents have been incorporated into this assessment.

Section Summary

The property and evidence room is responsible for the receipt, storage, safekeeping, release, and disposal of evidence and property found or seized by the SLPD. The process is critical to the success of the criminal justice process. Annually, the SLPD impounds approximately 572 items and currently it is estimated there are over 15,000 items stored in the property and evidence room.

- ❖ **Evidence Intake:** The Property and Evidence intake area is secured and provides the required equipment and supplies for documenting, storing, and handling items impounded by department personnel. Items impounded within the intake area are transferred and stored in the designated property locations and the chain-of-custody is documented in the Law Enforcement Records Management System (LERMS). Paper copies of evidence paperwork is retained in filing cabinets in the property and evidence room. Barcodes have been placed on some but not all items since implementation of a barcode system.

In the last three years there was an average of 572 items impounded annually. The current process for impounding property from intake to permanent storage is in compliance with the International Association for Property and Evidence (IAPE) standards but is inefficient and labor intensive.

- o **Recommendations: Three**

- ❖ **Internal Tracking and Consolidation:** Consolidation and tracking of numerous impounded items is a significant operational concern. Shelf space is not being utilized in a manner to maximize storage space. In light of the departure of the property custodian, the process of consolidating property is unknown. Internal tracking has not been properly done for several years over the course of several property custodians. As a result, deleted items are missing to include currency stolen from the property and evidence room. It is unknown how many items are actually in the property and evidence room. Internal tracking and consolidation procedures are not in compliance with International Association for Property and (IAPE) standards.

o Recommendations: Two

- ❖ **Property Purge:** The release of evidence items relies on the court and case agent for authorization and notification for disposal. No disposal process has been conducted since the departure of the property custodian. As a result, it is unknown what the actual practice has been regarding this process.

o Recommendations: Seven

- ❖ **Missing Property:** The exact number of items in the property and evidence room is unknown. It is estimated there are approximately 15,855 items in the property and evidence room. In 2016 an investigation determined a previous property custodian stole currency from the property and evidence room. In 2017 the San Luis City Finance Department in collaboration with SLPD completed a physical inventory of the property and evidence room and determined that 3,417 evidence items were missing. Based on items listed in the Law Enforcement Records Management System (LERMS) and the inventory, it appears that approximately 2/3 of the items in the property and evidence room are not documented in the LERMS. A judgmental sample of evidence by the assessment team confirmed there are significant issues with missing items and tracking in the property and evidence room. This is inconsistent with generally accepted practices and IAPE standards.

o Recommendations: Three

- ❖ **Property out for Court and Lab:** The LERMS is not being utilized to its full potential to track items out for court and the crime lab. The current procedures are not in compliance with IAPE standards. SLPD forms used for this process do not have form numbers or revision dates.

o Recommendations: Four

- ❖ **Drugs:** The inventory concluded in March of 2017 determined 132 drug items could not be located. In a non-statistical sample of items, nearly 1/4 of the items could not be located in the drug room and 1/3 of the items were in the drug room but were not on the LERMS inventory list provided. Numerous drug items for destruction are commingled with active drug items in the drug room as well as in the general evidence section. There is no policy for drugs collected in the drug take back program. The drug section of the property and evidence room is not in compliance with IAPE standards.

o Recommendations: Four

- ❖ **Firearms:** The inventory concluded in March 2017 determined there were six guns listed as missing. Judgmental sampling determined there was one gun missing and four in the wrong location (based on the sample size). One gun was observed in the room that was not on the list. There is no section dedicated with an additional level of security for guns scheduled for sale/destruction. These items should be segregated from other property and secured. The gun room is not in compliance with IAPE standards.

o Recommendations: Two

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- ❖ **Vault / Currency:** A complete inventory was completed of all the items in the vault. Three items were missing (related to property custodian theft case) and 5 items were in the safe but not in LERMS. The vault is a portable locking fire Safe (key), designed for files. It sits on a shelf in the drug room and is portable as it is not attached to any surface. There is a floor safe in the property and evidence room that is not being used, as it needs repair. The vault is not in compliance with IAPE standards.

- o **Recommendations: Two**

- ❖ **Biological Evidence:** Items requiring cold storage are placed in a refrigerator or freezer in the property and evidence room. Sampling of the refrigerator and freezer contents determined there was one item on the shelf that was not in the LERMS. An inventory concluded in March 2017 determined there were six biological evidence related items missing.

The SLPD does not have temperature alarms for the refrigerator and freezer. SLPD has a backup electrical generator for power to the cold storage units in case of a power failure. The drying cabinet is inoperable. There are no barcode storage locations on the shelves. Biological evidence storage is not in compliance with IAPE standards.

- o **Recommendations: Four**

- ❖ **General Property:** The SLPD property and evidence room general property area contains thousands of items stored on stationary and moving metal shelves. Police supplies are also stored in the area. Several evidence items were observed in boxes on the floor that do not have an actual specific location. Sampling determined 3 items were missing and items were in the wrong location. An inventory concluded in March of 2017 determined there were 3,417 items missing from general evidence / property.

- o **Recommendations: Three**

- ❖ **Vehicle Impound Lot:** Vehicles are stored in a secured parking area at the police station. Most of the vehicles in the impound lot are vehicles with files for abandonment along with other City vehicles not frequently used or for surplus. A list from the LERMS reflected there were 32 vehicles in the SLPD impound lot. The property custodian advised the vehicles with numbers on the windows have files for abandonment with the records division. Bicycles are stored in a locked Conex trailer in the lot.

- o **Recommendations: One**

- ❖ **Policy and Control Review:** SLPD Property and Evidence policies are outdated and should be revised to reflect current practices and IAPE standards.

- o **Recommendations: One**

- ❖ **Inspections and Audit Process:** Based on the number of items missing and improperly stored, it does not appear that thorough inspections and audits have been completed as required by policy. This is not in compliance with the International Association for Property and Evidence (IAPE) standards.

- o **Recommendations: Three**

- ❖ **Facility:** Overall, physical security at the SLPD property facility is adequate, but needs to be enhanced. Two tiers of security are provided by physical lock systems, properly designed doors, and entrances. An alarm should be installed for the property and evidence room door, counter window, and storage rooms one and two. The alarm system should be enhanced to include monitored cold evidence storage. Video surveillance coverage is sufficient. The 90-day video retention is inconsistent with best practices. Video should be retained for three years. There is no periodic integrity surveillance video review of property and evidence room video by Internal Affairs. The property and evidence room provides an adequate temperature-controlled environment and contains basic safety equipment.
 - o **Recommendations: Four**
- ❖ **Staffing:** Staffing levels are adequate based on industry-accepted standards.
 - o **Recommendations: One**



Property and evidence room window and pass through lockers

A5.1 Evidence Intake

Authorities

SLPD Department Evidence Division Policies and Guidelines

SLPD Policies and Procedures 4.09

IAPE Standard 2.1

Observations

The San Luis Police Department Property and Evidence Intake Area is located in the main police facility at 1030 E. Union Street. This is a secured facility accessible by all police personnel required to impound property and evidence as part of their duties and functions. Currently, there is an officer acting as a part time property custodian, until a new full time property custodian is hired. This position reports to the Criminal Investigations Division Sergeant. The property custodian maintains all property and evidence items. Property items are documented in the following categories:

- Evidence/contraband
- Found property
- Safekeeping

The Law Enforcement Records Management System (LERMS) is used to document and track evidence impounded in the property and evidence room. According to LERMS over the last three years an average of 572 items was impounded annually.

Year:	2015	2016	2017	3-year average
Items Received:	517	582	617	572

The Intake Area is separate from the evidence storage section of the facility. A work area with required forms, packaging materials, supplies, and a scale are located in the Intake Area. The Intake Area has pass through lockers and a refrigerator for temporary storage of items, until they are retrieved and moved to the permanent section of the property and evidence room by the property custodian.

Property to be impounded is listed in the narrative section of the police report. Some officers enter the information in the evidence section of the Records Management System (RMS) as well. Officers are required to go to dispatch and obtain a tag number and property invoice form from dispatch. Officers then complete a handwritten log in dispatch, entering their name and serial number and listing items being impounded on a line for the corresponding tag number. Officers enter the evidence information in the evidence module of LERMS utilizing the tag number issued by dispatch.

Once completed, the white copy and the pink copy of the invoice are placed in the temporary locker with the property. The yellow copy is forwarded to the records bureau along with the original police report. If the property Custodian is on duty, officers may give the property to the custodian at the property and evidence room counter.

The property custodian removes items from the temporary pass-through impound lockers and reconciles them with the hardcopy property invoice. Hardcopy invoices are all maintained in file

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cabinets within the property and evidence room. The property custodian reviews the property items entered in LERMS by the impounding officer for accuracy.

If there are errors in the paperwork or the LERMS entry, the property custodian notifies the officer. Notification is typically by phone or e-mail, but a correction notice right of refusal form may be used. The officer must revise any issues before the item can be moved to a long-term storage location. LERMS documents pertinent information including the storage location. The custodian identifies a storage location with space for the item. The item is moved to the storage location in LERMS and is physically placed in the proper storage location by the custodian.

In 2011, the SLPD implemented a barcode system to enhance tracking capabilities. The barcode is printed and attached to the impounded item by the property custodian when the item is transferred from the temporary storage lockers to an identified location in the property and evidence room for long term storage. However, some older items in the facility have not been barcoded.

A Property Packaging Manual is available to employees in the property impound intake area.

Conclusion

The Property and Evidence intake area is secured and provides the required equipment and supplies for documenting, storing, and handling items impounded by department personnel. Items impounded within the intake area are transferred and stored in the designated property locations and the chain-of-custody is documented in the Law Enforcement Records Management System (LERMS). Paper copies of evidence paperwork is retained in filing cabinets in the property and evidence room. Barcodes have been placed on some but not all items since implementation of a barcode system.

In the last three years there was an average of 572 items impounded annually. The current process for impounding property from intake to permanent storage is in compliance with the International Association for Property and Evidence (IAPE) standards but is inefficient and labor intensive.

Recommendations

- A5.1.1 SLPD Command Staff should develop and implement an intake process requiring officers to enter the property and evidence information only one time in the RMS, potentially increasing efficiency and reducing input errors.
- A5.1.2 SLPD Command Staff should eliminate the handwritten log and tag process with dispatch. LERMS should be utilized to create the tag number and document items impounded.
- A5.1.3 SLPD Command Staff should work with the RMS vendor and/or Yuma PD, to provide training to the property custodian and detectives regarding the full capabilities of the LERMS software.

A5.2 Internal Tracking & Consolidation

Authorities

SLPD Department Evidence Division Policies and Guidelines
IAPE Standard 2.1

Observations

San Luis Police Department (SLPD) utilizes the [New World](#) Law Enforcement Records Management System (LERMS) to enter and track all property and evidence items that come into the agency's possession. The property custodian uses the system to:

- Add / Edit / Search property items
- Run reports regarding property location and storage
- Document chain of custody

Around 2011, the SLPD implemented a barcode tracking system for all impounded items. Barcodes have been assigned to most of the items in the property and evidence room with some older items that were not barcoded. It is unknown what consolidation processes or procedures were in place by the previous property custodian. Consolidation procedures are not provided in the evidence policies and guidelines. Many items are stored on the shelves in individual bags and envelopes, rather than consolidated within a box, with a location barcode. Items in many areas are on shelves individually.

Internal tracking has not been properly done for several years over the course of several property custodians. As a result, items are missing to include currency stolen from the property and evidence room. It is unknown how many items are actually in the property and evidence room. See the missing property section of this report for additional details.

Conclusion

At this time, consolidation and tracking of numerous impounded items is a significant operational concern. Shelf space is not being utilized in a manner to maximize storage space. In light of the departure of the property custodian, the process of consolidating property is unknown. Internal tracking has not been properly done for several years over the course of several property custodians. As a result, a number of items are missing to include currency stolen from the property and evidence room. It is unknown how many items are actually in the property and evidence room. Internal tracking and consolidation procedures are not in compliance with International Association for Property and (IAPE) standards.

Recommendations

A5.2.1 The SLPD Executive Staff should develop and implement internal tracking and consolidation policies and procedures to comply with IAPE Standards. The SLPD Executive Staff should utilize the recommendations from the Yuma Police Department assessment memo to assist in this process

A5.2.2 Bankers' boxes should be utilized to store evidence on the shelving. Each box should be barcoded as a location. Individual evidence should be barcoded and labeled, then stored within a box on the shelf. Multiple cases can be stored within each box, maximizing storage space.

A5.3 Property Purge

Authorities

SLPD Department Evidence Division Policies and Guidelines
IAPE Standard 14.1-14.6

Observations

Since the departure of the property custodian, no property disposal or purge has taken place.

The SLPD has processes in place for the release and disposal of property. Typically, evidence items become available for release through authorization and notification from the courts. In light of the departure of the property custodian a number of items scheduled / marked for destruction are still in the facility, and in some cases improperly comingled with other types of property. A "property Disposition Form" is available for the property custodian to document property disposition. There is no policy specifying the use of this form.

Found and Safekeeping items are initially entered into the RMS and stored at the main police facility. If the owner claims an item, an update is documented in the RMS along with a copy of the person's identification. If property is released to a citizen, the property disposition form and the notice to claim property forms are available for completion. Policy is not specific on the use of these forms. Hard copies of these forms are retained in the property and evidence room. Use of a digital signature pad would eliminate the need for a hardcopy of this form. If an owner does not claim an item, the property custodian then attempts to make a notification by telephone or letter. If contact can be made with an owner, additional time is provided for pick-up. If the owner does not pick-up items within 30 days the items are disposed of.

All items that are marked for disposal or release should be updated in the RMS. The department has implemented various disposal processes for different categories of property:

- Unclaimed or forfeiture currency is converted to City General Fund
- Drugs are burned at an on-site incinerator by the property custodian and a volunteer
- Guns and other valued property are identified for sale at auction
- Low / no valued property is destroyed in a manner not usable and placed in trash

Pursuant to policy, the property custodian is required to generate a list of disposal items to be destroyed. Property items are removed and destroyed with a supervisor present. It is unknown what the actual practice has been regarding this process.

The current process for purging property is not in compliance with the International Association for Property and Evidence (IAPE) standards.

Conclusion

The release of evidence items relies on the court and case agent for authorization and notification for disposal. No disposal process has been conducted since the departure of the property custodian. As a result, it is unknown what the actual practice has been regarding this process.

Recommendations

- A5.3.1 SLPD Command Staff should ensure that the property custodian and case agents develop an action plan for periodically reviewing past investigations to determine if cases have been adjudicated or surpassed statute of limitations requirements (IAPE Standard 14.1). Property associated with these cases should be released whenever possible. This action plan should be documented and submitted to the chain of command for review and implementation.
- A5.3.2 SLPD Command Staff should ensure that appropriate department personnel research the capabilities of the RMS to determine if a digital Property Disposition Form can be developed and forwarded by case agents after receiving approval for disposal by the appropriate court. Electronic notification will increase efficiency and tracking for releasing and purging items.
- A5.3.3 The property custodian should enter into the RMS an owner notification date and disposal date for found and safekeeping property items. These dates should prompt the property custodian to appropriately handle the notification and disposal of these items in a timely manner.
- A5.3.4 SLPD should obtain an electronic / digital signature pad to capture signatures of those receiving and returning property, which would eliminate the need for the paper form and reduce the amount of work being performed by the property custodian.
- A5.3.5 The property custodian should generate a Property for Disposal Report with date ranges prior to a disposal process that documents:
- Item Number
 - Case Number
 - Owner Name (if Applicable)
 - Received Date
 - Item Description
 - Targeted Disposal Date
 - Disposed of (Yes, No)
 - Disposition of Item
- This report should be reviewed and approved by the sergeant that oversees the property and evidence room prior to the disposal process.
- A5.3.6 Property items identified and pulled for disposal should be maintained in a secure area segregated from active evidence. Updates should be made in the RMS that the item is marked for disposal and stored in a designated disposal area that coincides with an RMS location.
- A5.3.7 SLPD Command Staff should have the property custodian develop an annual report that documents pertinent information such as the number of items entered into property and the number of items released for disposal. This would assist with identifying trends so that Command Staff can monitor property intake and allocate additional resources if needed for purging.

A5.4 Missing Property

Authorities

SLPD Department Evidence Division Policies and Guidelines
IAPE Standard 15.1 (page 80)

Observations

The property custodian from 2009 to 2016, resigned in August 2016. After the custodian's departure, currency from the property and evidence room was determined to be missing. During an investigation²⁰ into the missing money, the custodian admitted to investigators to stealing money from the property and evidence room while assigned there. Since 2016 there was another custodian in the property and evidence room for approximately one year who also resigned. Currently the property custodian position is staffed part time by a police officer, until a new property custodian is hired.

According to the Law Enforcement Records Management System (LERMS) as of February 16, 2018, SLPD had 5,562 items in the evidence facility. Typically, a case or police report is assigned a "tag" number when property or evidence is impounded as a part of the case. The tag number is associated with the related police report. A tag number or case may contain many items. Each item has an item number which is associated with the tag number. In 2016 at the request of SLPD the City Finance Department worked with the property custodian to conduct a physical inventory of all items in the SLPD property and evidence room. The inventory took place between December 2016 and March 2017 and involved numerous site visits by City Finance to the property and evidence room. The inventory did not document the number of items per tag number unless there were items missing. As a result, the total number of items was not documented. The inventory determined there were 6,342 tag numbers in the property and evidence room with 3,417 items missing. It is unknown how many items are associated with each tag but using an industry standard of 2.5 items per tag / case, it is estimated there are approximately 15,855 items stored in the property and evidence room²¹. Based on this information approximately 22% of the items in the property and evidence room are missing. The items identified as missing in the City Finance inventory are listed below.

Description	Items	Comments
Total items listed as Drugs listed as missing	132	Unknown amount of drugs
Total items listed as Guns listed as missing	6	
Total items listed as Cash listed as missing	18	Unknown dollar amount
Total items listed in other categories listed as missing	3,261	
Total items listed as missing	3,417	Percentage of items missing = Aprox 22% of items listed in the

²⁰ SLPD Police Report # 2016-18967

²¹ Joe Latta, Evidence by the Book, 2nd Edition, 2011

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		facility based on the inventory.
Total items estimated in the evidence room.	15,855	

The inventory determined there were a number of items in the property and evidence room that were not in LERMS. Pursuant to LERMS data provided, there are 5,562 items in the property and evidence room. This is inconsistent with the 6,342 tag numbers and estimated 15,855 items based on the City Finance inventory. Non-statistical sampling determined that 17% of items were missing, and that there were 23% of items on shelves that were not in LERMS. Based on this data it appears that there are significant issues with missing items and inventory tracking in the property and evidence room.

Specific information regarding detail sampling and testing is documented throughout the evidence sections of this report. There is no formal process or required documentation to address missing property items.

There are no procedures for dealing with missing property. This is not in compliance with the International Association for Property and Evidence (IAPE) standards.

Conclusion

The exact number of items in the property and evidence room is unknown. It is estimated there are approximately 15,855 items in the property and evidence room. In 2016 an investigation determined a previous property custodian stole currency from the property and evidence room. In 2017 the San Luis City Finance Department in collaboration with SLPD completed a physical inventory of the property and evidence room and determined that 22% of evidence items were missing. Based on items listed in the Law Enforcement Records Management System (LERMS) and the inventory, it appears that approximately 2/3 of the items in the property and evidence room are not documented in the LERMS. A non-statistical sample of evidence by the assessment team confirmed there are significant issues with missing items and tracking in the property and evidence room. This is inconsistent with generally accepted practices and IAPE standards.

Recommendations

A5.4.1 SLPD Command Staff should develop and implement a plan to conduct an inventory of the property and evidence room. If possible, the Finance Department Inventory should be utilized as a starting point to reduce the workload. During the inventory, all items available for disposal should be disposed of. All items should be barcoded. This should be done in coordination with recommendation A4.2.

A5.4.2 SLPD Command Staff should develop and implement a policy and specific procedures for missing property (IAPE standard 15.1).

A5.4.3 SLPD Command Staff should utilize all necessary resources to immediately conduct a review to resolve any documented issues and discrepancies from the inventory and section B of this report. The Finance Department Inventory should be utilized as a starting point. This may include:

- Documenting an item is missing or a chain of custody issue in the RMS
- Supplementing the police report / notification to the case agent and or prosecutor

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- Determining if a formal investigation should be initiated if there is any indication of misconduct or neglect, the results of this review should be documented in a memorandum to the Police Chief.



One of several general property and evidence aisles

A5.5 Property Out for Court & Lab

Authorities

SLPD Department Evidence Division Policies and Guidelines
IAPE Standard 4.4

Observations

The property custodian is responsible for the interim release of active evidence for court proceedings and lab analysis.

Property out to Court

On a few occasions each year, an officer is required to bring an active evidence item to court. There is no policy covering the procedures for this process. A "Request for Temporary release of Evidence Form" is available for officers to complete to give the property custodian 48 hours to prepare the evidence for release. There is no form number or revision date on this form. SLPD advised that typically the officer will check out the item and the location is updated in the chain of custody by the property custodian. If the item is retained by the court the officer has the court sign a court evidence receipt. This SLPD document does not have a document number or revision date.

The receipt is returned to the evidence custodian to update the record. There is no tickler file or system to notify the property custodian if an item has not been returned. This does not provide a sufficient tracking of items that are out for court. If an item is noted as overdue or unaccounted for, the evidence not returned form may be used to follow up with the officer. There is no form number or revision date on this form.

Property out to the Lab

Policy requires SLPD staff to submit a scientific analysis request when needed. SLPD request for scientific analysis of evidence is forwarded to the Arizona Department of Public Safety crime lab in Yuma. An Arizona Department of Public Safety Non-DPS Agency Request for Scientific Examination form (# DPS 802-01550, Rev 12/2015) is used. Typically, the property custodian / officer completes this form. There is no tickler file or system to notify the property custodian if an item has not been returned.

The current process for tracking items released and returned to court and the lab is not in compliance with the International Association for Property and Evidence (IAPE) standards.

Conclusion

The LERMS is not being utilized to its full potential to track items out to court and the crime lab. The current procedures are not in compliance with IAPE standards. SLPD forms used for this process do not have form numbers or revision dates

Recommendations

A5.5.1 SLPD Command Staff should establish and implement a process that ensures the property custodian documents appropriate updates in the RMS regarding items out to court and the lab. This should include the use of tickler file or notification system in the RMS, to notify the property custodian when an item is out to court and has not been

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returned. This will provide better tracking and enable lists to be generated to determine the status of an item.

- A5.5.2 SLPD Command Staff should ensure that the property custodian develop and implement a process that periodically (such as quarterly) contacts court personnel to determine the status of evidence items and facilitate the return if no longer needed for court proceedings.
- A5.5.3 SLPD Command Staff should develop and implement a policy for officers to check out property. The policy should require officers to provide a court subpoena to the property custodian prior to providing an item needed for court. This will increase accountability and ensure proper chain of custody procedures are followed.
- A5.5.4 SLPD Command Staff should develop and implement a process to standardize and track all SLPD forms by assigning form numbers and revision dates. Forms should only be available to staff in a fillable PDF format. This reduces the chance of informal revisions.

ACTIVE EVIDENCE & RELEASE PROCEDURES

A5.6 Drugs

Authorities

SLPD Department Evidence Division Policies and Guidelines
IAPE Section 9 - Drugs

Observations

The property custodian officer (police officer temporarily assigned to this position) indicated the impounded drug items are inspected during intake to ensure they are properly sealed and that the property report contains all required information. The property custodian officer advised that he notifies officers of improperly impounded items. The items are maintained in the evidence facility until the officer makes the corrections. The items are then impounded by the property custodian officer. The property custodian officer updates the items location in the RMS, prints and attaches a barcode, and stores the item in the drug room.

Most drugs are segregated from general property and stored in a secure room along with a portable safe containing currency. A large number of drug items marked for destruction are also stored in the drug room. These items were previously stored in the general storage area with no additional security and were moved into the drug room for additional security. Several boxes of drug items marked for destruction remain in the general property area near the gun room. A random sample of the drug items marked for destruction in the drug room and in the general property room, determined many of these items were not in LERMS.

Access to the drug room is through the property and evidence room. A combination code or fingerprint is required to enter the room. Only the property custodian and his sergeant have the code. There is no alarm on the door or in the room. There is video surveillance of the drug room.

Non-statistical sampling determined approximately 1/4 of the drug items in the sample could not be located in the drug room. Nearly 1/3 of items in the sample were on the shelf but not in LERMS. According to LERMS there are 2,352 drug items in the system. See the table below for details of the sample.

The following items were in the drug room but were not on the inventory list provided. Sample size 15		
Tag #	Report #	Comments
8238	2010-20990	
11418	2015-6322	
12650	2017-2223	
12694	2017-3286	
10183	2013-18942	
The following items were on the inventory list provided but not in the drug room. Sample size 15		
7996	2010-11694	Plastic container with glass
9365	2012-21476	Gray/brown dot female wallet
11531	2015-11820	3.6 grams leafy substance
12182	2016-9793	4.26 grams of marijuana

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The inventory conducted with City Finance and concluded in March of 2017, determined 132 drug items could not be located.

Drug Take Back Program:

SLPD provides a drug take back program for the public. The take back box is located in the SLPD lobby. Instructions are provided on the box in both Spanish and English.

There is no policy regarding the take back drug box or procedure. Staff advised that drugs deposited in the drug take back box are removed by two department employees. The drugs are weighed and impounded and stored in the drug room with no additional level of security. The drugs are released to the US Drug Enforcement Agency (DEA) for destruction.

Conclusion

The inventory concluded in March of 2017 determined 132 drug items could not be located. In a non-statistical sample of items, approximately 1/4 of the items could not be located in the drug room, and 1/3 of the items were in the drug room but were not on the LERMS inventory list provided. Numerous drug items for destruction are commingled with active drug items in the drug room as well as in the general evidence section. There is no policy for drugs collected in the drug take back program. The drug section of the property and evidence room is not in compliance with IAPE standards.

Recommendations

A5.6.1 SLPD Command Staff should research the location of missing items. The results should be documented in a memorandum and in the New World RMS. If unable to locate the item, the related criminal report should be supplemented as well, and the appropriate case prosecutor notified. This should be coordinated with the property and evidence room inventory recommendation (A5.4.1) in this assessment.

A5.6.2 SLPD Command Staff should develop and implement a process to segregate and secure drugs staged for disposal from all other property.

NOTE: Items awaiting destruction should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The “rule of two” principle should be utilized for these items. A “rule of two” may be created by using two different locks on the storage container, locker, or room/vault. Each person (i.e. property custodian and Command Staff) would possess one of the keys, requiring both to be present to access the secure items.

A5.6.3 SLPD Command Staff should develop and implement a process to segregate and secure drugs from the drug take back program from all other property.

NOTE: Take back drugs should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The “rule of two” principle should be utilized for these items as noted in Recommendation B1.2.

A5.6.4 SLPD Command Staff should develop and implement a policy to address the take back drug process.

A5.7 Firearms

Authorities

SLPD Department Evidence Division Policies and Guidelines
IAPE Section 11 - Firearms

Observations

Firearms are segregated from general property and stored in a secure room. Access to the firearms storage area is through the property and evidence room. The key for the gun room is hanging on a hook in the property and evidence room, and there is no alarm on the door. There is a video surveillance camera of the firearms room. The shelves are labeled with barcodes. There is no section dedicated with an additional level of security for guns scheduled for sale or destruction.

The assessment team requested an inventory of items impounded firearms in order to measure property and evidence room compliance with established policies and procedures.

According to LERMS there are 264 guns in the property and evidence room.

A non-statistical sample of gun room determined one gun was missing and four were in an improper location.

An inventory concluded in March 2017 determined there were six guns listed as missing. The inventory did not give a total number of guns in the property and evidence room by the category "gun."

Conclusion

The March 2017 determined there were six guns listed as missing. Non-statistical sampling determined there was one gun missing and four in the wrong location (based on the sample size). One gun was observed in the room that was not on the list. There is no section dedicated with an additional level of security for guns scheduled for sale or destruction. These items should be segregated from other property and secured. The gun room is not in compliance with IAPE standards.

Recommendations

A5.7.1 SLPD Command Staff should research the location of missing items. The results should be documented in a memorandum and in the LERMS. If unable to locate the item, the related criminal report should be supplemented as well, and the appropriate case prosecutor notified. This should be coordinated with the property and evidence room inventory recommendation in this assessment. See also Recommendation # A5.4.1.

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A5.7.2 SLPD Command Staff should develop and implement a plan to ensure that firearms pending sale or destruction be stored in a higher level of security location separate from other property.

NOTE: Items awaiting destruction should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The “rule of two” principle should be utilized for these items. A “rule of two” may be created by using two different locks on the storage container, locker, or room/vault. Each person (i.e., property custodian and Command Staff) would possess one of the keys, requiring both to be present to access the secure items.

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A5.8 Vault / Currency

Authorities

SLPD Department Evidence Division Policies and Guidelines
IAPE Section 10 - Money

Observations

Money and high value items are segregated from other types of property and stored in a portable safe/file vault in the drug room. The assessment team requested a list of items impounded as money and stored in the safe. An inventory list generated by the property custodian from the LERMS was reconciled with the items in the safe to conduct a complete inventory of the safe. The property custodian pulled each item as the assessment team member reconciled each item with the list.

Results of the inventory are listed below.

The following items were in the safe but were not on the inventory lists provided.			
Tag #	DR #	Amount listed	Count amount
12345	2016-15577	1.31	1.31
12345	2016-15577	Foreign currency	
9017	2012-03722	70.00	70.00
12352	2016-17819	7 pesos	7 pesos
12614	2017-548	15.50 in coin	15.50
Total		86.81	86.81
The following items were on the list but not in the safe.			
11109	2014-23800	20.00	Custodian Money theft
11024	2014-19225	10.00	Custodian Money theft
10471	2013-31656	35.25	Custodian Money theft
Total		65.25	

SLPD staff is working on determining the status of the listed items.

There is a small rolling floor safe with a high security combination lock and at least two strong locking lugs in the property and evidence room. This safe is heavy, and although it has wheels, is much more secure than the small fire safe currently being used to store money. According to the Yuma PD assessment there was a note from the previous property custodian that stated the safe was difficult to open, and therefore the portable fire safe was being used.

Conclusion

A complete inventory was made of all the items in the vault. Three items were missing (related to property custodian theft case) and 5 items were in the safe but not in LERMS. The vault is a portable locking fire Safe (key), designed for files. It sits on a shelf in the drug room and is portable as it is not attached to any surface. There is a floor safe in the property and evidence room that is not being used, as it needs repair. The vault is not in compliance with IAPE standards.

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Recommendations

A5.8.1 SLPD Command Staff should ensure all discrepancies found in the inventory are reconciled or investigated as warranted and properly documented in LERMS. Related to Recommendation # A5.4.1

A5.8.2 SLPD should contact a local lock and safe company and have the floor safe reconditioned for ease of operation, remove the wheels, then bolt it to the floor or attach it to a pedestal and bolt it to the wall and use it to store currency and valuables.



Vault in Drug Room

A5.9 Biological Evidence

Authorities

SLPD Department Evidence Division Policies and Guidelines
IAPE Section 7.2

Observations

The SLPD property and evidence room contains one large refrigerator and one large freezer utilized for storing impounded biological evidence. Both are industrial grade with a thermometer on the front. One of the thermometers is not functioning. Neither unit has an alarm for notification in case of a malfunction or an incorrect temperature level. There is a backup electrical generator for power to the SLPD station, to include the cold storage units.

Upon examining the refrigerator and freezer, it was observed that the shelves were fairly well-organized. The shelves are not labeled with barcode locations.

The assessment team requested an RMS generated inventory list of impounded items for both the refrigerator and freezer in order to measure compliance with established policies, procedures, and best practices. A non-statistical sample of items was completed, and determined there were no items missing and one item on the shelf but not on the RMS.

The March 2017 inventory determined there were six items related to biological evidence missing. The inventory did not give a total number of items in the freezer and refrigerators. The biological related items listed as missing in the inventory did not require refrigeration or freezing, but per the inventory were not located in any location in the property and evidence room.

Drying Room:

The drying cabinet is used by officers for items that are wet, and typically blood stained. These items must be dried and packed properly before they can be stored. The drying cabinet is located in room #2 of the property and evidence room. Officers have key access to room #2. The drying cabinet cannot be used as the combination lock on the door is locked and staff advised the combination is unknown. LERMS data indicates there are two items in the drying cabinet location from 2016.

Conclusion

Items requiring cold storage are placed in a refrigerator or freezer in the property and evidence room. Sampling of the refrigerator and freezer determined there was one item on the shelf that was not in the LERMS. A March 2017 inventory determined there were six missing items related to biological evidence.

The SLPD does not have temperature alarms for the refrigerator and freezer. SLPD has a backup electrical generator for power to the cold storage units in case of a power failure. The drying cabinet is inoperable. There are no barcode storage locations on the shelves. Biological evidence storage is not in compliance with IAPE standards.

Recommendations

- A5.9.1 SLPD Command Staff should develop and implement a plan to conduct a complete inventory of all items in the refrigerator and freezer. This inventory should include checking all items for proper documentation in RMS. In addition, barcodes should be generated and affixed to any items without barcodes. This will assist with future consolidation and disposal procedures. Results of the inventory should be documented in a memorandum to the Police Chief. Items that cannot be accounted for should be documented in the RMS as well as in the related criminal investigative reports, and applicable prosecutorial agencies should be notified. See also Recommendation A5.4.1.
- A5.9.2 An alarm system for the refrigerator and freezer temperatures should be installed.
- A5.9.3 The combination for the drying cabinet should be located to make the cabinet operable. The cabinet should be checked to determine if the two items, shown in LERMS are in the cabinet.
- A5.9.4 Barcodes should be placed on the shelves in the refrigerator and freezer to designate locations in LERMS.



A5.10 General Property

Authority

SLPD Department Evidence Division Policies and Guidelines
IAPE Section 7.2

Observations

With the exception of vehicles, bicycles and flammable items, all police evidence is stored in the property and evidence room at the SLPD Police Station. The property and evidence room is divided into the Front Room and Back Room. General evidence is stored in the front room on fixed shelves as well as movable shelves. General property is categorized as, General Evidence, Safekeeping and Found Property. SLPD office supplies and forms are also stored in the general property section.

The shelf locations are barcoded. The shelf sections are identified as follows:

- SK = Safekeeping
- XL = Extra Large
- L = Large
- LG Bags
- MD = Medium
- SM = Small and Homicide cases
- Supplies

There is a breakdown storage shelf between the property custodian's desk and the temporary lockers.

Larger items are stored on the floor in the back-room area. A large number of boxes containing evidence are stacked in the North West Corner on the floor in the back room. A number of boxes containing a homicide case are stacked on the back-room floor north of the gun room. Other items are on shelves on the east wall. A few large items are on the floor against the north wall. None of the shelves or areas on the floor are marked as locations.

The Back Room contains the commercial freezer and refrigerator used to store biological evidence. The back room is somewhat disorganized, in that evidence is simply stacked on the floor.

The assessment team randomly completed a non-statistical sample of eleven items in general evidence items and determined that three items were missing and three were found in a location other than the location listed.

The March 2017 inventory determined there were 3,261 items missing from general evidence.

The current process for documenting and storing general evidence in the general property area is not in compliance with the International Association for Property and Evidence (IAPE) standards.

Conclusion

The SLPD property and evidence room general property area contains thousands of items stored on stationary and moving metal shelves. Police supplies are also stored in the area. Several evidence items were observed in boxes on the floor that do not have an actual specific location. Sampling determined 3 items were missing and items were in the wrong location. The March 2017 inventory determined there were 3,417 items missing from general property and evidence.

Recommendations

- A5.10.1 SLPD Command Staff should ensure a complete inventory of all items in the general property area is completed. Items identified as having no evidentiary value should be disposed of. The inventory should include checking all items for proper documentation in RMS. In addition, barcodes should be generated for all items in the general property area. This will assist with future consolidation and disposal procedures. Results of the inventory should be documented in a memorandum to the Police Chief. Items that cannot be accounted for should be documented in the RMS as well as in the related criminal investigative reports, and applicable prosecutorial agencies should be notified. See also Recommendation A5.4.1.
- A5.10.2 All drugs and related items needing to be retained as evidence should be moved to the drug room. The status of the new location should be updated in the RMS.
- A5.10.3 The storage shelves and floor locations being utilized in the back room should be numbered, and the corresponding number should be added to RMS as a storage location. For floor storage, squares may be painted or taped on the floor, and then numbered for storage of larger items and larger boxes.

A5.11 Vehicle Impound Lot

Authorities

SLPD Department Evidence Division Policies and Guidelines
IAPE Section 7.2

Observations

The vehicle impound storage lot is located to the north of the Police Station. The property custodian advised that most of the vehicles are not in LERMS, but are tracked by the SLPD Records Division. The area is surrounded by a chain link fence. Access is via mechanical rolling gate with a key code. All police officers have access to the gate and lot. Most of the vehicles in the impound lot are vehicles with files for abandonment along with other City vehicles not frequently used or for surplus. A list from the RMS reflected there were 32 vehicles in the SLPD impound lot. The property custodian advised the vehicles with numbers on the windows have files for abandonment with the records division.

Bicycles are stored in a locked Conex trailer in the lot.

Conclusion

Vehicles are stored in a secured parking area at the police station. Most of the vehicles in the impound lot are vehicles with files for abandonment along with other City vehicles not frequently used or for surplus. A list from the LERMS reflected there were 32 vehicles in the SLPD impound lot. The property custodian advised the vehicles with numbers on the windows have files for abandonment with the records division. Bicycles are stored in a locked Conex trailer in the lot.

Recommendations

A5.11.1 SLPD Command Staff should ensure the vehicles in the lot are reconciled and documented in the LERMS and properly tagged.

Policy and Oversight Procedures

A5.12 Policy and Control Review

Authorities

SLPD Evidence Division Policies and Guidelines
SLPD Policies and Procedures

Observations

SLPD provided the assessment team with policies related to property and evidence management.

SLPD Evidence Division Policies and Guidelines

The 51-one page document provides policies, guidelines, and forms for the handling of the property and evidence by SLPD personnel. The revision date for the document is 12/10/2009.

SLPD Policies and Procedures: The 409-page document provides policies and procedures for SLPD employees for all aspects of operations including policies related to handling and impounding evidence. The policy has not been revised since 2007 and is outdated.

Conclusion

SLPD Property and Evidence policies are outdated and should be revised to reflect current practices and IAPE standards.

Recommendations

A5.12.1 SLPD Command Staff should develop and implement a plan to replace all evidence policies with LEXIPOL policies and revise as needed to meet IAPE standards and SLPD departmental procedures, city ordinances, and any applicable state laws and best practices. Related to recommendation A1.3.1.

A5.13 Inspections and Audit Process

Authorities

SLPD General Orders Section 4.09
IAPE Standards section 15 – Internal Controls

Observations

SLPD policy requires the supervisor or the property custodian to inspect the evidence storage facilities monthly to ensure adherence to appropriate policies and procedures. Additionally, unannounced inspections of evidence storage areas are to be conducted at least twice each year by the Captain. Staff advised these inspections have not been completed on a regular basis.

SLPD policy requires that an annual evidence inventory is to be conducted by a senior staff officer not routinely or directly connected with evidence control. Similar inventories are conducted whenever a new property custodian is assigned.

Conclusion

Based on the number of items missing and improperly stored, it does not appear that thorough inspections and audits have been completed as required by policy. This is not in compliance with the International Association for Property and Evidence (IAPE) standards.

Recommendations

- A5.13.1 SLPD Command Staff should ensure that an inventory of the property and evidence room is conducted and properly documented in the near future. This may be conducted in concert with a property purge process. See recommendation A5.4.1.
- A5.13.2 SLPD Command Staff should develop and implement inspections methodologies as well as a schedule for the property supervisor to ensure that comprehensive property and evidence room inspections are completed regarding the performance of the property custodian. This process should include documentation to verify SLPD management review and approve the inspections.
- A5.13.3 SLPD Command Staff should develop and implement audit and inventory methodologies as well as a schedule for the property supervisor to ensure that audits and inventories as required by IAPE standards are completed. This process should include documentation to verify SLPD management review and approve the audits and inventories.

A5.14 Property and Evidence Facility

Authorities

IAPE Standards 5, 8

Observations

On January 31 – February 1st and February 15th – 16th, 2018, the assessment team conducted site assessments of the SLPD property and evidence facility. The SLPD main property and evidence room is located in the SLPD police station at 1030 E. Union Street. This location provides two layers of security for general property and evidence as well as additional security for guns, money and drugs. Only authorized personnel are allowed in the police department building, and access is controlled by swipe card keys. A second layer of security is provided for the property and evidence room with a fingerprint/combination lock system key access by authorized personnel. At the time of this report, only the property custodian and the property sergeant had access to the facility.

According to the property staff, card readers are maintained by SLPD Information Technology (IT) personnel. Only SLPD Command Staff can authorize card keys for SLPD facilities.

There is no key access policy to ensure the property and evidence room keys are adequately secured with a system to document any after-hours access or access made not in the presence of the property supervisor and property custodian.

During normal business hours, citizens can pick up items available for release from the property and evidence room by contacting the front desk at the SLPD. Typically, the front desk will contact the property and evidence room staff who will verify the requested item can be released. If the items are available for release, the property custodian brings them to the front desk, releases them, and completes and files the associated paperwork. The property and evidence room hours of operation and contact information for the public are provided in English and Spanish on the [SLPD website](#).

Packaging Area:

An area is provided near the temporary lockers for the officers to complete paperwork. Packaging supplies, along with a table for packaging items, are located near the impound lockers. There are some impounding directions posted on the wall, and a packaging manual. There is an eyewash station in the area.

Primary Impound Lockers:

The lockers are pass through type lockers. The design of the lockers allows officers to impound and secure items while providing secure access to each of the lockers from the property and evidence room. This allows for efficient processing of items.

Main Property Facility:

Employees use swipe cards to access the police station. The building is equipped with a fire alarm and fire suppression sprinklers. From inside the building, entry to the property and evidence room is made through a solid core wooden door secured by a finger print/combination lock. The door does not have an alarm. The property custodian's office is in the center of the property and evidence room. There is a first aid kit in the area. The facility provides an adequate temperature-controlled environment.

Property and Evidence Room Access Logs:

The access logs were observed in the property and evidence room office. Visitors to the property and evidence room are required to complete a sign-in log. A review of the logs determined they contained several names of recent visitors and appear to be used on a regular basis.

General Property:

The property and evidence room is divided into front and back rooms. In the front room area is the counter, pass through lockers, doors to storage rooms 1 and 2, the property custodian's desk, the drug room, the gun room, and the general evidence and property storage area. The general property and evidence storage area is divided into the following areas:

- General storage and police supplies are stored in movable storage lockers with sections marked as:
 - o Supplies
 - o SK for safekeeping Items
 - o XL, for extra-large items
 - o Large Bags
 - o Large
 - o MD
 - o Homicide / Small
- A secured Gun Room
- A secured Drug Room
- A portable safe in the gun room
- Open general property area in the property and evidence room
- Room 1 for small bulk storage
- Room 2 (Drying cabinet)

Drug Storage:

Drugs are stored in a secure room secured by a hard key. The Property and evidence supervisor and property custodian have access to the key. There is one operational video surveillance camera in the drug room. See the drug section for details on these locations.

Vault:

A small portable safe with a key lock serves as the vault and is located inside the drug room. The safe is not secured and is portable. The Property and Evidence Supervisor/Custodian have access to the key. There is a surveillance camera in the drug room for the vault. An inventory was completed of the vault. See the currency section for details and findings.

Firearms:

The firearms are stored in a secure room. It is secured by a hard key. The Property and Evidence Supervisor/Custodian have access to the key. There is a video surveillance camera in the secure room. See the firearm section for details on these locations.

Property Custodian's Office:

The office is inside the property and evidence facility and the pass through lockers are located nearby. There is also a drop slot for officers to drop smaller items, such as CD's. There are several video cameras in the office.

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Storage rooms #1 and #2:

Storage room #1 is utilized for temporary storage of bulky items.

The drying cabinet is located in storage room # 2. See the biological evidence section for additional information regarding the drying cabinet.

Both rooms are card key access from the exterior and each has a door leading into the evidence room. The doors into the property and evidence room are secured with a hard-key lock system. Keys are restricted to the property and evidence staff. There are no alarms on these doors.

Eye wash station / shower:

There is a sink in the property and evidence room and an eye wash station at the property intake area. There is an eye wash station and emergency wash shower in the sally port outside the property and evidence room.

The Back-Room Area:

See section C2-10 for details regarding this section.

Freezer and Refrigerator:

There are freezer and refrigerator units in the back-room section of the property and evidence room. There are no temperature alarms in case of unit mechanical failure. One of the temperature gauges was not functioning, but the unit appeared to be cold. See biological evidence section for more details.

Exterior:

Flammable lockers:

Flammable lockers are located outside the property and evidence room in the sally port area.

Incinerators:

There are two portable incinerators in the sally port area just outside the door to the property and evidence room. These are used for the disposal of drugs.

Vehicle storage lot:

The lot is located to the north of the Police Station. The area is surrounded by a chain link fence. Access is via a mechanical rolling gate with a key code. All police officers have access to the gate and lot. Bicycles are stored in a locked Conex trailer in the lot.

Video surveillance system:

All video cameras in the facility are monitored in the police dispatch center. Coverage for the evidence facility is adequate, but there are several cameras installed that do not appear to be operational or monitored in dispatch. Currently the video is retained for 90 days. Best practices

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for video retention in a property and evidence room is 3 years. There is no periodic integrity surveillance video review of property and evidence room video by Internal Affairs.

Conclusion

Overall, physical security at the SLPD property facility is adequate, but needs to be enhanced. Two tiers of security are provided by physical lock systems, properly designed doors, and entrances. An alarm should be installed for the property and evidence room door, counter window, and storage rooms #1 and #2. The alarm system should be enhanced to include monitored cold evidence storage.

Video surveillance coverage is sufficient. The 90-day video retention is inconsistent with best practices. Video should be retained for three years. There is no periodic integrity surveillance video review of property and evidence room video by Internal Affairs. The property and evidence room provides an adequate temperature-controlled environment and contains basic safety equipment.

Recommendations

- A5.14.1 SLPD Command Staff should work with City IT to determine the status of several cameras which do not appear to be monitored and increase the video retention time to 3 years to comply with IAPE Standard 8.9.
- A5.14.2 SLPD Command Staff should develop and implement a plan to install alarms on the all doors leading into the property and evidence room to include the two storage rooms as well as the counter area security screen. These alarms could be monitored by dispatch.
- A5.14.3 SLPD Command Staff should develop and implement a key access policy to ensure the property and evidence room keys are adequately secured with a system to document any after-hours access or access made not in the presence of the property supervisor or property custodian.
- A5.14.4 SLPD Command Staff should develop and implement an inspections plan to require Internal Affairs or Quality Assurance to conduct periodic integrity surveillance video review of property and evidence room videos.

A5.15 Staffing

Authority:

IAPE Standards Section 1

Observations

The property and evidence section has one full time property custodian position who reports to the detective sergeant. Annually, the SLPD impounds approximately 570 items. A commonly accepted ratio is that one property custodian can process six to seven thousand items annually. Based on this ratio, the current staffing is adequate.

SLPD is in the process of filling the property custodian position. The current status of the property and evidence room as noted in this report will require a large amount of time by the property custodian to address the recommendations in this assessment.

Conclusion

Staffing levels are adequate based on industry-accepted standards.

Recommendations

A5.15.1 SLPD Command Staff should ensure that the property custodian attend ongoing property and evidence related training.

Section A6 Communications

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Section Summary

In May of 2017, communications took on the role of a public safety answering point (PSAP) and is currently at its authorized strength of 10 call-takers/dispatchers and one supervisor. A review of their overall operations, span of control, quality control, training, and equipment standards and redundancy was conducted.

- ❖ **Operations:** In May of 2017, SLPD took on the role of a public safety answering point (PSAP). In this role, they answer 911 calls and dispatch for the City of San Luis, Police, Fire and EMS. A system for prioritizing calls is not utilized. Staffing appears to be adequate under the current workload. A large number of calls taken are for administrative and non-emergency purposes.

Certain management reports are unavailable due to a lack of staff training on the 911 system, Computer Aided Dispatch (CAD), and Records Management System (RMS). These types of reports would assist management in making informed decisions on staffing, scheduling, and resource allocation.

- o **Recommendations: Five**

- ❖ **Supervision:** The current ratio of supervisors to dispatchers is reasonable if the supervisor were not spending time performing the role of a dispatcher or call-taker. However, coverage when the supervisor is not on shift, on days off, or any type of leave is exposing the department to significant risk. The communications center essentially has no supervisory back-up or relief. The efforts of the current supervisor are commendable but are beyond reasonable expectations.

- o **Recommendations: One**

- ❖ **Quality Control / Inspections:** Quality assurance and inspections are rarely if ever completed in the communications bureau. A basic function of a supervisor is quality control and inspecting their employee's work. The communications supervisor is expected to work in the role of call-taker and dispatcher regularly thereby limiting time for quality control. Performance measures are not in place to evaluate call taking or dispatch work being performed, and these are not included in performance evaluations.

- o **Recommendations: Three**

- ❖ **Training and Hiring:** In the past, basic training was not afforded to new dispatchers and they received only on-the-job training. Recently one dispatcher has obtained basic

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training from the Association of Public Safety Communications Officials (APCO) and has developed a training manual. Agencies around the country have experienced significant liability issues associated with the handling of incoming 911 calls. From a risk assessment position, failure to provide basic and ongoing training, leads to out-of-date practices and employees not being exposed to best practices.

- o **Recommendations: Five**

- ❖ **Equipment Standards and Redundancy:** The majority of equipment and hardware appears to be in good working order and within standards. The communications center appears adequate under current call-taking and dispatching conditions, but there is little room for expansion. Due to the cooperative working environment, there is a redundant system if the San Luis system fails for any reason. The SLPD has no automated recording system for 911 calls, exposing the department to high risk due to public records laws, and the potential need for these recordings.

Communications monitors the police building after hours with a camera system throughout the police building. Cameras malfunction on a regular basis.

- o **Recommendations: Three**

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A6.1 Operations

Authorities:

SLPD Communications does not currently have a specific policy manual

Observations

Consultants reviewed the communications department for generally accepted practices and overall functionality. The communications section has a 24/7/365 operation with one supervisor and 10 dispatcher/call-takers. Minimum staffing for communications is a staff of two. The center dispatches for San Luis Police, Fire, and Emergency Management Services (EMS).

In May 2017, San Luis became a public safety answering point (PSAP), and this makes the SLPD responsible for answering 911 calls. The service previously was handled by the Somerton Police Department, and 911 calls were transferred to San Luis. Call takers in an agency the size of SLPD are also usually responsible for dispatching these emergency services. On-the-job training is provided to staff members. In the last year, a formal training program has been implemented.

Typically, communication operators are trained to obtain sufficient information to enter into the Computer Aided Dispatch (CAD) system and prioritize calls for service. A review of the SLPD communications protocols noted there is no system or protocol to prioritize calls. The communications supervisor advised this has been the procedure since she has worked at SLPD. A life-threatening situation is categorized the same as any other call. Staff advised they use, "common sense" to determine dispatching priority. This is not in line with generally accepted practices.

There are notable standards associated with a PSAP that are provided by the Association of Police Communication Operators (APCO) and the National Emergency Number Association (NENA). The communication's supervisor advised she has not attended any professional training on running a PSAP. She did note that she is scheduled to attend training on running a PSAP in April of 2018.

No reports are being generated on a regular basis to determine if calls are being answered in an appropriate amount of time or dispatched in an appropriate amount of time. This is not in line with generally accepted practices.

Call taking, and dispatch have a direct correlation to basic service delivery. A citizen's first contact is generally on the telephone when calling for police services. Communications departments rely on national standards for performance measurements such as the time it takes to answer the initial call into 911.²² According to the National Emergency Number Association the following is the standard for answering 911 calls:

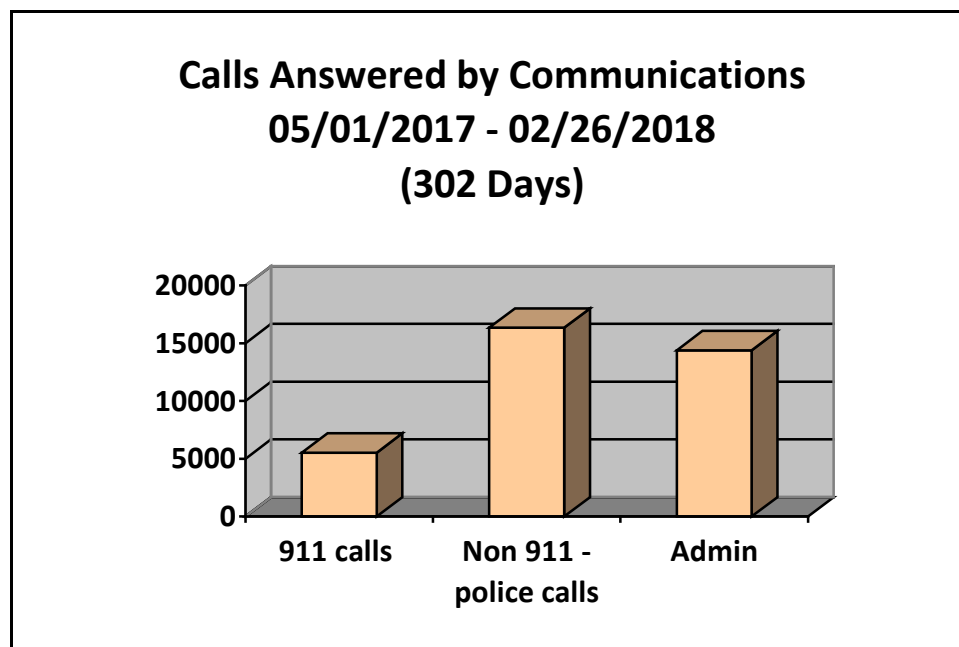
²² See NENA_56-005_9-1-1_Call Answering Standard.

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Standard for answering 9-1-1 Calls. Ninety percent (90%) of all 9-1-1 calls arriving at the Public Safety Answering Point (PSAP) shall be answered within ten (10) seconds during the busy hour (the hour each day with the greatest call volume, as defined in the NENA Master Glossary 00-001). Ninety-five (95%) of all 9-1-1 calls should be answered within twenty (20) seconds.

The assessment team was unable to determine SLPD compliance with this standard due to a lack of data. The reports needed from the telephone and CAD systems were not readily available. Staff has not been provided training on producing these reports. At the request of the assessment team, communications staff was able to produce some preliminary reports that indicated the SLPD appears to be answering the majority of calls in the less than 10 seconds. This needs to be confirmed with a final report once staff is confident in the information extracted from the system.

The following illustrates the types of calls being taken; 911, non-emergency police response calls, and administrative calls. Approximately 40% of the calls taken are administrative; in other words, the community is calling the non-emergency number and the call-takers are acting as a switchboard to transfer calls to other areas of the department. Further, a review of the types of calls for service indicated a large number of calls to the department requesting vacation watches or intensive patrols of neighborhoods. In 2017, the department took 1,845 of these calls, which amounts to an average of 5 per day and is one of the largest type of call responded to by SLPD. This may be a service the SLPD wishes to provide, however, these are low priority and should be evaluated for their effectiveness and or importance to the mission of the city of San Luis. An online request through the SLPD website might be considered for these types of request.



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Average # 911 calls answered per day	Non 911 – Police Calls answered per day	Average # Admin calls answered per day	Total – Average calls answered per day
18	54	48	120
15%	45%	40%	

Note: Once SLPD employees are trained in obtaining reports from the RMS, these measures, can be more refined to determine, for example, if calls increase during the school year and decrease in summer months, etc.

Historically the communications staff produces a monthly statistical report. A review of this report found it contains incorrect and potentially misleading information regarding reports taken and other information. The reports rely on information from dispositions in the system, not actual reports taken. Dispositions frequently are not updated. This may indicate that a report was taken, when in fact, the officer determined a report was not required and the officer may or may not have changed the status or disposition of the call. Failure by the officer or the communications operator to update the status or disposition of the call will result in incorrect CAD data. This issue can be attributed to a lack of training for the communication staff and officers on the proper use of the RMS / CAD system.

Conclusion

In May of 2017, SLPD took on the role of a public safety answering point (PSAP), answering 911 calls and dispatch for the City of San Luis, Police, Fire, and EMS. A system for prioritizing calls is not utilized. Staffing appears to be adequate under the current workload. A large number of calls taken are for administrative and non-emergency purposes.

From May, 2017 through February, 26th, 2018 (302 days), SLPD communications answered a total of 36,252 calls for service; 21,863 were either 911 calls or calls for police service with the remaining being administrative or transfers to individuals with the department.

A review of the types of calls being taken indicates large numbers for non-emergency calls, evidence by 1,845 calls in 2017 for vacation watch or intensive patrol, amounting to an average of five calls per day.

Certain management reports are unavailable due to a lack of staff training on the 911 system, Computer Aided Dispatch (CAD) and Records Management System (RMS). These types of reports would assist management in making informed decisions on staffing, scheduling, and resource allocation.

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Recommendations

- A6.1.1 SLPD Command Staff should develop and implement a process to identify non-emergency or low priority calls and alternatives to addressing these types of calls.
- A6.1.2 SLPD Command Staff should work with the Yuma Regional Communications System (YRCS) staff to establish and implement a call priority designation with 3 priorities. This priority system should be based on generally accepted practices. Once prioritized and barring additional information, calls should be handled "first in first out."
- A6.1.3 SLPD Command Staff should work with the Yuma Regional Communications System (YRCS) Information Technology (IT) group to train personnel (using vendors if needed) on existing software to create and implement new reports to ensure software is properly utilized to its full potential.
- A6.1.4 SLPD Command Staff should work with Yuma Regional Communications System (YRCS) Information Technology IT to train personnel (using vendors if needed) to improve Computer Aided Dispatch (CAD) data extraction for analysis by SLPD staff. Data provided in the RMS Dashboard or in other reports will allow for easier analysis of information from CAD, including officer available time to more detailed analysis of time spent on calls, etc.
- A6.1.5 SLPD Command Staff working with Communications should establish and implement a plan to meet the NENA standard goal of answering 90% of 911 calls within 10 seconds during peak times.

A6.2 Supervision

Observations

The SLPD communications center currently has one supervisor and ten full-time call-takers/dispatchers. The supervisor frequently is performing the role of a call-taker/dispatcher to provide adequate coverage.

Span of control assumes that a supervisor is actually supervising (not simply acting in the same capacity as operators). Although it is not uncommon for supervisors to perform dual roles in smaller communication's centers, SLPD only has one supervisor so it is difficult for her to act in her supervisory capacity.

When asked who supervises in her absence, the communications supervisor stated that was her role at all times. She noted being called at night, on her days off, and while on vacation to handle problems with the system.

Conclusion

The current ratio of supervisors to dispatchers is reasonable if the supervisor were not spending time performing the role of a call-taker/dispatcher. However, coverage when the supervisor is not on shift, on her days off or any type of leave is exposing the department to significant risk. The communications center essentially has no supervisory back-up or relief. The efforts of the current supervisor are commendable but are beyond reasonable expectations.

Recommendations

A6.2.1 SLPD should consider a second supervisory position or at minimum two "lead," dispatcher positions, in order to have at least two or three individuals trained to handle issues with the 911 system, serious emergency response and act in a supervisory capacity in the absence of the supervisor.

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A6.3 Quality Control / Inspections



Authorities

APCO/NENA Standard for the Establishment of a Quality Assurance and Quality Improvement Program for Public Safety Answering Points

Observations

The communication supervisor noted that she does not have time to conduct many quality control and inspections of employees' work. Typical measures of performance include number of calls taken, time to answer and process calls, and quality of information obtained. None of these type of measurements or observations is being conducted. The primary reason noted was a lack of guidance and training for the communications supervisor on extracting data on these measurements.

There are no policies or performance measures for the communication's supervisor that mandate inspections or define standard goals for taking calls. A review of performance evaluations noted no use of any metrics to determine call taking or dispatch quality assurance or performance.

Further the communications supervisor stated she usually does this if there is an issue and occasionally does this when she has time. However, with ten employees and her need to cover a call taking and dispatch position on a regular basis, she does not have sufficient time to perform this function very often or on any type of regular basis. She noted that she can only recall one complaint on a call-taker in the past year. There were not records of complaints.

Conclusion

Quality assurance and inspections are rarely if ever completed in the communications bureau. A basic function of a supervisor is quality control and inspecting their employees' work. Supervisors are responsible for completing performance evaluations and other functions (such as scheduling and ensuring each employee meets minimum certification training requirements). Quality assurance should not be considered disciplinary, but rather, an opportunity to reinforce positive behavior as well as identify weaknesses. The communications supervisor is expected to work in the role of call-taker and dispatcher regularly, and he time is limited to do quality control.

Performance measures are not in place to evaluate call taking or dispatch work being performed, and these are not included in performance evaluations.

Recommendations

A6.3.1 Establish and implement a policy requiring supervisors conduct random inspections of their operators including listening in to calls and on the air. Inspections should be documented in order to provide regular feedback to subordinates, including positive feedback when they are performing well. A specified number of inspections should be required and incorporated into the supervisor's performance evaluations.

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A6.3.2 The SLPD should develop and implement a process to designate an employee to act as the Quality Assurance Supervisor. Standards for this position are outlined in the Standard for the Establishment of a Quality Assurance and Quality Improvement Program for Public Safety Answering Points.²³

Note: Recommendations A6.3.1 and A6.3.2 require additional staff be added to the communications group to enable proper call-taking and dispatch as well as full time supervision. Likely, one additional call-taker/dispatcher would be sufficient.

A6.3.3 SLPD should develop and implement call-taker performance metrics including call volume, talk time and not ready time. These metrics should be a part of quality assurance and performance evaluations.

²³ Retrieved from: https://c.ymcdn.com/sites/www.nena.org/resource/resmgr/Standards/APCO-NENA_ANS_1.107.1.2015_Q.pdf

A6.4 Training / Hiring Requirements

Authorities

SLPD Communication Training Manual

APCO Minimum Training Standards for Public Safety Telecommunicators²⁴

APCO Trainer Certification: Core Competencies and Minimum Training Standards for Public Safety Communications Training Officer (CTO)²⁵

Observations

Training for SLPD has not been formalized in the past with all training being done on-the-job.

In a February 2016 publication by the Association of Professional Communication Operators (APCO) notes:

*"It is vitally important that Americans receive a consistent level of 9-1-1 service, no matter where they live or where they travel, and the recommended minimum training guidelines being developed collaboratively by these key organizations are a huge leap forward in achieving that goal."*²⁶

APCO provides recommended training guidelines for new call-takers/dispatchers and advanced training for those with experience. Training is critical to the success of the communications operation. When speaking to a dispatcher, she noted that she started working at San Luis approximately five years ago and never had any formal training in call answering or dispatching. All of her training was done on the job. To date she has received no additional formal training outside of the department.

In 2017, one dispatcher from SLPD was afforded the opportunity to attend the APCO trainer course. She is now in an unofficial training role but is able to assist in setting up the appropriate initial training for communications staff. Recently two dispatchers were trained using this new method. A manual has been developed and this is a first step in standardizing the training received.

Conclusion

In the past basic training was not afforded to new dispatchers and they received only on-the-job training. Recently one dispatcher has obtained basic training from APCO and has developed a training manual. Agencies around the country have experienced significant liability issues associated with the handling of incoming 911 calls. From a risk assessment position, failure to

²⁴ Retrieved from: <https://www.apcointl.org/doc/911-resources/95-minimum-training-standards-for-public-safety-telecommunicators-1/file.html>

²⁵ <https://www.apcointl.org/doc/911-resources/apco-standards/432-competencies-training-requirements-for-public-safety-communications-training-officers/file.html>

²⁶ Retrieved from psc.apcointl.org/2016/02/01/recommended-training-guidelines-for-9-1-1-telecommunicators-in-development/

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provide basic and ongoing training, leads to out-of-date practices and employees not being exposed to generally accepted practices.

Recommendations

- A6.4.1 Provide expanded job-related training opportunities for employees in the communication's center. Consider using training opportunities as an incentive for positive performance. Include training outside of mandated AZPOST training in employee's performance evaluations.
- A6.4.2 Consider APCO Training Program Certification. As noted by APCO regarding its Training Certification Program: "Agencies applying for certification submit their curriculum, training materials and supporting documentation to be checked for compliance. The primary objective of the Agency Training Program Certification is to advance the training and professional development of public safety Communications officials through the certification of an agency's training program. Building and implementing a successful agency training program requires many resources and a good deal of dedication. Submitting for certification demonstrates the agency's commitment to training and to meeting national standards. Receiving certification for a training program is a major accomplishment for the agency, its staff and the community it serves."
- A6.4.3 Review and consider APCO Trainer Certification: *Core Competencies and Minimum Training Standards for Public Safety Communications Training Officer (CTO)*. In addition, there are instructor development courses that recognize the CTO program. Consideration should be given to requiring all instructors to complete this basic course and attend ongoing annual training.
- A6.4.4 SLPD should enroll the communications supervisor as an APCO member and provide advanced training for the communications supervisor on running a PSAP, quality assurance and risk, liability issues. Training is available on these topics from APCO. It is understood she is scheduled to attend a course in April 2018 on running a PSAP.
- A6.4.5 SLPD should formalize in policy and recognize a training coordinator within the communications staff. Certification is available from APCO.

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A6.5 Equipment Standards/ Redundancy

Authorities

N/A

Observations

The Communication's center is in the main police building and has a secure proxy card entrance. It is laid out with three functional consoles along with a supervisor area in one corner. With the large monitors used, and the traditional equipment needed, the employees are fairly close together. The room is relatively small but currently meets the needs of the communication center. The supervisor's desk can serve as a fourth call answer/dispatch station if needed, although it is not set up in typical fashion as it is on a standard desk.

Communications staff noted an overall positive work environment. The assessment team observed individuals focused on their jobs, while taking and dispatching calls. There is a space for another console for expansion purposes. According to the communications supervisor, if the system fails for any reason, they have the option to log in from any agency in Yuma county (Somerton, Yuma, or the Sheriff's office) to use the radio, CAD and the 911 system.

The 911 phone system used by the department is the Intrado VIPER system. SLPD is a partner in the Yuma Regional Communication System (YRCS) Regional CAD/RMS/JMS system. This partnership provides back-up and redundancy for their system. All server farms on the network run VMware with virtual servers for all servers of the system. In the event of a host failure in San Luis servers, VM's are moved to another host within the environment.

The system is backed up to a SQL database nightly and weekly with incremental backups that also replicate several times a day to a remote site operation was successfully tested at the Yuma Police Department (YPD) over the YRCS Microwave Network. According to the communications supervisor, in February of 2018 redundancy and remote site operation was successfully tested and allowed SLPD to operate its communications at an off-site in case of the loss of the center at the SLPD building.

The communications supervisor noted that since the implementation of the 911 system in May of 2017, the current 911 recording system was no longer functioning as it is not compatible with the new system. This has forced staff to "remember to manually make a recording" after each 911 call. Failure to go into the system after each call and record the call results in the loss of the call recording after 24 hours. This is a high-risk issue for the department as public records laws require the retention of this information, and it may be needed for criminal and or internal investigation cases. SLPD Command Staff advised funding has been identified for this purchase, but the purchase has not been completed.

Communications has personnel working twenty-four hours a day, seven days a week. Communications also monitors the police building after hours. This is done through a number of cameras around the facility. While consultants were observing this system, one of the cameras was malfunctioning and staff noted this happens regularly.

Conclusion

The majority of equipment and hardware appears to be in good working order and within standards. Call-taking and dispatch functions are accomplished in the communications center in

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the main building of the police department. The room appears adequate under current call-taking/dispatching conditions, but there is little room for expansion, with essentially room for one more fully functional console. Due to the cooperative working environment, there is a redundant system if the San Luis system fails for any reason.

The SLPD has no automated recording system for 911 calls exposing the department to high risk due to public records laws, and the potential need for these recordings.

Communications monitors the police building after hours with a camera system throughout the police building. Cameras are malfunctioning on a regular basis.

Recommendations

A6.5.1 SLPD Command Staff should ensure a policy is written and staff is trained on procedures for a 911 or Computer Aided Dispatch (CAD) system failure.

A6.5.2 SLPD Command Staff should immediately purchase an automated 911 recording system.

A6.5.3 SLPD Command Staff should develop and implement a plan to test and replace malfunctioning cameras that are monitoring police headquarters.

Section B: Patrol Operations

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Section Summary

- ❖ **Staffing:** The San Luis Police Department currently deploys patrol officers based on equal coverage with four officers and a supervisor working days and three officers and a supervisor working nights. This is not based on any model or evaluation of needs, but currently it appears staffing is adequately meeting the demands for service. If demands significantly increase, a need to evaluate calls for service along with other demands on police serviced would be warranted.

SLPD should take advantage of the New World system to track crime trends and provide updates to management on current issues. This will assist supervisors with accountability as well as strategic response to crime problems and trends.

A review of training records indicates officers are receiving standard AZPOST training as well as a variety of other training throughout the year. Officers advised that training is not fairly distributed.

o Recommendations: Two

- ❖ **Supervision:** The SLPD has placed a peer in a position of supervising peers without providing formal authority which creates human resource issues as well as obvious chain of command problems. Furthermore, having corporals and sergeants filling the same job function also creates human resource conflicts and issues.

There are no officer productivity measures currently being input and tracked in the CAD and RMS. The system is designed to provide reports that provide information to management, offers tools to help determine if officer workload, and analysis regarding quality service to the community of San Luis.

Current practice allows officers to wait three work or business days before being required to submit criminal reports and five work or business days to submit traffic reports. Of note, an audit is needed on reports being completed by patrol. Current information provided suggests this could be a significant risk and problem. However, until the SLPD is able to extract appropriate analytical reports from the system, it will be difficult to determine the scope of the problem.

o Recommendations: Four

- ❖ **Equipment:** The SLPD provides appropriate equipment to officers including firearms and computer equipment. All equipment observed appears to be in working order, and

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staff did not note any specific issues with regards to equipment. Although computer equipment has a process for replacement, the final authority on purchase rests with the City Council. The vehicle fleet appears to be adequate and overall in good working condition. There is no policy or procedure in place other than perceived needs in order to replace or rotate the fleet inventory. The department does not have spare or replacement digital recorders.

- o **Recommendations: Three**

- ❖ **Facilities:** The SLPD operate out of a modern building that currently has adequate space and utilizes proper security methods for employee and public access.

- o **Recommendations: None**

- ❖ **Field Training:** The SLPD has NAFTO trained supervisors and officers that run the Field Training Officer (FTO) program. They utilize a standard manual and typical procedures such as training phases, daily feedback, and checklists for demonstrated skills. They do not however, use regular evaluations such as at one month, three months, and completion of the program. From a human resources standpoint, these evaluations will provide added risk reduction and ability to handle issues with a trainee on a more formal matter if needed.

- o **Recommendations: One**



B.1 Patrol Staffing

Observations

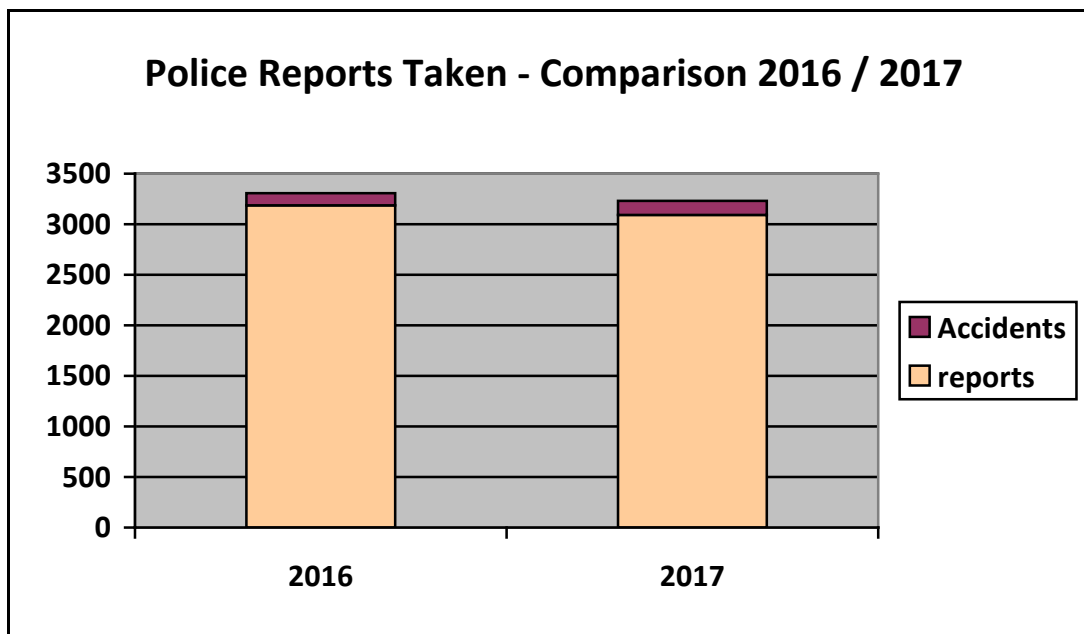
The patrol function is currently overseen by a sergeant. The sergeant does not have formal authority to supervise other sergeants but has been placed in this position by the acting police chief due to an unfilled lieutenant vacancy. Patrol consists of four squads. The two-day shift squads have three officers and one motor officer assigned for a total of four officers. The motor officer is assigned for accident investigation and traffic enforcement but also responds to calls for service. The two-night shift squads have three officers each.

Two of the four patrol squads are supervised by sergeants and two are supervised by corporals. The overall schedule is somewhat difficult to depict as it involves a variety of shifts and hours that change based on the day of the week and includes officers on squads coming in and leaving at different times in order to provide twenty-four-hour, seven day a week coverage. This includes a mix of 8, 10, 11 and 12-hour shifts. Every four months, these squads rotate with the day shift squads moving to night shift, and the night shift squads switching to day shift. There are four officers and a supervisor working during the day shift, and three officers and a supervisor working the night shift each day of the week. This does not take into account training, vacation, sick leave, or other reasons for absence. According to the Sergeant overseeing patrol, there is no minimum staffing policy. In other words, there are no policies that indicate when patrol would be considered understaffed and warrant calling in officers to work overtime to cover vacancies. According to the administrative lieutenant the department recently decided that if there were less than three officers working, an officer would be called in to cover, although this decision is not in the format of a written policy or written directive.

The schedule does appear to provide consistent coverage throughout the week; however, according to police management, this schedule is not based on calls for service or other service demands and is simply based on providing consistent coverage. It should be noted that all employees that were interviewed appear to like this schedule and feel that it fairly distributes days off and hours.

Currently, the SLPD has 21 of the 32 sworn employees assigned to patrol, representing 65% of the departments staff assigned to the primary function of the police department - responding to calls for service. Although there are no standards associated with this measurement, this appears to be an adequate proportion of the department assigned to this function. Current workload on patrol is being handled by staff and as noted in other areas of this report, officers apparently have sufficient available time and can handle an increase in calls for service under present staffing. Significant increases in calls and demands for service would necessitate a staffing increase.

In order to determine if staffing levels are adequate, consultants looked at calls for service, and reports taken as typical demands on patrol.



To further look into officer productivity and staffing, consultants compared the number of police reports including accidents taken in the years 2016 and 2017. As can be seen in the above chart, the number of reports taken is fairly consistent between the two years, with 3,334 reports taken in 2016 at 3,232 reports taken in 2017.

Although a more detailed statistical report was not available due to the need for training on extracting reports from the New World system, the following depicts an estimate of reports taken per officer per day in 2017.

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2017 Reports Taken
3,232 Total Reports / 255 (7 officers working daily @ 365 days) =
1.27 average reports per day per officer

Although there are no national standards to compare this to, based on the consultant's experience, 1 ¼ average reports per day is a fairly small number of reports to be taken per officer daily. Assuming that not every shift is staffed fully due to any type of time off, the actual number of reports taken per day is higher. However, one to two reports per day per officer does not represent a significant portion of an officer's workload. Again, a more accurate report of how many and what types of reports are taken can be obtained once employees are trained in the use of the New World system.

Deployment

As noted, the SLPD developed a schedule to equally distribute staffing 24/7/365 without consideration of crime trends or other factors. SLPD has the RMS that can track crime trends and provide updates to management on current issues. This would assist supervisors with accountability as well as strategic response to crime problems and trends. A staff member advised there was a recent increase in auto thefts; however, there was no data to support this, even though the staff member believed there was an increase in these types of reports.

Training

A review of police training records was also conducted. The sergeant over patrol maintains an Excel spreadsheet noting the training that officers have received, including their firearms, tasers, and other AZ POST certification requirements. Although the information appeared to be up-to-date, maintaining these records on spreadsheets in hard copy files is inefficient. The New World records management system offers an inventory module for vehicles, training, and equipment. By utilizing the module within the records management system, the SLPD can store training records, and send notifications to supervisors when employees are due for recertification, such as on rifle, shotgun, and handgun qualifications required by AZ POST.

When speaking to employees, they noted that they believe training is not fairly distributed among officers, and that certain individuals are afforded more training than others. There was no specific example provided but this was mentioned by every employee that was interviewed.

Conclusion

The SLPD currently deploys officers in patrol based on equal coverage with four officers and a supervisor working days and three officers and a supervisor working nights. This is not based on any model or evaluation of needs, but currently it appears staffing is adequately meeting the demands for service. If demands significantly increase, a need to evaluate calls for service along with other demands on police service would be warranted.

SLPD should take advantage of their RMS to track crime trends and provide updates to management on current issues. This will assist supervisors with accountability as well as

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strategic response to crime problems and trends. For example, rather than rely on rumor that car thefts have increased, having the RMS provide automated updates on any crimes to a Dashboard for management would demonstrate notable increased in particular types of crimes. This would allow management to respond with appropriate resources and direction for officers, thereby potentially reducing crime and increasing safety.

A review of training records indicates officers are receiving standard AZ POST training as well as a variety of other training throughout the year. Officers complained that training is not fairly distributed.

Recommendations

- B1.1 SLPD officials should provide training to the records management personnel, communications personnel, and supervisors on how to obtain readily available information from the RMS on crime trends. Use of the Dashboard function in the RMS should be implemented. This will provide management real-time crime statistic information to better respond to crime trends and deploy staff appropriately.
- B1.2 SLPD should audit the training records, and ensure a policy is in place to provide training based on needs of the department. Training requested by officer for personal development should be evaluated based on staffing and scheduling needs pursuant to policy.

B2 Supervision

Observations

Supervisor Staffing: Currently the patrol function is supervised by a sergeant, who is essentially in an acting lieutenant role with two sergeants and two corporals assigned to him. However, the acting lieutenant has not been formally placed in an acting lieutenant roll, nor is he receiving out of rank pay for this assignment. He has no formal authority over individuals of the same rank.

This presents a number of issues associated with supervision and accountability. Further, the two corporals who have patrol squads, are functioning in the same manner as the two sergeants that are supervising patrol squads. Again, in speaking to individuals in these roles, there is confusion as to who has authority. Police departments operate with a clear line of supervision between ranks. With peers acting in higher ranks with no formal authority and other individuals providing the same job function but having different ranks, there is confusion and potential human resource issues.

Supervisory roles: Attempts by the consultants to determine officer workload and officer productivity were difficult based on the fact that in the past there has been no formal method to determine these common measurements. For example, it is typical for a police agency to have supervisors review the workload of officers based on the number of calls they respond to, the number of reports they take, the number of arrests they make, the number of citations they write, and other measures deemed important by police leadership or the city. When speaking to supervisors, they have not utilized any of these methods to determine officer workload. They have not determined for example, whether some officers are taking on more of the workload than others.

Regarding productivity, most police agencies utilize the above noted measures, but also will review how an officer's time is spent. For example, a review looks at how much time an officer spends responding to calls, writing reports, at meal breaks, in training, as well as how much of the shift is spent with no directed activity. Again, SLPD supervisors currently are not looking at this information nor have they received any training on how to obtain this information.

The SLPD has the New World suite of products that handles their computer aided dispatch, records management system, mobile system. This is a modern records management system and has numerous capabilities to provide the above information to supervisors and police management. Consultants requested reports via the record supervisor and the communication supervisor on the above workload and productivity measurements. These individuals noted that they have not been requested to provide this information in the past, and their training is limited on their ability to utilize the RMS. Contacts with the YRSO, senior business analyst, allowed consultants to work with the records management and communication supervisor to obtain some of these reports.

Further, The RMS allows for numerous reports to be provided for supervisors to evaluate officer productivity and overall workload. Once police records employees and supervisors are provided training, reports depicting workload and distribution of the workload will be readily available to evaluate officer productivity.

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When speaking to the sergeant responsible for patrol operations, he noted that the department had recently developed a report to track incomplete or missing reports. He supplied an example of this report. However, a review of the source of the information, determined this report unrealistically depicts a significant portion of reports not being completed. Further, an attempt to obtain an accurate analytical report from the New World system produced a report suggesting that over 1,600 reports were missing over the past three years.

The assessment team tracked several of the missing reports listed back to reasonable explanations in the records management system. For example, in the first two missing reports, the first two, the officer failed to change the disposition in the system, thereby indicating a report needed to be completed even though the officer's notes indicate the call did not require a report. Two additional missing reports were found by searching the system and determining the reports were completed under another case number. Two additional reports could not be located. searched for could not be found. Further follow-up would be needed to determine if a report should have been completed.

In addition, according to the sergeant responsible for patrol operations, the policy on when a report needs to be submitted is within three business or work days for criminal reports and five business or work days for traffic reports. Considering the officers schedule and days off, it is conceivable that an officer could take information for a report then go on their days off, return for two days and then comply with this policy by submitting the report (five days after taking the information). A review of the policy manual does not indicate the above policy is in writing as the policy manual states: "Offense reports are timely written, either during or shortly after the shift on which the incident was reported." This is another example of risk being taken by the department when practices do not align with policy and in this instance, officers are not required to complete reports the day they take a report.

Due to the inability of the department to extract the appropriate analytical reports from the system, the department is unable to provide information as to whether there is a significant problem associated with incomplete reports. Again, once SLPD employees are trained on how to extract the information from the system, an audit should be conducted of the missing reports to determine the actual number. This could be a significant risk issue for the department depending on what is discovered. Clearly community expectations are that if a report was taken it should be in the RMS in a timely manner.

Conclusion

The SLPD has placed a peer in a position of supervising peers without providing formal authority which creates human resource issues as well as obvious chain of command problems. Furthermore, having corporals and sergeants filling the same job function also creates human resource conflicts and issues. Also, in a small agency it is unusual to have the additional rank of corporal, particularly since there are no delineating factors between a sergeant's role and the corporal's role.

There are no officer productivity measures currently being input and tracked in the CAD and RMS. The system is designed to generate reports that provide information to management, offers tools to help determine officer workload and analysis regarding quality service to the community of San Luis.

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Current practice allows officers to wait three work or business days before being required to submit criminal reports and five work or business days to submit traffic reports. Of note, an audit is needed on reports being completed by patrol. Current information provided suggests this could be a significant risk and problem. However, until the SLPD is able to extract appropriate analytical reports from the RMS, it will be difficult to determine the scope of the problem.

Recommendations

- B2.1 SLPD officials should provide training to the records management personnel, and communications personnel, and supervisors on how to obtain readily available information from the New World system on officer work load, including calls responded to, reports taken, available time, and time spent on other duties.
- B2.2 The SLPD should eliminate the rank of corporal and assign sergeants to supervise officers.
- B2.3 The SLPD should assign a lieutenant to oversee the patrol function. In times when there is a vacancy, a sergeant should be placed in this position with formal authority granted by the Police Chief and out of rank pay to differentiate the role.
- B2.4 SLPD should require officers to complete reports by the end of the shift they take the report.

B3 Equipment

Observations

Officer Equipment

Typical equipment utilized by patrol and other functions in the department were reviewed. All officers are issued a Glock handgun, with most officers also assigned a rifle, shotgun, taser, Laptop computer, and a digital recorder. The equipment observed appeared to be in working order. The patrol sergeant responsible for patrol operations maintains an Excel spread sheet noting all the equipment issued to officers. He also maintains their proficiency scores and AZ POST qualification information. The report provided indicated all officers had successfully qualified with their handgun and decision-making exercise mandated by AZ POST training for 2017. A few officers were noted as not qualifying with a rifle or shotgun, and consultants were advised those individuals did not carry these weapons.

The sergeant responsible for patrol noted that the department had an adequate supply of spare weapons with 12 spare handguns, 13 spare rifles, 3 spare shotguns, and 29 spare tasers.

Regarding laptops, the department currently issues one per officer and according to the communications supervisor, there are four spare laptops with potentially eight additional spares being purchased. There are also desktop computers for all administration personnel and three in the reporting writing areas.

According to the City Information Technology Department, the city runs a yearly computer asset report for the department to identify computers that are older than five years. Computers five years and older are added to the list of computer replacement, and this list is presented to City Council as a capital project expense. This capital project includes computer replacements for the City, and not just for Police Department. If budget permits, and the project is approved the department moves forward with the purchasing process. Once equipment arrives, installation and migration of data from old equipment begins. If the department wishes to purchase additional computer equipment that was not added to the capital project, then the department is responsible for providing the funds. Currently the age of the computers is less than 5 years, and in the past this has not been a problem regarding timely replacement.

Although digital recorders are issued to all employees, when interviewing and officer, they noted their recorder was not working and there were not spare recorders available.

Additional equipment noted included that the department was currently training all of the patrol officers on patrol bicycles and has obtained a fleet of eleven police bicycles (eight for patrol and three for training). The department plans to deploy officers on bicycles as needed to assist in responding when border traffic is high and with the Stonegarden federal grant, to assist border patrol. Further the department has special equipment such as thermal imaging cameras also utilized in cooperation with border patrol.

Vehicle Fleet

Staff advised that overall the fleet is in good operating condition. A variety of vehicles are being used, from Dodge Chargers, Chevy Tahoe's, pick-up trucks and older Crown Victoria's primarily used for spares or training. Vehicles inspected appeared to be overall in good condition with appropriate safety and other equipment installed. Again, no complaints from staff were noted on

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vehicles. Police vehicles in poor condition can have a negative impact on public perception of the police department. Vehicle appearance and condition is also important for the morale of the department personnel operating the vehicles. Police vehicles in today's law enforcement environment are considered a tool beyond simple transportation. The technology associated with police vehicles is extensive and provides everything from a mobile police office, to basic transportation.

The Department Fleet Supervisor noted that there was no regular line item or fleet replacement program. He stated that they request vehicles annually in the budget based on perceived needs.

Fleet Breakdown	
Patrol Cars	23
Spares	8
Supervisors	4
Motor Cycles (two out of service)	5
Detectives	5
Administration	3
OPSG (Operation Stonegarden)	4
Support Services	13
Special Services/Details	8

Conclusion

The SLPD provides appropriate equipment to officers including firearms and computer equipment. All equipment observed appears to be in working order, and staff did not note any specific issues with regards to equipment. Although computer equipment has a process for replacement, the final authority on purchase rests with the City Council.

The vehicle fleet appears to be adequate and overall in good working condition. There is no policy or procedure in place other than perceived needs in order to replace or rotate the fleet inventory.

No spare or replacement digital recorders are available.

Recommendations

- B3.1 Request City Council establish an ongoing five-year mandatory replacement policy for police computers independent of an annual review.
- B3.2 SLPD Command Staff should work with the City to establish and implement a police vehicle replacement policy with commensurate funding. A 3-5 year rotation should be considered to maintain the fleet in operating condition. The number of vehicles in the fleet should be determined by staffing needs.
- B3.2 SLPD should purchase spare digital recorders.

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B4 Facilities

Observations

The SLPD operates out of the police facility located at 1030 E Union St, San Luis, AZ. This modern facility is secured, and employees utilize proxy cards for access. There are training rooms, interview rooms, areas for each of the different sections of the police department such as communications, records, detectives, property and evidence, supplies and administration, as well as break rooms, lockers, and work out facilities.

The community can access the lobby of the building twenty-four hours a day, seven days a week. During normal business hours a receptionist from records provides service to walk in visitors. After business hours there is a phone in the lobby providing a direct line to SLPD communications personnel to address any requests.

Conclusion

The SLPD police operate out of a modern building that currently has adequate space and utilizes proper security methods for employee and public access.

Recommendations

None.



B5 Field Training

Observations

FTO supervisors involved in the Field Training Officer (FTO) program, indicated they follow the National Association of Field Training Officers, (NAFTO) program for Field Training. They advised that they and their FTO's attended NAFTO sanctioned training in Arizona. There are four officers currently actively available to train new officers. A copy of the FTO manual was provided, and the FTO supervisor noted that they have modified the NAFTO basic manual to meet the specific needs of SLPD.

The program appears to adequately follow typical FTO standards. The program involves phases, and daily notes, feedback, and checklists for skills demonstrated by the trainee. The program has flexibility regarding the need for additional training or for lateral transfers where officers may not need to go through the entire process as they already have the requisite skills.

All recent hires to San Luis have been lateral transfers that were AZ POST certified officers according to SLPD management. The FTO supervisor stated that they have decided to have these officers go through the entire process even though they were already certified officers. He stated this is not a policy but has been a practice.

The FTO program does not have regular, scheduled evaluations such as at one month, three months, and at the conclusion of the program.

Conclusion

The SLPD police has NAFTO trained supervisors and officers that run the FTO program. They utilize a standard manual and typical procedures such as training phases, daily feedback, and checklists for demonstrated skills. They do not however, use regular evaluations such as at one month, three months, and completion of the program. From a human resources standpoint, these evaluations will provide added risk reduction and ability to handle issues with a trainee on a more formal matter if needed.

Recommendations

B5.1 The SLPD should adopt a probationary performance evaluation for at least one month, three months, and completion of the FTO program. Samples can be obtained from other local agencies or from NAFTO.

Section C: Case Management / Canine / SRO

Section C	Case Management / Canine / School Resource Officer Program.	Page
C	Section C Summary	106
C1	Investigation Process	107
C2	Canine Program	115
C3	School Resource Officer Program	118

Section Summary:

- ❖ **Case Management:** SLPD utilize personnel from Patrol Division, Criminal Investigations Division (CID), and Records for case management of criminal and civil incidents. Excel spreadsheets are used by patrol and CID Supervisors to track investigative procedures and case status. The assessment personnel reviewed 20 patrol and 20 CID reports and overall, cases were properly investigated. However, approximately 33% of the patrol cases initiated in January of 2018 have not been submitted by the officer or approved by a supervisor. Patrol utilizes open, closed, and pending status categories for case disposition while CID only uses open and closed status categories. Completed investigations are stored in the RMS system and also within the Records Section. Records personnel forward and receive all information to the appropriate prosecuting agencies.
 - o **Recommendations: Eight**
- ❖ **Canine Program:** SLPD currently has one active canine, and two additional canines were recently purchased. Canine training is conducted weekly with personnel from other law enforcement jurisdictions. Documentation of training, deployments, and maintenance of canines is tracked in hard copy binders and the electronic PackTrack system. A draft policy provides documentation of proper canine handling and tracking procedures.
 - o **Recommendations: Two**
- ❖ **School Resource Officer (SRO) Program:** At the time of this assessment, SLPD did not have an assigned SRO for any of the schools within the district. The SLPD sergeants that oversee the SRO program are working with appropriate city and school district officials to complete a contract that would staff the San Luis High School with off-duty officers funded on overtime. An additional Neighborhood School Resource Officers (NSRO) position is also being sought by the SLPD to initiate awareness programs within all the schools within the district.
 - o **Recommendations: Three**

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C1 Investigation Process

Authorities

SLPD Policy 4.13

SLPD Policies 6.01,6.03,6.04,6.05,6.06

Observations

The San Luis Police Department (SLPD) criminal investigations process encompasses several components of the organization. Case management functions and the successful prosecution of criminal offenders involves personnel from the Patrol Division, Criminal Investigations Division, and Records Section. To determine the effectiveness of case management procedures, the assessment team conducted interviews, reviewed policy, and selected a sample of criminal cases in order to:

- Evaluate criminal investigation case management assignment, documentation procedures, and supervisory oversight to determine compliance with applicable reporting policies
- Review and evaluate the investigation of crimes from calendar years 2017 and 2018 to determine compliance with applicable reporting and investigation standards
- Determine if criminal cases are submitted for prosecution
- Verify assigned criminal investigators have attended case management training
- Ensure assigned criminal investigators have received performance evaluations and goals related to case management functions and duties

SLPD utilizes the electronic New World Records Management System (RMS) that has been in place since 2008. However, the department also maintains all case files in hardcopy that are stored on movable shelves in the secured Records Section at the SLPD.

Patrol Division

SLPD Patrol officers document and complete reports for criminal and civil incidents by responding to dispatched radio calls or through self-initiated proactive activity. Patrol personnel are primarily responsible for the documentation, follow-up investigation, and case management of misdemeanor offenses, felony property crimes, traffic collisions, and vehicle tows. If a serious crime occurs, the patrol officer or supervisor will contact the Criminal Investigations Division (CID) Sergeant by telephone to request a detective respond to the scene. Patrol initiates all original reports, and information is documented in police reports within the New World RMS and forwarded electronically to the immediate supervisor for review and approval. SLPD Patrol supervisors read all initial and supplement reports that are authored by assigned officers. Reports are reviewed for accuracy and follow-up to ensure probable cause is documented regarding arrest incidents. Patrol supervisors either return the report to the officer if more information is needed or document approval within the RMS for finalization. Officers prioritize investigations based on solvability and utilize open, pending, and closed categories to document current case status and final disposition. Officers have access to run a case management status report in the RMS by entering date ranges to determine current cases assigned.

At the beginning of calendar year 2018, SLPD Patrol supervisors implemented an Excel Spreadsheet Case Log that is tabbed by squad and documents the following:

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- Officer Name
- Report Number
- Report Type
- Date Created
- Date Submitted
- Date Approved
- Status Updates

The Spreadsheet is located on a SLPD electronic shared drive and is updated every 15 days by the patrol supervisors. Prior to 2018, reports were reviewed and approved by supervisors, however a case management oversight tracking system was not being utilized. There are five squads, four patrol and one support service squad that generate reports for criminal and civil incidents. A review of information documented in the Excel Spreadsheet Case Log from January 2018 documented the following for officers submitting cases for each squad:

Squad	Reports Created	Reports Completed & Submitted	Average Days to Submit for Approval	Reports Not Completed & Submitted	Average Days for Non-Submitted Reports*
A	66	60	11.15	6	19.83
B	81	50	4.70	31	24.12
C	46	42	5.30	4	24.50
D	58	46	5.47	12	20.16
SS	18	13	4.00	5	19.80
Totals	269	211	6.12	58	21.68

*January initiated reports not submitted for approval as of 02/15/18 as documented on the Case Log Patrol Excel Spreadsheet

A review of information documented in the Excel Spreadsheet Case Log from January 2018 revealed the following for supervisors reviewing and approving reports for each squad:

Squad	Reports Completed & Submitted	Reports Approved	Average Days for Approval	Reports Submitted & Not Approved	Average Days Submitted & Not Approved**
A	60	60	2.18	0	N/A
B	50	44	2.56	6	23.50
C	42	28	7.82	14	16.14
D	46	36	2.47	10	22.30
SS	13	12	3.41	1	19.00
Totals	211	180	3.14	31	16.18

**January submitted reports not approved as of 02/15/18 as documented on the Case Log Patrol Excel Spreadsheet

An analysis of the Patrol Excel Spreadsheet Case Log conducted by assessment team personnel on February 15, 2018, indicated the following:

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- **269** reports were generated by patrol and support service personnel
 - o 211 (78%) were completed and submitted for supervisor review
 - Reports were submitted on average of 6.12 days of the incident
 - o 58 (22%) reports were not submitted for review as of 02/15/18
 - Reports not completed are averaging 21 days past the date of the initial incident
- **211** reports were submitted for supervisor approval
 - o 180 (85%) were reviewed and approved
 - Approval was completed on average of 3.14 days
 - o 31 (15%) have not been approved as of 02/15/18
 - Reports not reviewed and approved are averaging 16 days past the time they were submitted by the officer

As of 02/15/18, 89 of 269 (33%) reports generated by patrol and support service squads in January 2018, still need to be completed by the initial officer or reviewed by a supervisor in order to be finalized.

Criminal case folders contain information such as crime reports, property and evidence forms, recorded interviews, medical reports, and other items pertinent to the investigation. Best practices for criminal investigations require that certain procedures be conducted. SLPD policy requires that basic investigative procedures such as interviews of suspects, victims, and potential witnesses; crime scene documentation such as photographing scenes and injuries, evidence collection, and impounding evidence to track chain of custody; supervisory review; and victim notification, should be conducted in these types of investigations.

During the assessment, a judgmental sample of 20 completed patrol and support service squad criminal reports were selected from the Excel Spreadsheet Case Log for January 2018 to determine if investigations were completed in accordance with SLPD policies and overall case management best practices. Each report was examined utilizing a Criminal Investigations Matrix form. The findings are as follows:

- All requested cases were located and provided to the assessor
- Each case folder contained a checklist documenting case activity
- Victim interviews were documented and recorded when necessary
- Suspect interviews were documented and recorded when necessary
- Photographs and crime scene evidence was handled appropriately
- Supervisor review was documented on original and supplemental reports
- In most instances cases were appropriately submitted for prosecution***
- "Furthers" were documented and responded to in a timely manner

*** Case 2018–0539 documented a female with a two-month old child slapped the boyfriend, all interviews were recorded and the case was closed. This is a domestic violence incident and although no injuries occurred, the case is still required to be submitted for prosecution.

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Criminal Investigations Division (CID)

CID Detectives are responsible for the investigation of serious felony criminal cases. CID receives the majority of cases to be investigated from the Patrol Division. In most instances Patrol takes the initial report and the Patrol Sergeant contacts the CID Sergeant to determine if the investigation will remain with the initial reporting officer or forwarded to the CID. The CID Sergeant reviews all serious initial incident reports that are completed by Patrol and assigns investigations to detectives.

Cases are primarily assigned to the weekly on-call detective. Each week one detective is responsible for all incoming cases during on and off-duty hours. The CID Sergeant evaluates current case volume and determines if a case needs to be assigned to another detective. Currently there are now four full-time detectives assigned after some personnel have returned from task force duties. Each detective is now on call usually one week each month. Investigations that require several interviews and the handling of numerous evidence items will usually have more than one detective assigned. Investigators document all case work and activity in supplement reports. All supplement reports are forwarded to the CID Sergeant for review and approval. To obtain investigative updates, the CID Sergeant meets with the assigned detectives and discusses progress or reviews generated supplement reports.

In 2017, the CID Sergeant was assigned and implemented case management tracking utilizing an Excel Spreadsheet. Prior to 2017, no SLPD personnel were able to provide information regarding the tracking of assigned CID investigations. The current Excel Spreadsheet documents:

- Report Number, Title and Date
- Assigned to detective Date
- Case is Open or Closed
- Current Disposition or Prosecution
- Updated Case Status Remarks

The Excel Spreadsheet documents 95 cases for calendar year 2017. There were 20 cases selected utilizing a judgmental sample for review by assessment personnel. These cases primarily documented significant violent felonies such as child abuse and molestation, sexual assaults, armed robbery, and aggravated assault. There were no homicides within the San Luis jurisdiction in 2017. The same Criminal Matrix Review form was utilized to determine case investigation procedures, and the findings are as follows:

- All requested cases were located and provided to the assessor
- Each case folder contained a checklist documenting case activity
- Victim interviews were documented and recorded when necessary
- Suspect interviews were documented and recorded when necessary
- Photographs and crime scene evidence was handled appropriately
- Evidence release procedures were conducted appropriately by detectives
- Supervisor review was documented on supplemental reports
- Cases were appropriately submitted for prosecution
- "Furthers" were documented and responded to in a timely manner

Once investigations are complete, the CID Sergeant reviews all supplement reports and initiates changes to the case status within the Excel Spreadsheet and RMS. At this time, only open and

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closed status categories are being used to document the disposition of a case regarding CID investigations. All reports and associated investigative documentation such as copies of audio and video files on CD are forwarded to Records to be incorporated into a hardcopy case folder.



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Records Section

The Records Section is assigned various functions and is a key component of the SLPD case management process. For several years, Records personnel have been tasked with maintaining hard copy investigation files. Each day information pertaining to finalized reports is forwarded to Records, and a manila folder is created with the assigned case number. The Records Detail maintains all report files, and all pertinent information is forwarded from investigators to be incorporated and maintained in the case files.

Records personnel assist the case management oversight function by completing the monthly Uniform Crime Report (UCR), reviewing reports for accuracy by ensuring dates are properly documented, and ensuring incidents with a report disposition actually have a report on file. Records also provides a court liaison role by forwarding completed cases and receiving “furthers” from prosecuting agencies. “Furthers” requiring information from investigating officers or detectives are immediately forwarded by email and copied to the immediate supervisor to ensure they are addressed in a timely manner. All responses to “furthers” require a supplement report along with supervisor review and approval.

Training

Interviews were conducted with the assigned CID Sergeant, a senior criminal investigator and two detectives that recently transferred into the unit. Feedback was solicited regarding training opportunities, adequacy of attended training, and recommendations to improve training. SLPD personnel receive training from bulletins, email, and information from the CID Sergeant.

The CID Sergeant has recently attended Internal Affairs and Law Enforcement Inspections training but seeks additional case management training to assist with managing a criminal investigations unit. The senior criminal investigator stated that he has attended several case management training seminars and classes, however he still seeks additional training regarding death investigations to enhance investigative practices. Both of the officers recently transferred to CID expressed the need to attend case investigation training.

Performance Evaluations

Interviews were conducted with the aforementioned personnel regarding the development of performance evaluation objectives, employee input, and the effectiveness of the rating process. Each stated they had a performance evaluation completed during the last year and that objectives were applicable to assigned functions. The CID Sergeant also meets with each detective to obtain input and feedback while developing performance evaluation goals. In addition, the CID Sergeant provides a specific list of expectations for all assigned employees.

Policy

Interviews were also conducted with the aforementioned personnel regarding access to applicable case management policies, determining if policies are consistent with case management practices, and recommendations to improve policy if needed. The CID Sergeant often refers to the departments case management policies, however the assigned detectives do not routinely utilize policy and did not seem to be aware of specific case management procedures.

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The SLPD has procedures that pertain to case management functions and responsibilities outlined in the following policies:

SLPD Policy Number	Subject	Issue / Revision Dates
4.13	Report Writing	07/30/07 / N/A
6.01	Crime Scenes	07/01/07 / N/A
6.03	Invest. Child Abuse	07/31/07 / N/A
6.04	Criminal Investigation	07/31/07 / N/A
6.05	Invest. Missing Persons	N/A / N/A
6.06	Domestic Abuse	07/31/07 / 08/15/08

A review of the listed policies by assessment personnel indicated that policies were very general and, in some instances, utilized unusual terminology, for example, as documented in policy 6.06 Domestic Abuse page three under “Responding Officer Procedures” item seven – “Interview any children separately. They don’t know to lie.”

It was also noted that policies lack a consistent numbering pattern when trying to identify information or if needing to be referenced in a department administrative investigation. Finally, as noted in the table, most case management policies have not been reviewed and updated since 2007; only the Domestic Abuse policy was updated in 2008.

Conclusion

SLPD utilize personnel from Patrol, the Criminal Investigations Division, and Records for case management of criminal and civil incidents. Excel Spreadsheets are used by patrol and CID Supervisors to track investigative procedures and case status. The assessment personnel reviewed 20 patrol and 20 CID reports and overall, cases were properly investigated. However, approximately 33% of the patrol cases initiated in January of 2018 have not been submitted by the officer or approved by a supervisor as of February 15, 2018. CID case updates are documented by the detectives when completing supplement reports. Patrol utilizes open, closed, and pended status categories for case disposition while CID only uses open and closed status categories. Completed investigations are stored in the RMS system and also maintained in hardcopy with any additional documentation such as a copy of audio and video evidence within the Records Section. Records personnel forward and receive all information to the appropriate prosecuting agencies.

Recommendations

- C1.1 SLPD officials should develop and incorporate into department policy the required use of electronic reporting within the RMS. Policy should be specific to include the use of “Ticklers” and “Actions” in order to accurately track case management procedures.
- C1.2 SLPD officials should develop mandatory time periods (such as 30 days or monthly) requiring supervisors that have personnel with case management responsibilities to run Case Management Status reports. Officers should be required to generate an investigative update within 30 days of a case being assigned for further investigation. Supervisors should review and forward reports back to officers if needing more

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information or approve and finalize within seven days of submission by the officer. These time periods should be documented in department policy.

- C1.3 The SLPD Records Section should continue to be the point of contact to receive “furthers” from prosecuting agencies. Records personnel should enter the “further” into the RMS and forward to the appropriate supervisor. The supervisor should set a Tickler for follow up to ensure the officer has addressed the request. The officer should be required to document the activity in the Actions module of the RMS.
- C1.4 SLPD officials should determine a time period to review both patrol and CID past cases that were initiated prior to the Excel Spreadsheet tracking procedures or implement a “go forward” date and implement an action plan that ensures department personnel are properly trained to utilize and enter information accurately into the RMS. In addition, quality assurance measures should be developed, and reviews should be conducted by RMS System Administrators to ensure the integrity of the data entered is accurate and reliable.
- C1.5 SLPD officials should develop and implement a plan to conduct a complete review of all sex crimes for either a three-year period based on solvability factor and ability to contact victim/suspect/witnesses, or a seven-year period based on statute of limitations legal requirements. This should also include a review of sexual assault kits to determine if appropriate testing has been completed and documented.
- C1.6 SLPD officials should increase accountability within all components of the organization effecting case management procedures by developing and implementing an inspection process outside of immediate supervisor control.
- C1.7 SLPD should review and update all case management policies and ensure procedures are in line with criminal investigation best practices. Also, case status dispositions should be consistent for Patrol and CID.
- C1.8 SLPD should develop a checklist and have detectives attend appropriate classes to ensure they receive proper case investigation training. Supervisors should also attend case management training. All training should be maintained by the assigned supervisor and Records personnel.

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C-2 Canine Program

Authority SLPD Policy Manual 311 – Draft Policy

Observations

The SLPD currently has a canine program consisting of one in-service and two additional canines that were purchased during the assessment period. At this time, there is one assigned handler of the in-service canine and two positions that will be filled in the near future for additional handlers of the new canines. The program is supervised by the Criminal Investigations Division (CID) Sergeant and a Corporal assigned to patrol functions as well as the canine unit.

The SLPD canine program was established to augment law enforcement services for activities pertaining to locating and apprehending criminal suspects and detecting narcotics items. The current active canine unit provides coverage on various days and hours for approximately 28 hours a week of on duty time and is available to be called out during off hours if needed. The canine and handler attend eight hours of training each week with half the time dedicated to patrol activities and the remaining time to narcotic functions. Training is conducted with other law enforcement agencies including the Department of Corrections, Yuma PD, and Border Patrol personnel. During training, the canine is available to respond to an incident if needed. There are four hours per week provided for care and maintenance of the canine and equipment. The canine unit provides a patrol function when not in training primarily responding to alarm calls and providing back up to other officers on radio calls and traffic stops.

On an annual basis, a canine is required to pass an evaluation and certification by the National Police Canine Association (NPCA) to maintain a current deployment status. Narcotic detection certified canines are required to have both a NPCA certification and a certification from the National Narcotic Detector Dog Association (NNDDA). The handler maintains a three-ring binder notebook which contains the original certifications, medical records, and other miscellaneous documents for the assigned canine. All training is designed to meet or exceed the National Police Canine Association (NPCA) guidelines which requires proficiency in the following:

- Obedience
- Building Search
- Area Search
- Criminal Apprehension
- Temperament

The deployment of a canine is regulated by Arizona Revised Statutes (ARS 11-1025(B)) which according to SLPD draft policy 311.2 states that a canine may be used in the investigation of a crime or a possible crime, in the service of a warrant, and to locate a missing person or apprehend a suspect if the canine handler reasonably believes that the individual has either committed or threatened to commit any serious offense and if any of the following conditions exist:

- There is reasonable belief the individual poses an imminent threat of violence or serious harm to the public or the handler

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- The individual is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance
- The individual is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public

Assessment personnel reviewed canine deployment logs documented in the PackTrack electronic tracking system from December 2016 through January 2018. During this time period, there were two active canine units, in which one recently retired. PackTrack documents the following:

- Case Number
- Date
- Search Areas
- Alerts/Indications
- Items Seized
- Deployments Bite Arrests
- Non-Bite Arrests

All information was well documented and handlers enter information in PackTrack during assigned shifts. The PackTrak program also provides analytical reports regarding:

- Deployments by day, week, and month
- Requests and responses to other law enforcement agencies
- Patrol Arrests
- Detection Statistics
- Drug and Drug Paraphernalia Indications

SLPD supervisors stated there has only been one canine bite in the last eight years. This incident occurred approximately four years from the time of this assessment and was documented in a use of force report.

All handlers maintain the assigned canine at their residence. Each is provided a marked vehicle by the department with safety features including temperature controls that will alert the handler by activating the light bar and noise from the siren during excessive heat conditions. Handlers are provided food and other needed equipment by the department along with a city issued credit card to purchase any needed items. Receipts must be provided to the immediate supervisor for review and approval.

Assessment personnel reviewed SLPD draft policy 311 Canines. The policy documents the following:

- Purpose and Scope
- Guidelines for the use of Canines
- Preparations for using a Canine
- Warnings given to announce Canines
- Use of Narcotic-Detection Canines
- Reporting Canine Injuries
- Request for Public Demonstrations
- Handler Compensation

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- Emergency and Non-Emergency Medical Care
- Training
- Continuous Training

The draft policy contains detailed information that provides handlers and supervisors proper procedures for training, deployments, documentation, and maintenance of canines.

Conclusion

SLPD currently has one active canine and two additional canines were recently purchased. Canine training is conducted weekly with personnel from other law enforcement jurisdictions. Documentation of training, deployments, and maintenance of canines is tracked in hard copy binders and the electronic PackTrack system. A draft policy provides documentation of proper canine handling and tracking procedures.

Recommendation

- C2.1 SLPD Command Staff should incorporate draft policy “311 Canines” into current policy. This will provide proper procedures for utilizing and managing canine units.
- C2.2 SLPD should consider assigning a dedicated supervisor to the canine program if all three canine units become operational. This will ensure proper oversight of a high-risk enforcement function.



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C3 School Resource Officer Program

Authority SLPD 6.12 Safe Schools Program

Arizona Department of Education School Safety Program Guidance Manual

Background

In July 2017, the Arizona Department of Education (ADE) provided an updated version of the School Safety Program Guidance Manual. The School Resource Officer (SRO) program was established in 1994 with the passing of ARS 15-154, implementing the School Safety Plan to enhance safety at schools. Through this plan, school districts may employ SROs by either requesting a Safe Schools grant from the Arizona Department of Education (ADE) or utilizing city budget funds.

SROs funded by the Safe Schools grant are required by the ADE to complete specified supplementary training during the three-year grant cycle. Officers must attend New Officer Training within the first year of their assignment as an SRO. Each subsequent grant year, SROs, as well as their supervisors, are required by the ADE to attend a Law Related Education (LRE) Academy training (provided by the Arizona Foundation for Legal Services and Education, AZFLSE).

The Safe Schools grant also requires SROs to provide 180 hours of LRE instruction per school year. This includes at least 80 hours of LRE classroom instruction to ongoing cohort groups of students, and at least 100 hours of universal LRE instruction. Officers are required to keep a weekly activity log that tracks LRE instruction hours, along with other daily activities.

Observations

Assessment personnel met with the Criminal Investigation and Patrol Division Sergeants. At this time, SLPD does not have a School Resource Officer (SRO), however the department is in the process of hiring an NSRO (Neighborhood School Resource Officer). The NSRO would be assigned to all thirteen schools within the district to work various times at each location. The primary responsibilities for this position will be to develop programs regarding:

- Drug Awareness
- Teen/Youth Dating Violence
- Sexting
- Assess Active Shooter Response and Enhance School Safety

In addition, SLPD is also working with the City Attorney and the local School District to complete a contract that would provide an assigned police officer to the San Luis High School. This position would be staffed utilizing overtime hours to cover the days school is in session. The contract would be for three years requiring 180 days of coverage at a rate of \$45.00 per hour for an eight-hour shift.

The current SLPD Safe Schools Program policy 6.12 documents the following:

- Responding to calls for service at school locations
- Interviewing and Interrogating students
- Arrest and removal of students
- Searching students and property

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The policy provides detailed procedures for responding to calls for service and conducting criminal investigations on school property and ensuring school officials are contacted and notified of police activity. The policy does not provide specific procedures for SROs regarding non-criminal contacts, providing LRE instruction, and documenting non-enforcement activities.

Conclusion

At the time of this assessment, SLPD did not have an assigned SRO for any of the schools within the district. The SLPD Sergeants that oversee the SRO program are working with appropriate city and school district officials to complete a contract that would staff the San Luis High School with off-duty officers funded on overtime. An additional NSRO position is also being sought by the SLPD to initiate awareness programs within all the schools within the district.

Recommendations

- C3.1 SRO supervisors should consider updating the Safe Schools Policy 6.12 by adding a reference link to the ADE School Safety Program Guidance Manual. This will provide best practices regarding current requirements and expectations related to SRO positions.
- C3.2 SRO supervisors should ensure that full time SROs are in compliance with the ADE requirements for training, to include new officer training (within one year of assignment) and subsequent annual LRE mandates.
- C3.3 SRO supervisors should develop and implement a standardized daily/monthly LRE instruction hours tracking instrument that corresponds with the information collected for the ADE required SRO weekly activity log.



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Attachments (digital version)

1. Recommendations Spreadsheet
2. Contributing Project Consultants Information
3. SLPD Polices and Procedures
4. Internal Affairs Forms
5. Property and evidence policies and forms
6. Field training manual, property and evidence custodian
7. Evidence Division policies and guidelines, PowerPoint
8. Yuma PD Property Assessment Memo
9. Citizen complaint form in Spanish
10. Supplemental Use of Force form
11. City of San Luis Job Descriptions
12. SLPD organizational charts
13. Criminal investigations review matrix
14. Patrol Schedule
15. International Association of Property and Evidence (IAPE) Standards / digital version available at <http://home.iape.org/evidence-resources/iape-documents.html>
16. Call Classifications (NIJ)

Attachment 1

San Luis PD

Organizational Assessment

Recommendations
Spreadsheet



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Department / Function: San Luis Police Department

Department / Function Head: Police Chief

Audit Liaison: To be determined

Audit: San Luis Police Department Organizational Assessment

Rec. #	Recommendation	Action Plan	Target Date
Section A1 Administration			
A-1.1 Executive Administration			
A1.1.1	The City should consider the importance of stability and consistency in police leadership in its selection of a full-time police chief. Consideration should be given to city management advising all employees of the Police Department of the city's commitment to providing long-term stability in the position of police chief. Consideration should be given for a two to three-year contract for the next police chief.		
A1.2	Department Staffing		
A1.2.1	SLPD Command Staff and City Management should develop and implement an organizational structure with fewer ranks that is more commensurate with the size of the organization. See suggested basic supervisor organization chart in the attachments.		
A1.2.2	SLPD Command Staff should develop and implement a staffing model that takes additional variables into consideration. Workload, response times, crime rates, and officers per capita should be examined prior to making manpower and deployment decisions. These analyses should be completed regularly so that seasonal fluctuations are considered. See Attachments, articles by Wilson and McCabe.		
A1.2.3	SLPD Command Staff along with City Management should develop and implement a plan to identify service expectations from the police department in order to determine future staffing levels needed to meet those needs. Decisions to provide proactive patrol, community policing strategies need proper funding and support to be successful.		
A1.2.4	The city of San Luis should consider the impact of low pay on morale and attracting the best candidates for police positions in the city. Adjusting the pay to bring it in line with other agencies of a similar size would be appropriate.		
A1.2.5	SLPD Command Staff and City Management should develop a pay structure that ensures supervisors are paid more than their subordinates.		
A1.2.6	SLPD Command Staff should develop and implement a plan to conduct citizen surveys and town hall meetings with cross		



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Rec. #	Recommendation	Action Plan	Target Date
	sections of community members to solicit feedback and build relationships with the community as well as provide the community with information on progress toward goals. Identifying community expectations will help with determining staffing needs. Further, community engagement to assist in the departments goals should lead to additional volunteerism, community support in solving crimes, and better police / community relations.		
A1.3 Policies			
A1.3.1	SLPD Command Staff should develop and implement a plan to utilize their LEXIPOL subscription, and immediately begin the process of updating all Police Department policies.		
A1.3.2	SLPD Command Staff should develop and implement a process to review all "directives" to determine those to be retained or removed. Retained "directives" should be incorporated in policy when appropriate.		
A1.4			
A1.4.1	The SLPD should develop and implement a dashboard within the New World Records system to track crime trends and other factors such as response time and UCR crime rates.		
A1.5 Performance Evaluations			
A1.5.1	SLPD Command Staff should develop and implement a process to provide training to supervisors on the proper use of evaluations. Require all goals to be SMART goals, Specific, Measurable, Achievable, Results-focused and Time-bound.		
A1.5.2	SLPD Command Staff should require supervisors to thoroughly complete evaluations and provide examples of specific performance / task completed as often as possible.		
A1.5.3	SLPD Command Staff should develop and implement a program to train supervisors on preparing balanced evaluations that do not overly emphasize certain negative performance issues when employees demonstrate success in other areas of performance.		
A1.5.4	SLPD Command Staff should develop and implement a policy requiring supervisors to meet with employees at least quarterly to review and document performance with employees and to go over any deficiencies and strengths being observed in their performance.		



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Section A2 Administrative (IA) Investigations			
A2.1 Complaint Intake Process			
A2.1.1	SLPD Command Staff should ensure the citizen complaint policy is posted in a conspicuous location in the police lobby. A conspicuously posted sign / placard in English and Spanish should briefly advise citizens to contact the Records Clerk for information to make a citizen's commendation or complaint.		
A2.1.2	SLPD Command Staff should ensure the citizen complaint packets are revised to add a section for a citizen comment / commendation and to collect additional information and reflect generally accepted practices.		
A2.1.3	SLPD Command Staff should ensure citizen comment forms and complaint packets are readily available at the SLPD station and City facilities to the public in both English and Spanish.		
A2.1.4	SLPD Command Staff should ensure the citizen complaint policy and procedures are posted on the SLPD website in English and Spanish.		
A2.1.5	SLPD Command Staff should develop and implement a process to track all complaints, to include those handled informally by supervisors as inquires or service complaints.		
A2.2 Documentation / Investigative Procedures			
A2.2.1	SLPD Command Staff should develop and implement a manual for supervisors to provide step by step procedures, complete with templates and exemplars, regarding citizen contacts with the police department regarding police performance to include commendations, complaints and IA investigations.		
A2.2.2	SLPD Command Staff should develop and implement a discipline matrix to ensure consistent discipline for SLPD personnel.		
A2.2.3	SLPD Command Staff should develop and implement a policy to create a Memorandum of Understanding (MOU) with any department or agency, not in the City Government of San Luis, for any misconduct investigations conducted by SLPD for another agency. This will reduce exposure to civil litigation / liability.		
A2.3 Tracking and Supervisory Oversight			
A2.3.1	SLPD command staff should develop and implement a policy and procedure to document and track citizen inquires or service complaints.		
A2.3.2	SLPD command staff should develop and implement categories for all complaints to include: •Citizen Inquires, to include service related inquires		



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	•Citizen Complaints (those investigated by an employee's supervisor) •Supervisory Initiated Investigations •Internal Affairs Investigations •Shooting Investigations		
A2.3.3	SLPD command staff should develop and implement a plan to purge or locate IA files to comply with Arizona State Records Retention Law.		
A2.3.4	SLPD command staff should develop and implement a policy and procedure to document any files removed from the IA file room.		
A2.3.5	SLPD command staff should develop and implement a policy and procedure to conduct a monthly or quarterly review of all inquiries and complaints by the IA Sergeant and the Police Chief to identify any trends and to ensure all misconduct is properly documented and investigated.		
A2.3.6	SLPD command staff should develop and implement a policy and procedure to retain all commendations received by SLPD employees.		
A2.3.7	SLPD command staff should develop an Early Intervention System (EIS) to identify and assist employees with problematic performance issues.		
A2.4 Internal Controls and Policies			
A2.4.1	SLPD command staff should develop and implement a plan to update the SLPD policy to incorporate provisions of Arizona Revised Statutes Title 38, Chapter 8.		
A2.4.2	SLPD command staff should develop and implement a manual for supervisors to provide step by step procedures, complete with templates and exemplars, regarding citizen contacts with the police department regarding police performance to include commendations, complaints and IA investigations.		
A2.5 Supervisors / Training			
A2.5.1	SLPD Command Staff should develop and implement an outline and course (training) for use of force and citizens' complaint receipt and investigations to be taught internally to all supervisors. The training should be conducted after the policy and procedures are updated as outlined in this assessment.		
A2.6 Professional Standards Staff			
A2.6.1	SLPD Command Staff should develop and implement a plan to acquire IA software. This will provide investigations tracking and allow significant data analysis and align with generally accepted practices.		



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A3 Use of Force			
A3.1 Policies and Procedures			
A3.1.1	Command Staff should develop and implement the use of software for a digital use of force form for all use of force reporting and analytics. See related recommendation A2.6.1.		
A3.2 Documentation			
A3.2.1	The SLPD Command Staff should develop and implement a comprehensive use of force reporting system to include analysis of use of force data consistent with generally accepted practices reporting requirements. Quarterly UOF reports should be provided to command staff for review.		
A3.3 Use of Force Internal Controls / Policies			
A3.3.1	SLPD Command Staff should develop and implement a plan to utilize its current contract with LEXIPOL to update all their UOF policies, with those provided by LEXIPOL. See A.1.3.1.		
A3.3.2	SLPD Command Staff should research and implement a policy detailing in more specific terms use of force reporting and the formats to be used.		
A3.3.3	Regarding supervisor responsibility, SLPD Command Staff should research and implement a policy requiring that a supervisor respond to the scene of a Use of Force incident.		
A3.3.4	SLPD Command Staff should develop and implement the categories and elements in line with generally accepted practices for Use of Force reporting requirements and maintain the information in a digital database with fields to capture the required information at the time of the incident. This will significantly enhance the data collection and analytics of the data.		
A3.3.5	SLPD Command staff should ensure all sworn personnel attend scenario-based de-escalation UOF training.		
A3.3.6	SLPD Command Staff should ensure all sworn personnel attend basic scenario based mental health crisis response training.		
A3.3.7	SLPD Command Staff should develop and implement a program for crisis intervention training (CIT) to provide enhanced training for selected officers to deal with, and assist other officers, with individuals with mental health crisis.		
A3.3.8	SLPD Command Staff should consider having an outside agency conduct UOF criminal investigations involving death or serious injury.		



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A4.1 Pursuits			
A4.1.1	Command Staff should develop and implement the use of a digital pursuit form for all pursuit reporting, develop quarterly reports and provide analytics.		
A4.1.2	SLPD Command Staff should develop and implement a plan to utilize their LEXIPOL contract to update all pursuit policies. Related to Recommendation A1.3.1		
A5 Property and Evidence			
5.1 Evidence Intake			
A5.1.1	SLPD Command Staff should develop and implement an intake process requiring officers to enter the property and evidence information only one time in the RMS. Potentially increasing efficiency and reducing input errors.		
A5.1.2	SLPD Command Staff should eliminate the handwritten log and tag process with dispatch. LERMS should be utilized to create the tag number and document items impounded.		
A5.1.3	SLPD command staff should work with the RMS vendor and/or Yuma PD, to provide training to the Property Custodian and Detectives regarding the full capabilities of the LERMS software.		
A5.2 Internal Tracking and Consolidation			
A5.2.1	The SLPD Executive Staff should develop and implement internal tracking and consolidation policies and procedures to comply with IAPE Standards. Utilize the recommendations from the Yuma Police Department assessment memo to assist in this process		
A5.2.2	Bankers' boxes should be utilized to store evidence on the shelving. Each box should be barcoded as a location. Individual evidence should be barcoded and labeled, then stored within a box on the shelf. Multiple cases can be stored within each box, maximizing storage space.		
SECTION B: Active Evidence & Release Procedures			
A5.3 Property Purge			
A5.3.1	SLPD Command Staff should ensure that the Property Custodian and Case Agents develop an action plan for periodically reviewing past investigations to determine if cases have been adjudicated or surpassed statute of limitations requirements (IAPE Standard 14.1). Property associated with these cases should be released whenever possible. This action plan should be documented and submitted to the chain of command for review and implementation.		
A5.3.2	SLPD Command Staff should ensure that appropriate department personnel research the capabilities of the RMS to determine if a digital Property Disposition Form can be		



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	developed and forwarded by case agents after receiving approval for disposal by the appropriate court. Electronic notification will increase efficiency and tracking for releasing and purging items.		
A5.3.3	The Property Custodian should enter into the RMS an owner notification date and disposal date for found and safekeeping property items. These dates should prompt the Property Custodian to appropriately handle the notification and disposal of these items in a timely manner.		
A5.3.4	SLPD should obtain an electronic / digital signature pad to capture signatures of those receiving and returning property, which would eliminate the need for the paper form and reduce the amount of work being performed by the technician.		
A5.3.5	The Property Custodian should generate a Property for Disposal Report with date ranges prior to a disposal process that documents: • Item Number • Case Number • Owner Name (if Applicable) • Received Date • Item Description • Targeted Disposal Date • Disposed of (Yes, No) • Disposition of Item This report should be reviewed and approved by the Sergeant that oversees the Evidence Room prior to the disposal process.		
A5.3.6	Property items identified and pulled for disposal should be maintained in a secure area segregated from active evidence. Updates should be made in the RMS that the item is marked for disposal and stored in a designated disposal area that coincides with an RMS location.		
A5.3.7	SLPD Command Staff should have the Property Custodian develop an annual report that documents pertinent information such as the number of items entered into property and the number of items released for disposal. This would assist with identifying trends so that Command Staff can monitor property intake and allocate additional resources if needed for purging.		
A5.4 Missing Property			
A5.4.1	SLPD Command Staff should develop and implement a plan to conduct an inventory of the property room. If possible, The Finance Department Inventory should be utilized as a starting point to reduce the workload. During the inventory all items available for disposal should be disposed of. All items should be barcoded. This should be done in coordination with recommendation A5.4.2.		
A5.4.2	SLPD Command Staff should develop and implement a policy and specific procedures for missing property (IAPE standard 15.1).		



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A5.4.3	SLPD Command Staff should utilize all necessary resources to immediately conduct a review to resolve any documented issues and discrepancies from the inventory and section B of this report. The Finance Department Inventory should be utilized as a starting point. This may include: • Documenting an item is missing or a chain of custody issue in the RMS • Supplementing the police report / notification to the case agent and or prosecutor • Determining if a formal investigation should be initiated if there is any indication of misconduct or neglect The results of this review should be documented in a memorandum to the Police Chief.		
A5.5 Property out for Court and Lab			
A5.5.1	SLPD Command staff should establish and implement a process that ensures the Property Custodian documents appropriate updates in the RMS regarding items out to court and the lab. This should include the use of tickler file or notification system in the RMS, to notify the Property Custodian when an item is out the court and has not been returned. This will provide better tracking and enable lists to be generated to determine the status of an item.		
A5.5.2	SLPD Command staff should ensure that the Property Custodian develop and implement a process that periodically (such as quarterly) contacts court personnel to determine the status of evidence items and facilitate the return if it is no longer needed for court proceedings.		
A5.5.3	SLPD Command Staff should develop and implement a policy for officers to check out property. The policy should require officers to provide a court subpoena to the Property Custodian prior to providing an item needed for court. This will increase accountability and ensure proper chain of custody procedures are followed.		
A5.5.4	SLPD Command Staff should develop and implement a process to standardize and track all SLPD forms by assigning form numbers and revision dates. Forms should only be available to staff in a fillable PDF format. This reduces the chance of informal revisions.		
Active Evidence and Release Procedures			
A5.6 Drugs			
A5.6.1	SLPD Command Staff should research the location of missing items. The results should be documented in a memorandum and in the New World RMS. If unable to locate the item, the related criminal report should be supplemented as well, and the appropriate case prosecutor notified. This should be coordinated with the property and evidence room inventory recommendation (A5.4.1) in this assessment.		



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A5.6.2	SLPD Command Staff should develop and implement a process to segregate and secure drugs staged for disposal from all other property. NOTE: Items awaiting destruction should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The "rule of two" principle should be utilized for these items. A "rule of two" may be created by using two different locks on the storage container, locker, or room/vault. Each person (i.e. Property Custodian and Command Staff) would possess one of the keys, requiring both to be present to access the secure items.		
A5.6.3	SLPD Command Staff should develop and implement a process to segregate and secure drugs from the drug take back program from all other property. NOTE: Take back drugs should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The "rule of two" principle should be utilized for these items as noted in Recommendation B1.2.		
A5.6.4	SLPD Command Staff should develop and implement a policy to address the take back drug process.		
A5.7 Firearms			
A5.7.1	SLPD Command Staff should research the location of missing items. The results should be documented in a memorandum and in the LERMS. If unable to locate the item, the related criminal report should be supplemented as well, and the appropriate case prosecutor notified. This should be coordinated with the property and evidence room inventory recommendation in this assessment. See also Recommendation # A5.4.1.		
A5.7.2	SLPD Command staff should develop and implement a plan to ensure that firearms pending sale / destruction be stored in a higher level of security location separate from other property. NOTE: Items awaiting destruction should not be commingled with other property but should be segregated from other types of property and stored in a designated secure location while awaiting destruction. The "rule of two" principle should be utilized for these items. A "rule of two" may be created by using two different locks on the storage container, locker, or room/vault. Each person (i.e. Property Custodian and Command Staff) would possess one of the keys, requiring both to be present to access the secure items.		



San Luis Police Department
Responses to Audit Recommendations



A5.8 Vault and Currency			
A5.8.1	SLPD command staff should ensure all discrepancies found in the inventory are reconciled or investigated as warranted and properly documented in LERMS. Related to Recommendation # A5.4.1.		
A5.8.2	SLPD should contact a local lock and safe company and have the floor safe reconditioned for ease of operation, remove the wheels, then bolt it to the floor or attach it to a pedestal and bolt it to the wall and use it to store currency and valuables.		
A-5.9 Biological Evidence			
A5.9.1	A5.9.1 SLPD Command Staff should develop and implement a plan to conduct a complete inventory of all items in the refrigerator and freezer. This inventory should include checking all items for proper documentation in RMS. In addition, barcodes should be generated and affixed to any items without barcodes This will assist with future consolidation and disposal procedures. Results of the inventory should be documented in a memorandum to the Police Chief. Items that cannot be accounted for should be documented in the RMS as well as in the related criminal investigative reports, and applicable prosecutorial agencies should be notified. Related to Recommendation # A5.4.1.		
A5.9.2	An alarm system for the refrigerator and freezer temperatures should be installed.		
A5.9.3	The combination for the drying cabinet should be located to make the cabinet operable. The cabinet should be checked to determine if the two items, shown in LERMS, are in the cabinet.		
A5.9.4	Barcodes should be placed on the shelves in the refrigerator and freezer to designate locations in LERMS.		
A5.10 General Property			
A5.10.1	SLPD Command Staff should ensure a complete inventory of all items in the general property area is completed. Items identified as having no evidentiary value should be disposed of. The inventory should include checking all items for proper documentation in RMS. In addition, barcodes should be generated for all items in the general property area. This will assist with future consolidation and disposal procedures. Results of the inventory should be documented in a memorandum to the Police Chief. Items that cannot be accounted for should be documented in the RMS as well as in the related criminal investigative reports, and applicable prosecutorial agencies should be notified. Related to Recommendation # A5.4.1.		
A5.10.2	All drugs and related items needing to be retained as evidence should be moved to the Drug Room. The status of the new location should be updated in the RMS.		
A5.10.3	The storage shelves and floor locations being utilized in the Back Room should be numbered, and the corresponding number should be added to New World as a storage location.		



San Luis Police Department
Responses to Audit Recommendations



	For floor storage, paint or tape squares on the floor, which are then numbered for storage of larger items and larger boxes.		
A5.11 Vehicle Impound Lot			
A5.11.1	SLPD command staff should ensure the vehicles in the lot are reconciled and documented in the LERMS and properly tagged.		
A5.12 Policy and Control Review			
A5.12.1	SLPD command staff should develop and implement a plan to replace all evidence policies with LEXIPOL policies and revise as needed to meet IAPE standards and SLPD departmental procedures / city ordinances and any applicable state laws and best practices.		
A5.13 Inspections and Audit Process			
A5.13.1	SLPD command staff should ensure that an inventory of the property room is conducted and properly documented in the near future. This may be conducted in concert with a property purge process. Related to Recommendation A5.4.1.		
A5.13.2	SLPD command staff should develop and implement inspections methodologies as well as a schedule for the Property Supervisor to ensure that comprehensive Property Room inspections are completed regarding the performance of the Property Custodian. This process should include documentation to verify SLPD management review and approve the inspections.		
A5.13.3	SLPD command staff should develop and implement audit and inventory methodologies as well as a schedule for the Property Supervisor to ensure that audits and inventories as required by IAPE standards are completed. This process should include documentation to verify SLPD management review and approve the audits and inventories.		
A5.14 Property and Evidence Facility			
A5.14.1	SLPD command staff should work with City IT to determine the status of several cameras which do not appear to be monitored and increase the video retention time to 3 years to comply with IAPE Standard 8.9.		
A5.14.2	SLPD command staff should develop and implement a plan to install alarms on all doors leading into the property room to include the two storage rooms as well as the counter area security screen. These alarms could be monitored by dispatch.		
A5.14.3	SLPD command staff should develop and implement a key access policy to ensure the property room key/s are adequately secured with a system to document any after-hours access or access made not in the presence of the Property Custodian/Supervisor.		
A5.14.4	SLPD command staff should develop and implement an inspections plan to require Internal Affairs or Quality Assurance to conduct periodic integrity surveillance video review of evidence room videos.		



San Luis Police Department
Responses to Audit Recommendations



A5.15 Staffing			
A5.15.1	SLPD command staff should ensure that the Property Custodian attend ongoing property and evidence related training.		
Section A6 Communications			
A6.1 Operations			
A6.1.1	SLPD Command Staff should develop and implement a process to identify non-emergency or low priority calls and alternatives to addressing these types of calls.		
A6.1.2	SLPD Command Staff should work with the Yuma Regional Communications System (YRCS) staff to establish and implement a call priority designation with 3 priorities. This priority system should be based on generally accepted practices (see attachment). Once prioritized and barring additional information, calls should be handled "first in first out."		
A6.1.3	SLPD command staff should work with the Yuma Regional Communications System (YRCS) Information Technology (IT) group to train personnel (using vendors if needed) on existing software to create and implement new reports to ensure software is properly utilized to its full potential.		
A6.1.4	SLPD Command Staff should work with Yuma Regional Communications System (YRCS) Information Technology IT to train personnel (using vendors if needed) to improve Computer Aided Dispatch (CAD) data extraction for analysis by SLPD staff. Data provided in the New World Dashboard or in other reports will allow for easier analysis of information from CAD, including officer available time to more detailed analysis of time spent on calls, etc.		
A6.1.5	SLPD Command staff working with Communications should establish and implement a plan to meet the NENA standard goal of answering 90% of 911 calls within 10 seconds during peak times.		
A6.2 Supervision			
A6.2.1	SLPD should consider a second supervisory position or at minimum two "lead," dispatcher positions, in order to have at least two or three individuals trained to handle issues with the 911 system, serious emergency response and act in a supervisory capacity in the absence of the supervisor.		
A6.3 Quality Control / Inspections			
A6.3.1	A6.3.1 Establish and implement a policy requiring supervisors conduct random inspections of their operators including listening-in to calls and on the air. Inspections should be documented in order to provide regular feedback to subordinates, including positive feedback when they are performing well. A specified number of inspections should be required and incorporated into the supervisor's performance evaluations.		



San Luis Police Department
Responses to Audit Recommendations



A6.3.2	A6.3.2 The SLPD should develop and implement a process to designate an employee to act as the Quality Assurance (Supervisor). Standards for this position are outlined in the Standard for the Establishment of a Quality Assurance and Quality Improvement Program for Public Safety Answering Points. Note: this and the previous recommendation are not reasonable to expect without providing additional staff to the communications group in order to relieve the supervisor to allow the current supervisor the time to fulfill these roles, likely one additional call-taker/dispatcher would be sufficient.		
A6.3.3	SLPD should develop and implement call-taker performance metrics including call volume, talk time and not ready time. These metrics should be a part of quality assurance and performance evaluations.		
A6.4 Training / Hiring Requirements			
A6.4.1	Provide expanded job-related training opportunities for employees in the Communication's center. Consider using training opportunities as an incentive for positive performance. Include training outside of mandated AZPOST training in employee's performance evaluations.		
A6.4.2	Consider APCO Training Program Certification. As noted by APCO regarding their Training Certification Program: "Agencies applying for certification submit their curriculum, training materials and supporting documentation to be checked for compliance. The primary objective of the Agency Training Program Certification is to advance the training and professional development of public safety Communications officials through the certification of an agency's training program. Building and implementing a successful agency training program requires many resources and a good deal of dedication. Submitting for certification demonstrates the agency's commitment to training and to meeting national standards. Receiving certification for a training program is a major accomplishment for the agency, its staff and the community it serves."		
A6.4.3	Review and consider APCO Trainer Certification: Core Competencies and Minimum Training Standards for Public Safety Communications Training Officer (CTO). In addition, there are instructor development courses that recognize the CTO program. Consideration should be given to requiring all instructors to complete this basic course and attend ongoing annual training.		
A6.4.4	SLPD should enroll the communications supervisor as an APCO member and provide advanced training for the communications supervisor on running a PSAP, quality assurance and risk, liability issues. Training is available on these topics from APCO. It is understood she is scheduled to attend a course in April, 2018 on running a PSAP.		
A6.4.5	SLPD should formalize in policy and recognize a training coordinator within the communications staff. Certification is available from APCO.		
A6.5 Equipment Standards / Redundancy			



San Luis Police Department
Responses to Audit Recommendations



A6.5.1	SLPD command staff should ensure a policy is written and staff is trained on procedures for a 911 or Computer Aided Dispatch (CAD) system failure.		
A6.5.2	SLPD command staff should immediately purchase an automated 911 recording system.		
A6.5.3	SLPD command staff should develop and implement a plan to test and replace malfunctioning cameras that are monitoring police headquarters.		
Section B Patrol Operations			
B-1 Staffing			
B1.1	SLPD officials should provide training to the records management personnel and communications personnel as well as supervisors on how to obtain readily available information from the New World system on crime trends and implement the included Dashboard system in the New World System. This will provide management real-time crime statistic information to better respond to crime trends and deploy staff appropriately.		
B1.2	SLPD should audit the training records, and ensure a policy is in place to provide training based on needs of the department. Training requested by officer for personal development, should be evaluated based on staffing and scheduling needs as per policy.		
B2 Supervision			
B2.1	SLPD officials should provide training to the records management personnel and communications personnel as well as supervisors on how to obtain readily available information from the New World system on officer work load, including calls responded to, reports taken, available time, and time spent on other duties.		
B2.2	The SLPD should eliminate the rank of corporal and have sergeants supervise officers.		
B2.3	The SLPD should have a Lieutenant overseeing the patrol function. In times where there is a vacancy, a sergeant should be placed in this position with formal authority granted by the police chief and out of rank pay to differentiate the role.		
B2.4	SLPD should require officers to complete reports by the end of the shift they take the report.		
B3 Equipment			
B3.1	Request City Council establish an ongoing five-year mandatory replacement policy for police computers independent of an annual review.		
B3.2	SLPD Command Staff should work with the City to establish and implement a police vehicle replacement policy with commensurate funding. A 3-5 year rotation should be considered to maintain the fleet in operating condition. The number of vehicles in the fleet should be determined by staffing needs.		



San Luis Police Department
Responses to Audit Recommendations



B3.2	SLPD should purchase spare digital recorders.		
B4 Facilities			
	No recommendations		
B5 Training			
B5.1	The SLPD should adopt a probationary performance evaluation for at least one month, three months and completion of the FTO program. Samples can be obtained from other local agencies or from NAFTO.		
Case Management / Canine/ SRO			
C1 Case Management			
C1.1	SLPD officials should develop and incorporate into department policy the required use of electronic reporting within the RMS. Policy should be specific to include the use of Ticklers and Actions in order to accurately track case management procedures.		
C1.2	SLPD officials should develop mandatory time periods (such as 30 days or monthly) requiring supervisors that have personnel with case management responsibilities to run Case Management Status reports. Officers should be required to generate an investigative update within 30 days of a case being assigned for further investigation. Supervisors should review and forward reports back to officers if needing more information or approve and finalize within seven days of submission by the officer. These time periods should be documented in department policy.		
C1.3	The SLPD Records Section should continue to be the point of contact to receive further from prosecuting agencies. Records personnel should enter the further into the RMS and forward to the appropriate supervisor. The supervisor should set a Ticker for follow up to ensure the officer has addressed the request. The officer should be required to document the activity in the Actions module of the RMS.		
C1.4	SLPD officials should determine a time period to review both patrol and CID past cases that were initiated prior to the Excel Spreadsheet tracking procedure/s or implement a "go forward" date and implement an action plan that ensures department personnel are properly trained to utilize and enter information accurately into the RMS. In addition, quality assurance measures should be developed and reviews should be conducted by RMS System Administrators to ensure the integrity of the data entered is accurate and reliable.		
C1.5	SLPD officials should develop and implement a plan to conduct a complete review of all sex crimes for either a three-year period based on solvability factor and ability to contact victim/suspect/witnesses, or a seven-year period based on statute of limitations legal requirements. This should also include a review of sexual assault kits to		



San Luis Police Department
Responses to Audit Recommendations



	determine if appropriate testing has been completed and documented.		
C1.6	SLPD officials should increase accountability within all components of the organization effecting case management procedures by developing and implementing an inspection process outside of immediate supervisor control.		
C1.7	SLPD should review and update all case management policies and ensure procedures are in line with criminal investigation best practices. Also, case status dispositions should be consistent for patrol and CID.		
C1.8	SLPD should develop a checklist and have detectives attend appropriate classes to ensure they receive proper case investigation training. Supervisors should also attend case management training. All training should be maintained by the assigned supervisor and Records personnel.		
C2 Canine Program			
C2.1	SLPD Command staff should incorporate draft policy "311 Canines" into current policy. This will provide proper procedures for utilizing and managing canine units.		
C2.2	SLPD should consider assigning a dedicated supervisor to the canine program if all three canine units become operational. This will ensure proper oversight of a high-risk enforcement function.		
C3 School Resource Officer Program			
C3.1	SRO supervisors should consider updating the Safe Schools Policy 6.12 by adding a reference link to the ADE School Safety Program Guidance Manual. This will provide best practices regarding current requirements and expectations related to SRO positions.		
C3.2	SRO supervisors should ensure that full time SROs are in compliance with the ADE requirements for training, to include new officer training (within one year of assignment) and subsequent annual LRE mandates		
C3.3	SRO supervisors should develop and implement a standardized daily/monthly LRE instruction hours tracking instrument that corresponds with the information collected for the ADE required SRO weekly activity log.		

Total Recommendations: 129

Attachment 2

San Luis PD

Organizational Assessment

Contributing Project Consultants



Contributing Consultants

The specific group of consultants utilized for this project has worked on Property engagements for a wide variety of law enforcement agencies from smaller municipal agencies to some of the larger tribal and municipal agencies in the country. The listed consultants participated and contributed to this assessment.

Dan Olson, President LD Consulting LLC, CLEA

Since founding LD Consulting in 2008 Dan has completed a number of consulting engagements with law enforcement agencies in the US as well as the US Virgin Islands. Dan recently retired from the Phoenix Police Department where he worked for over 34 years. For 4 years Dan was a Professional Standards Bureau (PSB) Investigations Sergeant. During his tenure as a sergeant in PSB, he conducted over 30 use of force cases/police shootings, several of which were very high profile in the community. Dan has also completed numerous administrative personnel investigations to include a number of cases involving egregious conduct resulting in employee terminations. While assigned to PSB, Dan was promoted to lieutenant and continued to work in the bureau as an Investigations Lieutenant.

During his career, Dan has worked a number of assignments. While assigned to patrol, he was the shift commander in one of the largest precincts in the city with over 100,000 residents. In this role, he was responsible for all the field operations in the precinct.

Dan was assigned to supervise the PSB Inspections Unit where he worked for eleven years. As the Inspections Lieutenant, he was responsible for completing all internal police audits, acting as the liaison with the City Auditor for all city audits of the police department, operation of the Police Risk Management Unit, project manager for the creation and implementation of the department's Early Intervention System, operations of the Mayor's Security Detail and oversight for the PSB Administrative Staff.

During his tenure in the Inspections Unit, internal police audits were completed in accordance with the Commission on Accreditation for Law Enforcement (CALEA) schedule for police department audits. These standards require an audit of all major department components every three years, at the time the department had 28 major components. As a part of the CALEA audit schedule, Dan and his staff completed numerous audits of all major operations of the Phoenix Police Department. This included on going proactive inspections as well as annual audits of the property and evidence facility of the Phoenix Police Department, which contains over 1.5 million items.

Dan currently oversees the Forensic Digital Investigations Unit, Forensic Imaging Unit, and Research and Development Unit. He recently worked on the implementation of a new Records Management System and worked on the interface with the legacy property and evidence management system. He will retire from the Phoenix Police Department in July of 2017.

Dan is a founding member of the International Law Enforcement Auditors Association (ILEAA) and served as the president of that organization for two years. He is a member in good standing with the International Law Enforcement Auditors Association (ILEAA), the Institute of Internal Auditors (IIA), is a Certified Law Enforcement Auditor (CLEA) and has a Masters degree from Northern Arizona University.

Role in this engagement: Dan managed all administrative issues regarding the contract and the completion of the report. Dan assisted with some onsite observations and provided subject matter expert input regarding law enforcement auditing / operations and final review of the assessment report.

Primary Consultant: Kim Humphrey (Project Manager)

Kim Humphrey retired after 31 years with the Phoenix Police Department. He was a commander for over 15 years and served in a number of assignments. For the last four years of his career, Mr. Humphrey served as the full-time Project Manager for the department's multi-million-dollar RMS Modernization Initiative.

Kim also was the commander over the Professional standards unit and oversaw dozens of police audits including those on overtime and staffing issues. In addition, he spent three years as the Executive Director of the Arizona Regional Community Policing Institute, and worked with hundreds of agencies and conducted numerous overall agency assessments. Kim also oversaw the Phoenix police department's communications center for several years, and is deeply familiar with communications and law enforcement procedures.

He also has formal project management training and has worked as a consultant on a number of assessments/projects of law enforcement agencies in the US.

Role in this engagement: Kim will be the project manager and main point of contact with the City of San Luis and San Luis Police Department. He will conduct on-site observations / interviews and author sections of the report.

Secondary Consultant: Mike Giammarino, CLEA

Mike is a Lieutenant with the Phoenix Police Department, where he has worked for 25 years. For nine years he was a sergeant assigned to the Inspections Unit. Mike has authored numerous audits and non-audit reports and was instrumental in the design/implementation and oversight of the Patrol and Case Management Proactive Inspection programs.

Currently, Mike directs the Professional Standards Bureau Inspections Unit. As the Inspections Unit Lieutenant, he is responsible for completing all internal police audits and acts as the liaison with the City Auditor and for all City Audits of the police department. Internal police audits are completed in accordance with the Commission on Accreditation for Law Enforcement (CALEA) schedule. These standards require an audit of all major department components every three years. Mike and his staff also complete annual audits, as well as ongoing inspections, of the property/evidence facility.

Mike has a Bachelor of Science degree in Justice Studies and a Masters Degree in Public Administration from Arizona State University. He is a founding member of ILEAA and is a Certified Law Enforcement Auditor (CLEA).

Role in this engagement: Mike will conduct on-site observations / interviews and author sections of the report.

Erin J. Kenney, CIA, CFE, CGAP, CLEA

Erin J. Kenney is the Departmental Audit Manager for the Los Angeles Fire and Police Pension Fund with over \$14 billion in assets. Prior to joining the Fund in 2010, Erin was the the Acting Commanding Officer of the Los Angeles Police Department's award-winning Audit Division and was responsible for leading the unit beyond a federal Consent Decree and to international recognition for best practices in police auditing and training.

Erin is a recipient of the American Society for Public Administration's Henry Reining Award; a past President of the International Law Enforcement Auditors Association; an active member of the Institute of Internal Auditors, the Association of Public Pension Fund Auditors, the Association of Certified Fraud Examiners; and serves on the Association of Local Government Auditors' Peer Review Committee.

A certified instructor for the California Peace Officer Standards and Training Robert Presley Institute of Criminal Investigation, she has developed and continues to conduct police auditing training to both sworn law enforcement and civilian audit professionals. Erin obtained a Bachelors Degree in Political Science from the University of Southern California.

Role in this engagement: Erin will provide subject matter expert input regarding law enforcement auditing / operations and review the report.

Attachment 3

San Luis PD

Organizational
Assessment

SLPD Policies

SAN LUIS POLICE DEPARTMENT



POLICIES AND PROCEDURES

**San Luis Police Department
Law Enforcement Policies and Procedures**

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San Luis Police Department

To: All Officers and Employees

From: Police Administration

Re: Policies and Procedures Manual

Dear Ladies & Gentlemen:

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

Over the next few days and weeks, the entire department will be learning and applying the details of our new procedures. As we do so, we will re-visit some of the old practices as well. Take time to study and learn. Then give us your ideas on how we can make this an even better guide toward achieving a safer and more efficient operation.

San Luis Police Department

RECEIPT FOR POLICIES & PROCEDURES MANUAL

I, _____, hereby receipt for one (1) copy of the San Luis Police Department Policies and Procedures Manual.

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

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

I will retain this manual in my possession or safekeeping, and will not allow it to be copied or reproduced in any manner. Further, I will immediately report to my immediate supervisor any attempt made by those outside of the department to borrow, acquire a copy, view, or use this manual. Likewise, I will immediately report the loss of this manual or portions of its contents.

I affirm my commitment to honor this agreement this ____ day of _____, 200__.

Printed name

Signature

Printed name of Witness

Witness' Signature

San Luis Police Department

HOW TO USE THIS MANUAL

Contained in this manual are Policies and Procedures of the San Luis Police Department. This manual deals with the specifics of operating this law enforcement department both administratively and operationally, and it addresses issues relating to how we manage, supervise, and provide law enforcement services to the community we serve.

Our policies are developed with you and good order in mind. They are of critical importance to your safety, the safety of fellow officers, and the community at large. These policies will be periodically updated. You will be notified when changes are made at roll calls, during training sessions, and by written notice. It is your responsibility to understand these policies and follow the procedures set forth in this manual.

Policies and procedures are written to provide a basis for the day-to-day operations. Their purpose is to standardize the department's approach and response to recurrent and predictable situations. Policies and procedures are intended to provide you with guidance regarding the performance of your responsibilities as a sworn law enforcement officer or employee of this department. They contribute to the overall achievement of the mission by defining performance expectations, ensuring conformity to legal standards, defining and institutionalizing "best practices", and establishing a basis for accountability.

It is an important requirement that each of us be familiar with the details of this manual, and readily apply its guidelines in every aspect of what we do in carrying out our vital mission. How well you study and use what you learn directly affects the safety and well being of the citizens we are sworn to protect, and ourselves.

Begin your education process by paging through the manual. Familiarize yourself with the format; review how subjects are categorized and numbered; and look for specific topics of interest to you. Next read the *Use of Force* policy, and the *Vehicle Pursuit* policy. Ask yourself, *can I understand and apply these policies?* Continue and read each policy, and when you come to something you don't understand, find confusing, or simply question, write it down and talk with your supervisor to seek the answers. Repeat the process until you are confident you know the policy well enough to apply it in spirit as well as in practice.

During your reading of the manual, if you find something incorrectly stated, or you have a better idea, we want to know about it. This is a *living document*. It was put together with change in mind – the kind of change that brings improvement. Your assistance is needed to make it work, and keep it working as a quality guide.

Use the following *Suggestion Form* to make written suggestions. You may use the original in the book to make copies. Then put your suggestions on a copy of the form, and turn it in to your supervisor. No recommendation is too small or unimportant, so please share your ideas.

San Luis Police Department

REQUEST FOR REVIEW OR COMMENT

Please review this *policies & procedures* set. If we do not hear from you by _____, it will be assumed that you concur with its contents and the policy may be implemented without further opportunity for you to provide input. If necessary, please submit a request letter for additional time to complete your review of the policy & procedure set.

Please forward your comments or suggestions to:

SLPD Administrations Division
Quality Assurance Section

San Luis Police Department

POLICY & PROCEDURE MANUAL SUGGESTION FORM

Officer / Employee Name _____ Date _____

Policy & Procedure Number _____ Page _____

Recommended Change _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

San Luis Police Department

MISSION STATEMENT

It is the mission of the San Luis Police Department to work in partnership with our community to enforce the law, enhance the quality of life, provide a safe environment and reduce the fear of crime while affording dignity and respect to every individual in the City of San Luis. We will accomplish this mission by practicing the community oriented policing and problem solving philosophy.

“Working Together... For A Safe Community”

San Luis Police Department

OBJECTIVE STATEMENTS

The following objectives have been established to accomplish the mission within in the budgetary and manpower constraints imposed on the department:

- A. **Protect Life and Property:** To provide services that contribute to the preservation of life, the protection of property, and the safety of the community.
- B. **Maintain Public Order:** To maintain peace and public order. To assist during times of natural or technological occurrences or disasters. To provide for the safe and effective flow of both vehicular and pedestrian traffic and the investigation of traffic related accidents.
- C. **Prevent, Detect and Investigate Criminal Activity:** To prevent crime through aggressive patrol that limits the opportunity for a crime to occur, and through education of citizens that reduces the likelihood of them becoming victims of crime. To provide a thorough, appropriate, and efficient investigation of criminal activity.
- D. **Apprehension of Offenders:** To provide for the expeditious and prudent apprehension of suspected violators of the law, regardless of an individual's status in the community.
- E. **Community Service:** To provide the resources necessary for assisting citizens under special non-criminal circumstances.
- F. **Compliance with Ethical Standards and Professionalism:** To ensure integrity and adherence to the professional standards of the Agency by investigating all complaints against Agency personnel. To provide for the training needs of officers and promote a high rate of proficiency in the officers of the Agency. To address the career development goals of agency personnel.

San Luis Police Department

OATH OF OFFICE

All law enforcement officers of the San Luis Police Department are, before exercising any type of peace officer powers, required to take and abide by the following oath of office:

*I do solemnly swear / affirm that I, _____
will support the Constitution of the United States of America and of the
State of Arizona; that I will in all respects observe the provisions of the
policies and directives of the San Luis Police Department; I will well and
truly perform the duties of the office of Peace Officer, and will to the
utmost of my skill and ability, endeavor to promote the public interest, and
protect the property of the City of San Luis, without fear, favor or affection.
So help me God.*

San Luis Police Department

ORDERS AND INSTRUCTIONS

This law enforcement department will issue orders in several forms. As a sworn officer or employee of this organization, you are responsible for knowing, understanding, and complying with all lawful orders. Immediate and consistent compliance with orders is essential to accomplishing our mission and protecting human life. Orders will be given in the following forms:

1. General Orders

General orders are sometimes referred to as the *Ten Commandments* of a law enforcement agency. There may not be exactly ten, and these rules are not religious in nature, but adherence to them is vital to successfully accomplishing our objectives. *General orders* are published in writing. You are expected to know these rules and follow them both in letter and spirit. No deviations should occur without the expressed personal authority of the Captain or Director. General Orders will be provided and discussed in your training and widely disseminated. You should immediately ask your supervisor if you have any questions about compliance. You have the duty to immediately report General Order violations.

2. Special Orders

Special orders are always written. They are authorized and signed by the Director or Captain. Special orders provide short-term instructions in matters of critical concern to the Director. Special orders are numbered, each bearing an effective date, expiration date, and the signature of the Director or Captain. Special Orders are provided and discussed in training, announced at briefing, and published as the need arises. It is your responsibility before starting your shift each day to know what Special Orders are in effect, and to comply with their requirements. Any questions about compliance or known violations of a Special Order should be referred to your supervisor as soon as practical.

3. Policies & Procedures

The Director of Public Safety is charged with the responsibility of setting policy and determining the procedures that will be followed to accomplish the mission of the department and maintain effective control. Policies and procedures often vary from organization to organization, depending on the management style of the policy maker, the needs and desires of the community, and available resources.

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The Director provides this manual as a detailed guide to performance expectations. Each policy is published separately, and contains a statement of the policy and detailed procedures regarding how to carry it out. *Policies are the orders, and procedures are the instructions for carrying out the orders.*

Not every situation is foreseeable. It is important for sworn officers and other employees to know and understand these policies and procedures and apply them in a variety of situations. **When faced with a dilemma, ask and answer . . . *what would the administration want me to do in this case?*** Your Confidence as a law enforcement officer is built on experience, training, careful review, and practiced compliance with the policies and procedures, and other requirements in this manual.

4. Post Orders

Post Orders, sometimes referred to as *job descriptions*, are written and published for each job or duty station in the organization. Each job has a published set of post orders, which detail the responsibilities and the job. When assuming a post, duty position, or assignment for the first time, each officer and employee will read, understand, and sign the post orders located at that position, station, or in the patrol unit. The employee reporting for duty will not assume the duties of the position until post orders are read, and fully understood.

During subsequent assignments to the same post, the officer or employee will review the post orders immediately upon arrival at the place of assignment to determine if there have been changes in the duty instructions. In those cases where another employee or officer is being relieved of the duties at that post, the arriving officer or employee will review the post orders before the other officer is allowed to be relieved or depart the general area. Officers will discuss the activity at this particular post verbally before the relieved officer is free to depart. Officers being relieved will never leave a post until instructed by the *relief officer*, and after insuring that the newly arrived officer is fully appraised of prior events, any threats, or other conditions of interest.

If there are any questions about the performance of work required at this duty assignment, the officer or employee will notify the supervisor on duty for immediate help, instruction, or assistance. Employees will not assume or work a duty position without fully understanding the requirements of the position, and satisfying themselves that they are mentally and physically capable of carrying out the responsibilities of the assignment, except in *declared emergencies*. If an employee is incapable of carrying out the responsibilities of a particular post, the employee will ask their supervisor to be immediately relieved of duty.

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5. Direct or Verbal Orders

Direct orders are most often issued through the spoken word. These orders may be given at briefing, but most often are issued verbally during the course of the shift. Personnel are to respond to verbal orders given by supervisors, the Captain, and the Director. In those cases where someone who is not your supervisor, the Captain, or the Director, gives you a direct or verbal order or command, it is the responsibility of the officer receiving the order or instruction to verify the order through their post orders or supervisor **before complying with the order or instruction**. For example, it is inappropriate for a law enforcement officer of another department to issue orders to an officer of this organization without prior written approval from the Captain or Director. This includes federal and state officers or agents.

Compliance with direct or verbal orders is only required or appropriate when the order given is *lawful*. To be a lawful order, the instruction must be in harmony or compliance with the *law, special orders, general orders* and *policies* established by the Director. For example, management and supervisory personnel are not authorized to order officers to physically abuse suspects or employ excessive or unreasonable force.

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San Luis Police Department

GENERAL ORDERS

- I. Perform all duties professionally, while keeping on the alert for threats to human life and general community safety.
- II. Do not abandon, or leave assigned areas until properly relieved.
- III. Obey all lawful orders of supervisors and command staff.
- IV. Report all violations of orders and established policies of this department.
- V. Protect all members of society, especially those that are weak, physically or mentally impaired, or accused of a crime.
- VI. Do not allow, encourage, or ignore officers that abuse, threaten, or terrorize any person.
- VII. Do not violate the constitutional civil rights of any citizen, resident, or suspect, or tolerate others doing so.
- VIII. Immediately upon determining an individual is a criminal suspect, and before any interrogation, advise the individual of their constitutional civil rights, to include:
 - a. The right to remain silent;
 - b. Understanding that anything said by the suspect may be used against them in a court of law;
 - c. The right to an attorney; &
 - d. The right to have an attorney furnished at government expense, if the individual cannot afford an attorney.

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- IX. Immediately stop all interviews and interrogations, and make provisions to provide a suspect their constitutional rights, upon request.
- X. Do not have any personal relationships with suspects, accused, or persons placed in your charge beyond that which is necessary and appropriate in carrying out official duties.
- XI. Do not accept money or any other gratuity for performing police or police-related duties, unless expressly approved by the Director of Public Safety.
- XII. Be faithful to the trust and responsibility the public has placed in this profession and you.
- XIII. Do not lie, cheat, steal, or tolerate anyone who does.

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San Luis Police Department

CANONS OF POLICE ETHICS

All sworn law enforcement officers in the San Luis Police Department or those members vested with law enforcement authority as a result of their employment with San Luis Police Department will, at all times, abide by the following Canons of Police Ethics.

Article 1.

Primary Responsibility of Job

The primary responsibility of the police service, and of the individual officer, is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The law enforcement officer always represents the whole of the community and its legally expressed will and is never the arm of any political party or clique.

Article 2.

Limitations of Authority

The first duty of a law enforcement officer, as upholder of the law, is to know its bounds upon him in enforcing it. Because he represents the legal will of the community, be it local, state, or federal, he must be aware of the limitations and proscriptions which the people, through law, have placed upon him or her. He or she must recognize the genius of the American system of government, which gives to no man, groups of men, or institution, absolute power, and he must ensure that he, as a prime defender of that system, does not pervert its character.

Article 3.

Duty to be Familiar with the Law and with Responsibilities of Self and other Public Officials

The law enforcement officer shall assiduously apply himself or herself to the study of the principles of the laws, which he is sworn to uphold. He or she makes certain of his responsibilities in the particulars of their enforcement, seeking aid from his superiors in matters of technicality or principle when these are not clear to him; make special effort to fully understand his relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

Article 4.

Utilization of Proper Means to Gain Proper Ends

The law enforcement officer shall be mindful of his or her responsibility to pay strict heed to the selection of means in discharging the duties of his/her office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong; they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must first be honored by those who enforce it.

Article 5.***Cooperation with Public Officials in the Discharge of Their Authorized Duties***

The law enforcement officer shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. He/she shall be meticulous, however, in assuring him or herself of the propriety, under the law, of such actions and shall guard against the use of his/her office or person, whether knowingly or unknowingly, in any improper or illegal action. In any situation open to question, he/she shall seek authority from his superior officer, giving him/her a full report of the proposed service or action.

Article 6.***Private Conduct***

The law enforcement officer shall be mindful of his/her special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege, cannot but reflect upon the police officer and the police service. The community and the service require that the law enforcement officer lead the life of a decent and honorable man or woman. Following the career of a police officer gives no man special perquisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. The officer who reflects upon this tradition will not degrade it. Rather, he/she conducts a private life that the public regards as an example of stability, fidelity and morality.

Article 7.***Conduct toward the Public***

The law enforcement officer, mindful of this responsibility to the whole community, shall deal in a manner calculated to instill respect for its laws and its police service. The law enforcement officer shall conduct his/her official life in a manner that inspires confidence and trust. Thus, he/she is neither overbearing nor subservient, as no individual citizen has an obligation to stand in awe of him/her or a right to command him/her. The officer gives service where he/she can, and requires compliance with the law. He/she does neither from personal preference or prejudice but rather as a duly appointed officer of the law discharging his sworn obligation.

Article 8.***Conduct in Arresting and Dealing with Law Violators***

The law enforcement officer shall use his/her powers of arrest strictly in accordance with the law and with due regard to the right of the citizen concerned. His/her office gives him/her no right to prosecute the violator or to mete out punishment for the offense. He/she shall, at all times, have a clear appreciation of his/her responsibilities and limitations regarding detention of the violator; he/she shall conduct him or herself in such a manner as will minimize the possibility of having to use force. To this end he/she shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with the law-abiding.

Article 9.

Gifts and Favors

The law enforcement officer, representing government, bears the heavy responsibility of maintaining, in his/her own conduct, the honor and integrity of all government institutions. He/she shall, therefore, guard against placing him or herself in a position in which any person can expect special consideration or in which the public can reasonably assume that special consideration is being given. Thus, he/she should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing his judgment in the discharge of his duties.

Article 10.

Impartial Conduct

The law enforcement officer shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. He/she shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, he/she will ignore social, political, and all other distinctions among the person involved, strengthening the tradition of the reliability and integrity of an officer's word.

The law enforcement officer shall take special pains to increase his perception and skill of observation, mindful that in many situations his/her is the sole impartial testimony to the facts of the case.

Article 11.

Attitude Toward Profession

The law enforcement officer shall regard the discharge of his/her duties as a public trust and recognize his/her responsibility as a public servant. By diligent study and sincere attention to self-improvement, he shall strive to make the best possible application of science to the solution of crime and, in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety. He/she shall appreciate the importance and responsibility of his office, and hold police work to be an honorable profession rendering valuable service to his community and his country.

Composed in 1957 by a Committee of the International Association of Chiefs of Police, Inc.

**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Policy & Procedure Management System	Policy Number: 2.06
Issue Date: 07/31/07	Revision Date:

POLICY:

San Luis Police Department provides all employees with guidance regarding policy and operations issues through written directives.

DEFINITIONS:

Policy: A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as “may” or “should” and usually do not establish fixed rules or set procedures for conduct of a particular activity but rather provide a framework for development of procedures, rules, and regulations.

Procedure: A written directive that is a guideline for carrying out agency activities. A procedure may be mandatory in tone through the use of “shall” rather than “should,” or “must” rather than “may.” Procedures sometimes allow some latitude and discretion in carrying out an activity.

PROCEDURES:

Responsibility:

The Director or his designee has reviewed signed, and distributed this uniform body of *policies and procedures* to all employees that convey institutional philosophy, goals, and operational principles. The Director or his designee has identified an agency employee responsible for overseeing the maintenance of these *policies and procedures*. The responsible individual maintains:

1. A complete set of all *policies and procedures*;
2. A record of policies deferred for further action;
3. A record of review of each policy to assure compliance with applicable statutes; &
4. Documentation of annual reviews.

The Director may form, at his or her discretion, a committee of personnel to serve in a policy formulation role. Whether done by committee or by an individual, the following functions are performed at least once a year:

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1. Review and evaluation of each policy;
2. Consideration of proposals from departmental members for modification of existing policy, or for additional policies; &
3. Preparation of recommended new policies and procedures to be forwarded to the Director, or his designee, for review and adoption.

Organization:

Policies and procedures are divided into topical sections [See Table of Contents]. These *policies and procedures* will be in three-ring binder(s) to allow ease in updating and modification.

Distribution and Local Implementation:

San Luis Police Department *policies and procedures* manuals will be available for review by staff at the time of employment and at any time thereafter. All employees are to receive and maintain a set of *policies and procedures*. Any new policy will be distributed in advance of its effective date to ensure all departmental members are able to implement the instructions in an orderly manner. Any new policy requires, upon receipt by the employee, the employee's signature, date received, and a witness signature on a policy cover sheet which is kept in the agency's file and the employee's personnel file.

Policy Compliance and Maintenance:

The Director is responsible for establishing a system to monitor compliance with *policies and procedures* through regular reviews and inspections. This includes dissemination of new or revised policies and procedures to staff or others concerned with operations. Master copies of these procedures will be maintained in the Director and the Captain offices, available for review by agency employees and authorized representatives of other agencies having legitimate law enforcement interests in operations.

Departmental Review:

Members of San Luis Police Department may review those procedures that are not already available to them in other forms upon request. Subject to any other provisions of law, members of the public may not review *security related policies* and procedures as identified by the Director. The Director makes the final determinations regarding any request for policies and procedures release that is not of a strict law enforcement nature. The release of such law enforcement data into the public domain is prejudicial to the safety and security of departmental employees and the residents of San Luis.

Policy Formulation and Revision:

The Director developed a *policy & procedure* review process. This process observes the distinction between *evaluation of the policy* and *evaluation of compliance* with the policy. Such review is a method of learning whether certain elements of the *policy or procedure* are dysfunctional or no longer needed. This evaluation process must be performed at least annually. Nothing in this provision should be construed as requiring a delay in initiating

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necessary and immediate change to a policy.

Each new and revised *policy or procedure* bears the signature of the Director and the date approved. The review schedules for various policies are staggered to provide for an orderly review process throughout the year. The Director may incorporate any significant audit findings that have accrued throughout the past year into the revision process.

All employees should participate actively in *policy and procedure* development through suggestions to their supervisor. The Director is the final point of collection for these suggestions, and may develop a process to include input from other concerned persons.

During the annual policy review process, policy proposal suggestion forms may be distributed for comment. If this process is used, then the Director evaluates any comment and/or concern prior to final recommendation for adoption.

Distribution List for Policies:

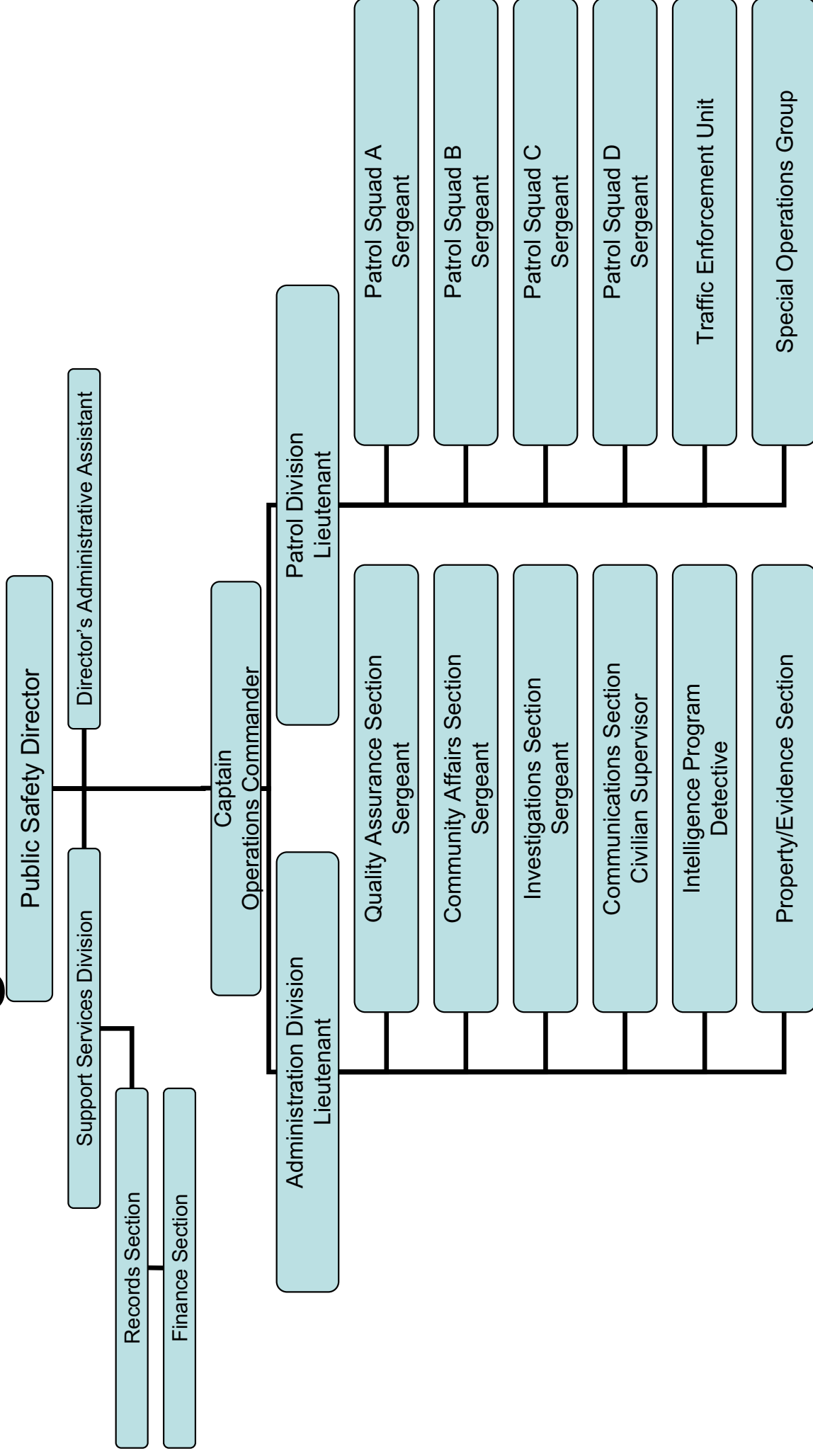
1. Director of Public Safety
2. Captain (s)
3. Lieutenants (s)
4. Civilian Managers (s) /Sergeant (s)
5. Civilian employees / Officers

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San Luis Police Department

Organizational Chart



**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Internal Affairs (QA)	Policy Number: 2.08
Issue Date: 07/31/2007	Revision Date:

POLICY:

San Luis Police Department thoroughly and expeditiously investigates all complaints from citizens, fellow officers, and administrators against department employees who are alleged to have violated criminal law, or breaches of this *policy and procedure* manual. Investigators assigned to inquire into these matters protect the rights of each employee during such investigations, and undertake investigations without prejudice.

DISCUSSION:

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

Our department strives to maintain an open channel of communication between the citizens we serve and our officers. A major part of this communication is constantly reassuring citizens with complaints that their voice will be heard, the department seriously listens, and if a wrong has been done, it will be corrected. To do otherwise, invites other law enforcement agencies and citizens groups to conduct the inquiries and pass judgment, with or without the real facts being discovered.

The public needs to know and be reassured that we can be relied on to investigate ourselves, correct deficiencies, and punish violators when necessary. However, internal affairs investigations and processes, is not a substitute for good supervision and management, and nothing in this particular policy and procedure relieves a supervisor or manager from their responsibility to control employee conduct, and prevent injury or loss to others because of the acts of a few. Nor does it relieve fellow officers from their responsibility to prevent violations of the law, a citizen's Constitutional rights or this policy and procedure.

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PROCEDURES:

Internal Affairs Function:

Under the direction of the Quality Assurance Coordinator, internal affairs investigations are conducted with the authority of the Director. Usually, the most serious complaints are investigated on a priority basis. These complaints may come from the courts, individual citizens, government officials, or fellow officers. On occasion, Federal investigators may request the assistance of internal affairs investigators to assist in their inquiries.

Internal affairs investigations are **Confidential**, and as such are maintained with limited distribution, and then only on a *need to know* basis. Internal affairs files will be maintained in secure offices, under lock and key, with access only to a select few.

Classification of Complaints:

1. **Class One:** Serious or criminal misconduct that allege needless or excessive force, brutality, violations of criminal law, corruption, breach of civil rights, abuse of authority, intentional discrimination, accepting a bribe, theft, and others so classified by the Director.
2. **Class Two:** Complaints that allege inadequate public service, discourtesy, improper procedure, falsify reports and other less serious and non-criminal conduct as directed by the Director.
3. **Class Three:** A use of deadly force by any officer of this department is subject to an administrative investigation as a matter of policy, regardless of whether or not a formal complaint was filed.

Due Process:

1. The department investigates both formal and informal complaints. Investigators follow proper procedures when interviewing an accused employee and must uphold and defend the legal rights of employees as afforded by due process. If it is determined, that any accusations may be malicious and false, the Director may limit the investigation to substantiating a false report.
2. The Director may authorize issuance of a written statement of allegations and employee rights and responsibilities to employees that become the subject of an internal affairs investigation. At the discretion of the Director, this or any notice may be withheld based on the depth of the investigation, risk to others, coordination with other law enforcement agencies, or the nature of the alleged violations.
3. When an employee has been issued a formal notice that they are the targets of an internal affairs investigation, they will be notified of the disposition of the complaint for which he/she is the accused in writing.

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Taking a Complaint:

1. Any employee who receives a complaint of substandard service or misconduct against them or another employee will provide the potential complainant with procedures to follow in initiating a complaint.
2. No employee shall attempt to discourage a citizen from filing a complaint.
3. When presented with a complaint, employees must:
 - a. Immediately, if not a supervisor, refer the citizen to a supervisor
 - b. If a supervisor, record complaints on a standard citizen complaint form;
 - c. Never advise a complainant to make the complaint at a later time;
 - d. Make arrangements for the complainant to talk to the Director or his designee, if the complainant so wishes;
 - e. Request identification, address and phone number from the complainant to be forwarded to quality assurance to facilitate a follow-up investigation;
 - f. Advise the complainant that the report is forwarded to the quality assurance section who investigates the complaint;
 - g. Inform the complainant that he will be contacted within five [5] days concerning the allegation;
 - h. Establish whether the complainant is a suspect, witness, or defendant in the matter complained about;
 - i. Immediately give the complainant a Miranda rights warning utilizing a standard rights form, if the complainant is a suspect in this or a related crime.
 - j. File the information or report at the end of the work shift, in a sealed envelope.
 - k. Not discuss the allegation or the report with anyone, until contacted by command staff or an internal affairs investigator. If not contacted within 4 working days, refer the matter direct to the Director.
 - l. Inform the complainant that a complainant found to be filed in a deliberate false content against an officer could bring charges of a false report by the agency, against the complainant.

Relief from Duty:

1. Employees who are the subject of internal affairs complaints may be immediately relieved from duty, with pay while the investigation is conducted.
2. The highest-ranking supervisor on duty at the time a complaint is received has the authority to make the decision, about relieve from duty with pay. The Director has the sole discretion to suspend pay.

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3. If the incident for which the employee is relieved involves an intoxicated or impaired employee, an on duty police officer (preferably a supervisor) will provide transport for the employee.

Information on the Complaint:

The quality assurance section records all complaints in a permanent record and assigns an internal affairs report number. Reports will include the following information:

1. Name of complainant;
2. Name of accused;
3. Date received;
4. Type of complaint;
5. Agency's case number; &
6. Final disposition.

Disposition of Complaints:

Types of dispositions include:

1. Unfounded - Allegation is false or not factual;
2. Sustained - Enough evidence to prove allegation;
3. Not Sustained - Not enough evidence to prove or disprove allegation;
4. Exonerated - Incident happened, but employee's actions were lawful and proper.
5. Sustained /Other - The investigation revealed that there was misconduct by the employee other than that which was alleged.

Reporting:

The Director monitors complaints against employees and may direct the compilation of statistical summaries or reports to assist in his or her oversight responsibilities. This report may be provided to command officers, supervisory personnel, officers, or the public at the discretion of the Director. Trends or patterns of complaints may indicate the need for officer assistance, discipline, remedial training, or changes to department policies and procedures, or methods of operation.

Some complaints are called in by telephone or letter. When this occurs, the complainant will be invited to come to the agency to complete a written complaint form. The complaint form is completed in the privacy of an office. During the initial meeting, the complainant is informed that they have the opportunity to face the officer in question at the time the complaint is formally filed. Likewise, the officer may be given the opportunity to face the complainant. Often, an early meeting between the officer and the complainant may resolve the issue, and allow for constructive solutions. However, a direct meeting should not be forced or made a requirement.

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Experience shows that in many cases, the actual complaint does not reflect adversely on the officer's professional conduct, courteous, or respect towards the complainant. Rather that the complainant is not satisfied with the results of the officer's or court's action. In such instances, discussions with a supervisor, about the complainant's concerns may suffice. For example, a complaint about issuance of a traffic citation should be heard by a judge or a hearing officer. The agency should only be concerned with the officer's demeanor or actions during the traffic stop. However all such complaints are filed by the officer's name. If an officer appears to be receiving a number of complaints for the same enforcement action, it can show a pattern of behavior or a lack of training in traffic enforcement technique. Likewise, in cases where the complainant refuses to file an official written report of the complaint for *fear of retaliation*, documentation of the complaint is placed in the officer's personnel file. Whether it is investigated upon or not, the officer should be notified of the complaint and that documentation has been entered in their file for future reference.

Officer's have the option to ask for a complaint be removed from their file if within two [2] years of the first complaint, there have been no additional complaints filed. This encourages officer growth and improvements in behavior and public relations.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Training & Proficiency Testing	Policy Number: 2.09
Issue Date: 07/31/2007	Revision Date:

POLICY:

San Luis Police Department provides meaningful training that meets or exceeds minimum training requirements mandated by the state to ensure that they and other employees maintain the skills necessary to efficiently and effectively carryout their duty assignments.

DISCUSSION:

Training is one of the most important activities in any law enforcement agency. Training serves three broad purposes. First, trained officers are generally better prepared to act decisively in an ever-widening range of situations. Second, effective training results in greater productivity and effectiveness. Third, it fosters cooperation and unity of purpose. An officer's performance directly reflects on their training or lack there of.

PROCEDURES:

Goals:

The goals of the San Luis Police Department training program include:

1. Meeting mandatory and in-service training requirements;
2. Exceeding mandatory and in-service training requirements, by at least 10%;
3. Maintaining better educated, more professional personnel;
4. Each officer receiving no less than twenty hours of in-service training each calendar year;
5. Maintaining officer *demonstrated proficiency* levels regarding key enforcement tools such as:
 - a. Firearms
 - b. Less than lethal weapons
 - c. Handcuffs and other restraint devices
 - d. Long, short, collapsible, or other batons
 - e. Special weapons and tactics
 - f. Emergency vehicles
 - g. Cultural diversity

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- h. Legal updates
 - i. Safe and Legal citizen contact
6. Efficiently and effectively accomplishing departmental objectives;
 7. Improving law enforcement and community relations;
 8. Developing career opportunities within the agency;
 9. Training in specialized areas of law enforcement;
 10. Uniformity of service, response capabilities, and understanding for officers and employees of the department; &
 11. Developing officer skills in working with the law-abiding citizens of the community.

Training Responsibilities:

Training is a continuous process which involves all members of the department. The Captain is responsible for the overall training function. In order to achieve this mandate, the Captain appoints a Training Officer whose responsibilities include:

1. Conducting annual training to include analysis based input from line officers, supervisors, and staff officers representing internal affairs and quality assurance. Other sources such as union representatives, citizen groups, and insurance company representatives should also be involved.
2. Developing an annual training plan based on identified needs;
3. Developing an annual training budget adequate to execute the training plan;
4. Identifying, locating, or developing training opportunities, programs and instructors necessary to execute the training plan;
5. Implementing and managing the plan;
6. Maintaining records of each training course conducted or attended by the department;
7. Notifying personnel, in writing, of required training and *demonstrated proficiency* examinations, and other approved courses;
8. Assuring that training programs are attended by personnel as assigned;
9. Maintaining liaison with educational and training resources;
10. Maintaining accurate and up to date training files on all departmental employees;
11. Scheduling, and making arrangements, for employees to attend training classes;
12. Filling out forms for employees upon completion of training on a timely basis;
13. Setting dates for proficiency training and tests in conjunction with technical instructors [such as firearms, driving, baton, and chemical agents];
14. Initiating disciplinary action against any employee who fails to attend mandatory training; &
15. Notifying supervisors of officer proficiencies that are about to lapse or have elapsed.
16. Maintaining a course and instructor evaluation by which the employees may insure the needs of the training and the quality of instructors.

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Proficiency Ratings:

No officer or employee may carry or use any of the following items without having completed an initial course in its application, and periodically *demonstrating proficiency* in its application. The initial training for each of these tools usually occurs during a basic law enforcement academy course:

1. Firearms – See and comply with Firearms Training Policy & Procedure
2. Chemical weapons – Every three years
3. Less than lethal weapons – Every three years
4. Handcuffs and other restraint devices - Every three years
5. Long, short, collapsible, or other batons – Every two years
6. Special weapons and tactics – Each year (For SOG members ONLY)
7. Emergency vehicles – Every five years
8. Breathalyzer – As required by the state
9. Radar – Every five years
10. Legal updates once a year or as enacted by the state's legislature.

The training officer is responsible for: setting the dates of proficiency training and evaluations, testing requirements, and *pass* or *fail* standards. Evaluation is on a pass or fail basis and this data is recorded in the officers training file. Refresher training will generally be provided just prior to evaluation where, and to the extent possible, officers are evaluated by a realistic practical as apposed to written examination.

Officers who fail to pass any law enforcement course of instruction or proficiency demonstration during their tenure of law enforcement service are required to attend remedial training. The department must maintain, in the personnel records of the attending officer, the criteria used for determining a need for such remedial training [i.e.- the specific situation where the officer demonstrated an inability to effectively carry out a law enforcement function, duty, or task on which he was previously trained]. Following participation in remedial training programs, the department will update the attendee's personnel file with the results of the supplementary training. In training areas of high liability, remedial training should be immediate. An agency bears a great burden of liability where an officer fails to meet minimum standards and allows that officer to continue under those conditions.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Firearms Training, Firearms Carry, & Proficiency Demonstration	Policy Number: 2.10
Issue Date: 08/06/2008	Revision Date:

POLICY:

All officers or armed employees [regular, part-time, or reserve], of San Luis Police Department are required, at least annually, to demonstrate proficiency with all firearm types [make, model, & caliber] they carry or have occasion to carry on duty. This includes handguns, long guns [shotgun and/or rifle], and any secondary firearms, used as *off-duty*, or *back-up weapons*.

DEFINITIONS:

Demonstration of Proficiency: The student or officer demonstrates to the satisfaction of the instructor the successful ability to carry out or accomplish the learning objective in the time and manner prescribed. In firearms training, a proficiency demonstration is not limited to just a score on target. The shooter must be able to explain the task, and repeatedly perform the task safely and efficiently in the time and under the conditions imposed.

Cold Range: Firing range where all weapons, magazines, clips, or speed loaders are unloaded at all times, except on the verbal command of a range or safety officer. There are no exceptions. This is a very effective method of control for basic shooters, and prior to commencement of any live fire exercise.

Hot Range: Firing range where weapons, magazines, clips, or speed loaders are loaded at all times. This method of control requires more instructor control and officer skill. Hot range operations are most effective in teaching tactical, maneuver, and gun advanced handling techniques.

PROCEDURES:

A. Issuance of Orders and Training

1. All personnel shall be issued orders and successfully complete training prior to being authorized to carry any firearm on or off-duty in a law enforcement capacity.

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Law Enforcement Policies and Procedures, 2.10 Firearms Training & Proficiency Demonstration

B. Authorized firearms

1. Definition: The Lead Firearms Instructor is a sworn peace officer, assigned by the Captain, who is responsible for coordinating firearms training, procurement, and standards maintenance.

The Lead Firearms Instructor or their designee shall issue all primary firearms. The approved handgun for primary use shall be department approve.

2. The Lead Firearms Instructor and their designee are responsible for maintaining a record of every weapon that has been approved for agency use. This record will include type and description of firearm, model and serial number, and the officer who owns the gun or to whom it is assigned. The records should also reflect the courses fired, scores obtained, dates and approving instructor's name.

C. Safety and Handling of Firearms

1. Personnel will adhere to the following safety rules at all times while handling any firearm:
 - a) Treat all firearms as though they are loaded.
 - b) Point the muzzle in a safe direction, i.e., an area where if an accidental or negligent discharge occurs, only minor damage and no human injury will result.
 - c) Keep the finger outside the trigger guard until the sights are on the intended target and you intend to fire.
 - d) Be sure of the target and its surroundings before making the decision to fire.
 - e) If a firearm has been out of your direct control, even for an instant, check to be sure the firearm is unloaded.
 - f) The firearms instructor will brief all officers on the firearms safety rules prior to training and qualifications.

D. Primary Firearms

1. All on-duty personnel authorized to carry a firearm shall have in their immediate possession the appropriate primary firearm for their assignment, the departmental identification card, and their badge. The exceptions are as follows:
 - a) When required to remove the firearm upon entering a detention facility.
 - b) When required to remove the firearm during attendance in court.
 - c) When the officer's authority to carry a firearm has been suspended.
 - d) When required to remove the firearm on a domestic carrier as provided in Federal Aviation Regulations. If armed flight is needed in the performance of duties on a commercial air carrier, the appropriate documentation will be obtained prior to boarding. Officers shall adhere to the regulations set forth by the airline.
 - e) When conducting an interview in a secured location and the availability of a firearm could be hazardous to the officer or becomes a factor of the case due to the sensitivity of the interview.
 - f) During an undercover operation with approval of the supervisor, only if the carrying of the firearm could be hazardous to the officer.

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Law Enforcement Policies and Procedures, 2.10 Firearms Training & Proficiency Demonstration

- g) Executive staff in administrative positions when the carrying of a firearm is inappropriate.
 - h) With the approval of the officer's supervisor, only if the carrying of a firearm is inappropriate or could be hazardous to the officer.
 - i) While attending a training class and the carrying of a firearm is inappropriate or could be hazardous to the officer.
- 2. Officers shall not leave any firearm unattended/unsecured in any location accessible to any other person.
 - 3. Firearms shall not be left overnight in take-home vehicles unless the vehicle is parked in a locked garage.
 - 4. Uniformed officers shall carry the primary weapon inside holster on the strong hand side of the gun belt.
 - 5. Plain-clothes officers shall carry their primary weapon in one of the following methods:
 - a) Outside or inside waistband on the strong side in a holster that is securely fastened to the belt or clothing using loops, straps, or paddle design.
 - b) Shoulder holster.
 - c) Ankle holster.
 - d) Purse or fanny pack designed to holster a firearm.
- (1) All department authorize holsters must have a level one security mechanism or higher and be authorize by the Lead Firearms Instructor or their designee.

E. Handling Firearms While On-Duty

- 1. All personnel shall exercise extreme caution in handling all firearms, both those that are authorized for use and those that come under the officer's control in the performance of duty.
 - a) Personnel shall not carry double action firearms with the hammer cocked.
 - b) There will be no practicing with or drawing of firearms except during an authorized training event, unless ordered to do so by a Supervisor or Firearms Instructor.
 - c) Officers will not load or unload any firearm inside the Department building unless authorized by a Supervisor or Firearms Instructor in an area where minor damage and no human injury will result (Weapons clearing barrel/ Weapons clearing device).
 - d) Firearms that come into the control of an officer through his duties shall be unloaded and rendered safe unless a particular circumstance or investigative procedure prevents it. Officers will ensure that this is done with regard to safety for others in an area where minor damage and no human injury will result. An officer not familiar with a particular weapon will immediately contact the on-duty Supervisor or Firearms Instructor for assistance.
 - e) Firearms that are to be seized as evidence shall be rendered safe as soon as applicable after all forensic processing. Handling of the weapon shall be kept to an absolute minimum prior to processing for evidence.

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Law Enforcement Policies and Procedures, 2.10 Firearms Training & Proficiency Demonstration

- f) Officer will not clean firearms while on-duty unless directed by a Supervisor or authorized person (i.e., SOG Commander, SOG Team Leader, Department Armorers, Firearms Instructor, etc.).

F. Secondary Firearms

1. A secondary (back-up) firearm is permitted, however, it must be worn concealed while on-duty.
 - a) Secondary firearms will conform to on-duty weapon quality standards.
 - b) Authorized weapons for secondary use need prior approval from Chief of Police or their designee.
 - c) Officers are responsible for carrying a secondary firearm in a secure manner with a holster.
2. An officer wishing to carry a secondary firearm will submit a memorandum to the Captain through the chain of command stating the make, model number, serial number, and barrel length of the firearm.
 - a) The firearm must be inspected and approved by a Department Armorer prior to use.
 - b) Officers are not authorized to carry a secondary firearm until the Chief has approved it and returned the memorandum to the officer's immediate supervisor.
 - (1) The officer's supervisor will keep a copy of the approved memorandum in the officer's workstation file.
 - (2) The original memo will be kept by the administrative secretary.
3. Officers must demonstrate proficiency annually, with the secondary firearm on an AZPOST approved qualification course, with a minimum score of 210 points on any AZPOST approved targets. SOG Members must qualify with a minimum score of 230 points on any AZPOST approved targets.
 - a) Authorization to carry the secondary firearm will be revoked if the officer fails to qualify.
4. Only department issue ammunition will be used in any secondary firearm.
5. Secondary firearms will be utilized only when it is impossible for the officer to use the primary firearm (malfunction, officer disarmed, etc.).

G. Retirement of Primary Weapons

1. Upon an officer's successful full-service retirement (non-medical), their assigned duty weapon may be retired and presented to the retired officer as part of their retirement package, only after retiring officer submits a formal written request to the Captain and request is approved.

H. Off-Duty Firearms for Police Use

1. Officers may carry and utilize firearms when off-duty in accordance with state laws and Department policy. Off-duty firearms are subject to the same policies pertaining to duty firearms. Only those firearms approved by the Captain or their designee are authorized.

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Law Enforcement Policies and Procedures, 2.10 Firearms Training & Proficiency Demonstration

2. Officers will have their badge and identification card with them whenever an off-duty firearm is being carried. It is recommended that the officer also carry handcuffs and a fully loaded spare magazine for the off duty weapon.
3. Officers shall exercise discretion where and when an off-duty firearm is carried.
 - a) No off-duty firearm will be carried when the consumption of alcohol is occurring or has occurred, or when an officer is under the influence of medication unless approve by the officers supervisor or an exigent circumstance exist.
4. Authorized weapons for off-duty use shall be approved by Captain or his designee.
5. All firearms to be carried off-duty for police use will be inspected by a Department Armorer and approved by the Captain prior to any authorization being given for the off-duty police use of the weapon.
 - a) An officer wishing to carry an off-duty firearm for police use, other than a currently authorized primary or secondary weapon, will submit a memorandum to the Captain through the chain of command stating the make, model number, serial number, and barrel length of the firearm.
 - (1) The officer's supervisor will keep a copy of the approved memo in the officer's EDR.
 - (2) The Captain's administrative assistant will keep the original memo.
6. Officers who wish to carry weapons while off-duty must qualify annually with the off-duty firearm with a minimum score of 210 points on any AZPOST approve target. SOG members must score a minimum of 230 points on any AZPOST approve targets.
 - a) Authorization to carry an off-duty firearm will be revoked if the officer fails to qualify. However, the officer will not be subject to disciplinary action if he or she chooses to carry any other non department issue weapons in the manner constitutionally applicable to common U.S. citizens while off duty.

I. Specialty Weapons

1. Specialty weapons include any other weapons identified for specific use by the Lead Firearms Instructor and approved by the Captain or his designee.
2. A specialty weapon is any weapon not normally issued for uniform or general detective assignments (Fully automatic weapons etc.)
3. Any officer who carries a specialty weapon must first qualify on a department approve qualification course with that weapon before he or she is allowed to carry it.
4. The specialized units will maintain the log and all records of specialty weapons in their inventory.
5. All specialty weapons will be inspected and repaired through a Department Armorer or his designee.
6. SOG members are authorized to carry specialty weapons when they have completed the specialized training course in the weapon's use.

J. General Purpose Rifles – Department-owned

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Law Enforcement Policies and Procedures, 2.10 Firearms Training & Proficiency Demonstration

1. Only trained and qualified sworn personnel may be designated as riflemen. Those officers are authorized to carry Department-owned rifles and or others authorized by the Captain.
2. The general-purpose rifle is to be utilized as an additional tool available to the patrol force in situations where the service pistol would otherwise be handicapped by distance and accuracy.

K. Shotguns – Department-owned

1. All shotguns assigned to Patrol are to be utilized by those officers who are trained in their use. Officers must qualify annually on an approved shotgun qualification course in order to carry Department-owned or privately owned shotguns, approved by Lead Firearms Instructor or their designee.
2. Sworn officers who are trained in less-lethal munitions may use departmental shotguns for this purpose. Officers authorized to use less-lethal munitions must qualify annually on a less-lethal munitions course.

L. Inspection, Modification, Damage, Repair, and Theft of Firearms

1. All Department-owned firearms shall be inspected at least annually for safe operation and recorded in the Lead Firearm Instructor's log prior to being carried in a law enforcement capacity.
 - a) Any personally owned secondary firearm that is repaired or modified in any way shall be inspected by a Department Armorer or Lead Firearms Instructor prior to being placed into or returned to service.
 - b) Changes made to the sights will require re-qualification prior to returning the firearms to service to ensure proper adjustment and accuracy.
 - c) Department-owned firearms shall not be repaired or modified except by, or at the direction of, a Department Armorer or Lead Firearms Instructor.
2. If a Department-owned firearm is damaged:
 - a) The officer shall submit a memorandum to his immediate supervisor to be forwarded to a Department Armorer or Lead Firearms Instructor explaining how the damage occurred.
 - b) The officer's supervisor shall ensure the damaged firearm is submitted to a Department Armorer or Lead Firearms Instructor for repair, a replacement firearm is issued, and the officer qualifies with the firearm prior to returning to regular duty.
3. Upon determining that the damage was the result of negligent care or handling on the part of the officer:
 - a) The Department Armorer or Lead Firearms shall notify the employee's supervisor in writing.
 - b) The officer may be subject to disciplinary action.
4. If a Department-owned firearm is lost or stolen:
 - a) The officer to whom the firearm was assigned shall file a police report with the appropriate jurisdiction.

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Law Enforcement Policies and Procedures, 2.10 Firearms Training & Proficiency Demonstration

- b) The officer will forward a copy of the report through the chain of command to his section commander.
- c) The officer's immediate supervisor will notify the Lead Firearms Instructor or their designee of the incident so that a replacement firearm is issued and that the officer qualifies with the weapon prior to returning to regular duty.
- d) It shall be the responsibility of the Department Armorer and Lead Firearms Instructor to ensure that repairs and/or modification to any firearm are performed by an appropriate certified armorer for the make and model of firearm to be repaired. Armorers may repair personally owned primary weapons that were damaged in the line of duty.

M. Ammunition

1. The Department will issue all ammunition for all firearms used in a law enforcement capacity regardless of assignment to ensure quality control, minimum performance specifications, and minimize liability to the Department. Officers shall adhere to the following:
 - a) Only Department-issued, factory loaded ammunition shall be carried and used for duty. No explosive, tracer, or incendiary loads shall be carried by any officer for police use. Ammunition being carried for police use will not be altered in any way.
 - b) All Department-issued ammunition for service shall be replaced on an annual basis under the guidance of a Firearms Instructor or his designee.
 - (1) Ammunition will also be reissued, as required, by the Lead Firearms Instructor or their designee when cartridges have been lost, expended, or possibly tainted and deemed unfit for service. A memo forwarded to the officer's supervisor shall be required to reissue ammunition due to these circumstances.
 - (2) The Lead Firearms Instructor shall set procedures for ammunition quality control prior to placing it in service. This includes, but is not limited to:
 - (a) Accuracy testing of a sampling of rounds from each manufacturer's lot.
 - (b) Chambering and function a sampling of rounds from each manufacturer's lot.
 - (c) Maintaining samples from each manufacturer's lot during the period of service.
 - c) Uniformed officers shall carry two magazines filled no more than to manufacturer's recommended capacity in addition to their fully loaded primary firearm.
 - d) Plain-clothes officers shall carry sufficient extra ammunition to provide a complete reload in addition to their fully loaded firearm. During covert operations, this requirement may not be appropriate and may be waived with supervisor approval.
 - e) For officers carrying an off-duty or secondary firearm, the firearm magazine must be loaded to full capacity. The amount of extra ammunition is discretionary.
 - f) Authorized personnel will be issued ammunition for a maximum of 150 rounds, being for day and night qualifications and 50 for on duty primary weapon. Officers shall carry department issue ammunition in their primary, secondary, and off-duty/concealed weapons.

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N. Qualification

1. Officers shall demonstrate proficiency with all firearms they use in a law enforcement capacity at least once per year. Demonstrated proficiency includes knowledge of departmental policies regarding the use of force, escalating force, and deadly force; laws pertaining to the use of firearms; and being familiar with the operation and safe handling of the firearms the officer is authorized to carry. Training and qualification courses will be scheduled and supervised by qualified firearms instructors. Results will be documented.
 - a) Officers who are excused from schedule weapons qualification because of light duty or approved leave (sick, industrial, vacation, etc.) must qualify within 30 days of returning to duty.
2. Unexcused absences from any scheduled firearms training (qualification or remedial) shall be subject to disciplinary action. The firearms instructor will notify the officer's section supervisor of those absent from department shoots. Excused absences (illness, injury, military leave, vacations, etc.) will be kept on file in the training unit.
3. Annually, officers shall:
 - a) Achieve a minimum score of 210 points with primary and off-duty handguns on the AZPOST marksmanship course.
 - b) Obtain a passing score on the Firearms Training System (FATS) or other "decision making" course approved by AZPOST or Department.
 - c) Member of the Special Operations Group (SOG) are required to achieve a minimum score of 230 points on the AZ POST Pistol/Revolver marksmanship course or of 90% on all other firearms related training as deemed necessary by the Lead Firearms Instructor that may include, but is not limited to:
 - (1) Malfunction/clearance drills
 - (2) Combat drills
 - (3) Shotgun/general purpose rifle course
 - (4) Obtain a passing score on written tests
 - (5) Specialty course for SOG personnel.
4. The officer shall demonstrate proficiency on an approved course of fire with secondary weapons.
5. Officers failing to satisfactorily complete any of the primary weapon qualification shoots shall be required to attempt qualification a second time. Prior to the second attempt, the officer shall receive individual instruction by a firearms instructor to assist in obtaining a passing score through close instruction of the fundamental skills of marksmanship.
 - a) In the event an officer fails to qualify on the first attempt, the officer will be required to attend a four-hour block of remedial firearms training during the first available remedial training session.
 - (1) If the officer fails to attend one of the training sessions, another form of remedial training will be arranged as determined by the Lead Firearms Instructor.

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Law Enforcement Policies and Procedures, 2.10 Firearms Training & Proficiency Demonstration

- b) If the officer fails to qualify after the second attempt, an additional attempt may be made as time permits during which time the officer will receive individual instruction by a firearms instructor.
- c) If after the third qualification attempt, the officer does not successfully complete the course of fire, the firearms instructor and the officer shall immediately notify the officer's chain of command. The section supervisor shall be notified as soon as practical. The officer's supervisor shall ensure that the officer is immediately assigned to a non-enforcement position up to 30 days pending re-qualification and remedial training. The firearms instructor shall schedule remedial training to occur within 30 days, at which time the officer will receive individual instruction and shall attempt to qualify on the course of fire.
 - (1) The firearms instructor shall, within 24 hours, forward a memorandum to the Lead Firearms Instructor explaining:
 - (a) What occurred.
 - (b) The nature of the problem.
 - (c) The action that will be taken to resolve the problem.
 - (2) The officer's permit for off-duty work in an armed capacity will be suspended until he has successfully qualified.
 - (3) Failure to successfully complete the course of fire within the remedial training period may result in disciplinary action or termination for failing to maintain minimum standards.
- 6. The officer will be required to attend a two-hour block of remedial training with an assigned firearms instructor for three consecutive months following successful completion of the qualification course. In the event the officer fails to attend the scheduled training, his/her direct supervisor will forward a memo to the Lead Firearms Instructor explaining the failure to attend required training.
- 7. Performance Evaluation
 - a) The officer's proficiency will be documented on the performance evaluation, within the performance standard titled "Maintains firearms proficiency and demonstrates the ability during qualification shoots."
 - b) The rating will be based on the officer's day and night qualification score. The lowest score will be used, for example if an officer's scores are 205, 210, and 225, the score of 205 will be used to determine the evaluation rating. Ratings will be determined as follows:
 - (1) Does not meet standards (1) or Improving / developing performance (2) if the officer fails to qualify on the first attempt. The score will be dependent upon the officer's firearm's qualification history. The supervisor shall support the score in writing on the evaluation.
 - (2) Quality Performance (3) – The officer receives a score between 210 and 230.
 - (3) Excellent Performance (4) – The officer receives a score between 231 and 249.
 - (4) Exceptional Performance (5) – The officer scores 250.

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Law Enforcement Policies and Procedures, 2.10 Firearms Training & Proficiency Demonstration

8. Officers assigned specialty weapons shall meet the minimum qualifications set by the Special Operations Group Commander. Failure to meet these standards may result in removal from the team.

O. Weapons Accessories

1. The following accessories are authorized as an option to be added to the standard department issued handgun. All accessory items will be purchased by the individual officer and will be considered an upgrade at the officer's expense. Officers who choose to add an accessory to their weapon are responsible for the item's maintenance.
2. Any accessory that is not listed must be authorized by the Lead Firearms Instructor on an individual basis.
3. Weapon mounted flashlight
 - a) The Glock models, Insight models, Streamlight models, Surefire models, with a minimum of 80 lumens will be the only authorized flashlights that may be attached to the Glock 17 duty handgun weapon. The flashlight will be mounted to the weapon using the molded rail located on the receiver of the weapon.
 - b) The flashlight will be attached to the weapon at all times. Officers will not add or remove the flashlight from the weapon while on duty. The flashlight may only be removed during administrative times when the officer is not in an on-duty status, or with Firearms Instructor/Supervisor approval or an exigent circumstance exist.
 - c) The officer who chooses to add the flashlight to his weapon must purchase an upgraded holster that has been specifically designed for the flashlight system and meets the requirements set forth in uniform policy. Any additional cost for the upgraded holster shall be the financial responsibility of the officer.
 - d) Users are required to complete a department authorized training course outlining the use of the flashlight system and must qualify with the system in standard day-light and adverse light firearms qualification tests.
 - e) In the event that the flashlight fails due to mechanical failure of the bulb or batteries, the using officer is responsible to return the light to working order as soon as is reasonably possible. Officers will not carry the weapon with a defective flashlight.
 - f) Officers who are issued a flashlight system may carry the weapon with the flashlight attached while working in a normal uniformed setting as outlined above. Officers will notify their supervisor in the event that the department issued flashlight fails to operate correctly. The department will replace or repair the defective flashlight as soon reasonably possible.
 - g) Non-uniformed officers will be authorized this accessory while working in a plain-clothes capacity.
 - h) Weapon-mounted flashlights are to be used only in cases where the pointing of the weapon at a person, object or area would be consistent with use of force policy and department training. The weapon-mounted flashlight will not be used for administrative searching purposes. Officers are to use a normal handheld flashlight for this purpose in circumstances where the threatened use or actual use of deadly force would not be authorized.

4. Rubber grip accessory / Sand grips

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Law Enforcement Policies and Procedures, 2.10 Firearms Training & Proficiency Demonstration

- a) Officers are authorized the addition of the Hogue Handall rubber grip to the standard molded grip. This accessory must be added to the weapon by a Department Armorer. Sand grips are authorized if approved by the Lead Firearms Instructor.
- b) The accessory must not interfere with the movement of the magazine release in any way. The Department Armorer may manipulate or make minor modifications to the grip to insure that it does not interfere as outlined above.

5. Magazine release

- a) Magazine release extensions may be authorized. Officers should take care to insure that the magazine release extension does not interfere with the normal use of the officer's holster.
- b) Magazine release extensions will only be placed on the weapon by a Department Armorer.
- c) Left-handed officers may have minor modifications such as a rounding of sharp edges on the magazine release made. Only a Department Armorer will make this modification.

6. Magazine extensions

- a) Magazine extensions are not authorized for use with the Glock 17, unless authorized by the Captain.
- b) Officers carrying authorized weapons for off-duty or limited duty purposes are authorized the addition of the magazine finger groove extension for grip purposes only.
- c) No magazine will be authorized which enables the weapon to carry more ammunition than the amount recommended by the weapons manufacturer or consistent with duty weapon.

7. Laser Aim points

- a) Laser aim points will not be authorized for normal patrol duties and are a restricted accessory for special tactical purposes only.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Civil Litigation	Policy Number: 2.11
Issue Date: 07/31/2007	Revision Date:

POLICY:

San Luis Police Department takes proactive measures to limit the causes and impact of civil litigation filed against its officers, supervisors, and administration.

DEFINITIONS:

Civil Law: The law of civil or private rights is also known as a *tort law*. In the case of civil lawsuits brought against officers or administrators, plaintiffs may ask the court to:

1. Award money damages to be paid by the officer, administrators, or San Luis or
2. Force the department to make changes in the way it operates by granting an injunction or entering into a consent decree [agreement to change].

Discovery: The judicial process for compelling production of written records or other evidence for use in civil litigation.

In-camera Inspection: Judicial inspection of allegedly privileged information to determine whether the need to present such information as part of the essential proof of the case outweighs the interest in maintaining its confidentiality.

Plaintiff: A person or persons who brings a civil case. A plaintiff may be an inmate, detainee, citizen, a group of citizens, or another governmental body.

PROCEDURES:

General Guidelines:

The distractions caused by civil litigation are minimized through the triad of *personnel training, supervision, and adherence to policy & procedures*. Supporting this triad is the requirement to reasonably document our decisions and actions.

High-Risk Operations:

The following are some of the operational areas frequently involved in litigation against law enforcement agencies. Officers should be thoroughly familiar with and use

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particular care to follow agency policies and procedures guiding these operational areas,

1. Use-of-force
2. Firearms and less lethal weapons
3. Vehicular pursuits
4. Patrol driving and response
5. Domestic violence
6. Investigatory stops and arrest procedures
7. Searches
8. Motor vehicle stops and searches
9. Police canines
10. Workplace harassment
11. Transportation of prisoners
12. Secondary employment and off-duty powers

Response to High-Risk Incidents:

When responding to, or on the scene of, a high-risk incident:

1. Secure the scene and all evidence;
2. Record the names and addresses of all witnesses on the scene;
3. Obtain a statement at the scene from a relevant source, and from ambulance and emergency room personnel, if applicable;
4. Note all necessary information regarding the incident;
5. Request a supervisor be dispatched to the scene:
 - a. To conduct an independent review of all relevant information prior to *release of the scene*; or
 - b. To review a search or arrest that may have been handled improperly.
6. Request an investigator to process crime scenes according to departmental procedure, including:
 - a. Taking color photographs or video from different angles;
 - b. Photographing all witnesses.
 - c. *Insuring that each suspect is informed of rights to include Miranda warnings, Juvenile Warnings, and any other required readings.*
7. Document critical information such as:
 - a. Whether medical treatment was needed, requested, or received;
 - b. Observations regarding suspect(s) general mental and physical health, and presence of any specific health problems requiring special treatment; &
 - c. Photographs of suspect and victims to include any specific injuries.

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Post-Incident Procedures:

All officers involved in high-risk incidents must fully document the incident to their supervisor before concluding their shift. Supervisors review the reports, obtain necessary supplemental information, and forward reports to the Director as soon as practicable. The Director or designee prepares, and submits, a confidential memo to the department's legal counsel providing an assessment of the incident. Depending on the need, the Director, or his designee, will meet with legal counsel.

Officers working or involved in the case must understand and adhere to the following:

1. An internal investigation does not necessarily imply misconduct; &
2. Officers are not to discuss incidents with reporters or attorneys not associated with the department without prior approval of the Director, or court order.

Responsibilities of the Director:

With the aid of department's legal counsel, the Director coordinates all responses to, pending or potential, litigation against the department. The department litigation coordinator will:

1. Develop litigation files for each case that include:
 - a. Copies of relevant departmental policies pertaining to the incident;
 - b. Copies of relevant radio communications, computer, or telephone records or tapes;
 - c. Relevant photographs pertaining to the incident;
 - d. Copies of the disciplinary and training records of all involved personnel; &
 - e. Criminal docket, where applicable, from any criminal case arising from the incident.
2. Establish a quality assurance process to confirm that:
 - a. Documents are routed to appropriate parties for resolution;
 - b. Documents are processed and completed by due dates; &
 - c. Records are kept detailing information released in each case and purpose for its release.
 - d. Policies & procedures are protected from release in accordance with *stated warnings*.
3. Conduct audits and semi-annual reviews of departmental litigation to determine whether need for *policy and procedure* revision or training exists;
4. Disseminate updated *policies & procedures* resulting from new case law statutes, or needs analysis to agency personnel; &
5. Update employees involved in civil litigation regarding meaningful developments in and status of the cases, especially cases that have been concluded or settled.

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Responsibilities of Employees:

Employees named as parties to civil actions for acts or omissions allegedly arising out of their *scope of authority* or *official duties* will:

1. Immediately notify the Director and department's legal counsel;
2. Request representation from departmental legal counsel, or secure representation from a private attorney at his own expense, if desired;
3. Maintain accurate and detailed reports; &
4. Avoid making public statements concerning the litigation without prior approval of the Director.

Response to Subpoenas and Discovery Requests:

Employees of the department must follow these guidelines regarding subpoenas in matters arising out of their official capacity:

1. When receiving a subpoena to testify, provide deposition, or documents employees immediately notify the Director and the department's legal counsel. A copy of the subpoena must be provided with the notice.
2. All discovery requests or subpoenas for department records, reports, or officer notes must be acted upon as directed by the department's legal counsel and state law.
3. The following information may be released to a judge for in-camera inspection with regard to *discovery requests*:
 - a. *Policy & procedure* sections, governing the alleged misconduct;
 - b. Personnel records;
 - c. Citizen complaints;
 - d. Internal investigation files related to the incident;
 - e. Responses to requests for past internal investigations into alleged misconduct of officers; &
 - f. Responses to requests for internal investigations into officer alleged misconduct or misconduct similar to that being litigated.
4. The following information may or may not be fully discoverable:
 - a. Minutes and records of official review boards;
 - b. Departmental policies and procedures;
 - c. Training records; &
 - d. Internal memos or notes that do not fall within *attorney work product privilege*.

5. Privileged material generally not subject to discovery includes:

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- a. Names of *confidential informants* or *citizens who wish to remain anonymous*;
- b. Records of ongoing internal investigations that would be jeopardized by disclosure;
- c. Investigative files relating to ongoing criminal investigations; &
- d. Communications subject to any legal privilege.

Response to Media:

The Director, or his designee, is the sole individual responsible for authorizing or coordinating all statements pertaining to any incident, or litigation, involving the department. The Director must work with legal counsel to present fair and accurate media statements pertaining to testimony, legal issues or other concerns arising from litigation or any other incident involving the department. Employees asked to comment or talk with representatives of the news media must, prior to such a meeting or discussion, secure permission from the Director.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Professional Conduct	Policy Number: 2.12
Issue Date: 07/31/2007	Revision Date:

POLICY:

All personnel of the San Luis Police Department must conduct themselves honestly, efficiently, and with integrity. The public is entitled to courteous, and competent responses to requests for law enforcement service.

PROCEDURES:

1. **Sworn or civilian employees** are always courteous when interacting with the general public.
2. Employees must avoid behaviors and practices that cause the public to question individual employee or agency integrity.
3. Off-duty officers are required to conduct themselves as though they were on duty, while in uniform and are not to reveal, or make public, any order or information to any person unless the disclosure is authorized, and the intended receiver has a need to know.
4. Officers are governed by ordinary and reasonable rules of good conduct and behavior whether on or off duty. Officers always demonstrate morals and values expected by the community and will not commit any act that could adversely affect the department.
5. Officers always remember that they are sworn to uphold the law, abide by the *policies and procedures* of this department, and the law, while protecting the rights of all people as afforded by the Constitution of the United States of America and the State of Arizona

Law Enforcement Ethics:

I have read and fully support the Law Enforcement Code of Ethics and The Canons of Police Ethics as adopted by my department. These statements are found in this *policy and procedure* manual.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Abuse of Position	Policy Number: 2.13
Issue Date: 07/31/2007	Revision Date:

POLICY:

All officials of San Luis Police Department decline any special privileges or exemptions for themselves or for any:

1. Spouse
2. Child
3. Parent
4. Other family member or relative
5. Friend
6. Acquaintance
7. Non-acquaintance

DEFINITIONS:

Authoritative position: All officers have a position of great authority that is afforded by society. Because of this authority, officers are in a position to influence citizens within a community. With this authority come grave responsibilities.

Conflict of interest: A situation for which a person may have more than one specific self interest in the outcome.

PROCEDURE:

Abuse of Position:

In compliance with departmental procedure, all members of the San Luis Police Department will consider the following situations abuses of position:

1. Becoming involved in a situation that is a conflict of interest.
2. Use of authority for the purpose of financial gain.

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Conflict of Interest Regarding Abuse of Position:

All officers of the department must avoid becoming involved in any situation, either on or off duty, for which a conflict of interest is present. If an officer responds to a call for which a conflict of interest presents itself, the officer must control the situation, request a supervisor to respond, and cease any further involvement in the situation after being properly relieved.

Financial Gain Regarding Abuse of Position:

Officers of the San Luis Police Department, while in their official capacity, must **NEVER**:

1. Accept payment, cash, or property for services delivered in their capacity as an officer. Any officer confronted with such a situation must immediately complete a report to be forwarded to the Director;
2. Accept any gift or gratuity from a subordinate, unless approved by the Director;
3. Attempt to negotiate any payment of cash or property from another person or institution in their capacity of official police business. Any abuse of this authority is subject to disciplinary action;
4. Give testimony or use their name or photograph regarding commercial advertising, unless approved by the Director;
5. Seek personal publicity, either directly or indirectly, in the course of their employment;
6. Solicit subscriptions; or
7. Sell books, papers, tickets, merchandise, or any other items of value.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Rules of Conduct	Policy Number: 2.14
Issue Date: 07/31/2007	Revision Date:

POLICY:

Employees of the San Luis Police Department conduct themselves professionally and responsibly at all times in order to uphold the trust and confidence placed in them by the community.

DISCUSSION:

A key ingredient of this service is maintaining the trust and confidence of the citizens that we serve. We recognize that officers and employees of our department are *high profile* members of our community, and as such are subject to constant scrutiny. As a result, officers and employees must always strive to set an appropriate example. This often means using restraint, avoiding conflict, and working well with the public.

PROCEDURES:

General Guidelines:

Officers are expected to follow Agency rules of personal conduct in both the spirit and content, and encourage compliance by fellow officers and employees. Command and supervisory level officers should be role models and are expected to demonstrate leadership and set exemplary standards.

Section One - Obedience to Orders, Rules And Laws:

1.1 Obedience to Rules of Conduct

All sworn and civilian employees will be governed by the following general rules of conduct. Violations of any of these rules are considered sufficient cause for disciplinary action up to and including dismissal.

1.2 Obedience to Laws

Officers and other employees must abide by the laws of the United States, the state of Arizona, and the ordinances of the City of San Luis.

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1.3 Adherence to Departmental Rules

Officers and other employees abide by the personnel policy and the general, special, and tactical orders, rules of conduct, and other properly issued internal directives of the department.

1.4 Insubordination

Officers and employees must promptly obey all lawful orders and directions given by supervisors. The failure or deliberate refusal of officers and employees to obey such orders is deemed insubordination and is prohibited. Flouting the authority of a superior by displaying obvious disrespect or by disputing his orders is likewise deemed as insubordination.

1.5 Issuance of Unlawful Orders

No supervisory officer or employee will knowingly or willfully issue an order that violates a federal or state law, a city ordinance, or a departmental rule or policy.

1.6 Obedience to Unjust or Improper Orders

If an officer or employee receives an order he believes is unjust or contrary to a departmental order or rule, he must first obey the order to the best of his ability and then may appeal the order to the Director.

1.7 Obedience to Unlawful Orders

No officer or employee is required to obey an order that is contrary to the laws of the United States, the state of Arizona, the ordinances of the City of San Luis or policies established by this department. If an officer or employee receives an unlawful order, he will report in writing the full facts of the incident and his action to the Director thru the chain of command.

1.8 Conflict of Orders

If an officer or employee receives an order that conflicts with one previously given him by a superior officer or employee, the officer or employee receiving the order shall respectfully point this out to the superior officer or employee who gave the second order. If the superior officer or employee giving the second order does not change the order in a way that eliminates the conflict, the second order stands and is the responsibility of the second superior officer or employee. If the second superior officer or employee so directs, the second order is obeyed first. Orders are countermanded when necessary for the good of the department, and accomplishment of the mission.

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1.9 Duty to Read, Understand, and Comply With Orders

Failure to read and/or comply with laws, rules and regulations, general and special orders, policies and procedures of the department, or written or verbal orders of a supervisor is prohibited. It *is neglect of duty* to fail to inquire of a supervisor the meaning or application of any directive or order that is not clearly understood.

1.10 Issuance of Orders

Orders from supervisors to subordinates are addressed in professional, clear, understandable English; civil in tone, and manner; and, issued in pursuit of departmental business.

1.11 Conduct Unbecoming

Conduct that adversely affects efficiency, erodes public respect, or reduces confidence in government service is unbecoming and is prohibited. Examples of such conduct include, but are not limited to:

- a. Fraud in securing employment;
- b. Conviction of any felony or of a misdemeanor involving moral turpitude, or the entry of a plea of *no lo contendere* to either;
- c. Misuse of government funds or property;
- d. Falsification or misuse of government records, including application forms, time and financial records, incident reports, case files, or personnel;
- e. Reporting to work or working under the influence of alcohol or substances that significantly impair job performance, or the use of such substances during working hours; except prescribed medication that does not adversely affect the ability to perform assigned work tasks;
- f. Instigation of, participation in, or leadership of a *strike, sit-down, stay-in, sympathy strike, walk-out, slow-down, sick-out*, or any other interference with normal, efficient workflow;
- g. Concealment or failure to report any employment, ownership interest, or personal activity in conflict with the legitimate interests of the City of San Luis;
- h. Engaging in infamous, notorious, or disgraceful conduct that adversely affects the City of San Luis legitimate interests;
- i. Insubordinate, rebellious, disruptive, harassment, or disrespectful behavior toward other employees or government officials;
- j. Fighting;
- k. Or any other action that any reasonable and prudent person would consider it to be an act of misconduct.

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Section Two - Attention to Duty:

2.1 Performance of Duty

Officers and employees are to be attentive to their duties at all times, and perform all duties assigned to them even if such duties are not specifically assigned to them in any departmental rules or procedures manual.

2.2 Duty of Supervisors

Supervisors enforce the rules, regulations and policies of the department. They do not permit or otherwise fail to prevent, violations of the law, departmental rules, policies or procedures. They must report violations of departmental rules, policies, or procedures to their immediate superiors without delay. When possible, they actively prevent such violations or interrupt them as necessary to ensure efficient, orderly operations.

2.3 Truthfulness

Officers and employees will not knowingly give any false or misleading information concerning the duties, responsibilities or actions of the department or any member thereof, nor withhold any information that is their duty to report, nor falsify any department documents.

2.4 Conduct and Behavior

Officers and employees, whether on-duty or off-duty, follow the ordinary and reasonable rules of good conduct and behavior and will not commit any act in an official or private capacity tending to bring reproach, discredit, or embarrassment to their profession, the department. Officers and employees follow established procedures in carrying out their duties as law enforcement officers and employees of the department.

2.5 Responsibility to Serve the Public

Officers and employees consider it their duty to be of service to the general public and to render that service in a kind, considerate, and patient manner. Officers and employees promptly serve the public by providing direction, counsel and other assistance that does not interfere with the discharge of more critical police duties.

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2.6 Respecting the Rights of Others

Officers and employees respect the rights of others and do not engage in discrimination, oppression or favoritism. Officers and employees must maintain a strictly impartial attitude toward complainants and violators. Use of profane, demeaning, or insulting language will not be tolerated, nor will disrespect for the political or religious views of others be accepted.

2.7 Officers Always Subject to Call of Duty

Officers respond to lawful orders of supervisors and to the call of citizens in need of police assistance. Off-duty officers are expected to take prompt and proper action when life is endangered. Officers and Employees are subject to call twenty-four (24) hours a day and may be recalled from vacation leave or off day whenever necessity demands.

2.8 Reporting for Duty

Officers and employees must promptly report for duty properly prepared at the time and place required by assignments, subpoenas or orders. Officers and employees must remain at their posts or place of assignment until properly relieved by another officer or employee or until officially dismissed by a supervisor. It is the relieving officers and employees' responsibility to locate and meet with the officer or employee he is relieving. The officer or employee who is being relieved has the responsibility to pass onto his relief any and all pertinent information. The relieving officer or employee must assist the officer or employee he is relieving in any way possible so as to expedite the relief and complete the officer or employee's tour of duty in a timely way.

2.9 Availability While on Duty

Officers and employees, while on duty, may not conceal themselves or maintain a hidden or low profile except for some assigned police purpose. Officers and employees must keep themselves immediately and readily available at all times while on duty.

2.10 Prompt Response to All Calls

Employees must respond to all dispatched assignments without argument and unnecessary delay. No officer will fail to aid, assist, or protect a fellow officer, employee, or citizen to the fullest extent of his or her professional capabilities. Calls are answered in compliance with policy and traffic laws.

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2.11 Duty to Report All Crimes and Incidents

Officers and other employees must promptly report all serious crimes, emergencies, incidents, dangers, hazardous situations and relevant information that come to their attention. Officers and employees may not conceal, ignore or distort the facts of such crimes, emergencies, incidents and information.

2.12 Responsibility to Know Area of Jurisdiction

Officers and other employees know the boundaries of the city and must be familiar with the names of streets and highways within those boundaries. Officers and employees must also be familiar with the names and locations of businesses, public buildings, and as many residents as possible.

2.13 Sleeping on Duty

Officers and employees must be alert throughout their tour of duty. Sleeping while on duty is strictly forbidden.

2.14 Assisting Criminals

Officers and employees do not communicate in any manner, directly or indirectly, any information that may delay an arrest or enable persons suspected of criminal acts to escape arrest or punishment. Nor will officers or employees dispose of property or goods seized or taken from a suspect, or destroy evidence of unlawful activity.

2.15 Reading on Duty

Officers and employees must not read newspapers, books, or magazines while on duty and in the public view unless authorized by a supervisor.

2.16 Studying on Duty

Officers and employees must not engage in any studying activity during their regularly assigned working hours that are not directly related to their current job assignment.

2.17 Maintaining Communications

Officers must be directly available by normal means of communication while they are on duty or officially on-call, and will promptly respond when called. On-duty officers must maintain radio communications with the department dispatcher while he/she is on-duty and radio equipped. Should an officer experience a technical malfunction with communications equipment, immediately report it and replace it

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with an operational unit.

2.18 Keeping Notes on Police Activities

Officers and employees are required to maintain written notes on police matters such as calls, arrests and other activities to the extent that they may later complete official reports and accurately testify in official proceedings. Notes may be destroyed upon completion of reports.

2.19 Completing Official Reports

Unless otherwise directed, officers and employees must promptly submit all reports completed prior to going off duty. All reports, forms, memoranda, citations, or other papers utilized in this department will be completed in black ink, computer printed, or typed. Special projects may require deviation from this requirement. All reports must be completed within three (3) working days of when the report was taken. (exception: Accident Reports shall be completed within five (5) working days.)

2.20 Reporting Accidents and Injuries

Officers and employees must immediately report the following accidents and injuries:

- a. On-duty traffic accidents in which they are involved
- b. Personal injuries received in the line of duty no matter how small in nature.
- c. Personal injuries not received in the line of duty but which are likely to interfere with performance of police duties
- d. Property damage or injuries to other persons that resulted from the performance of his police duties.
- e. Discharge of weapon except when engaged in department training exercise, firearms qualifications or sporting event.

2.21 Reporting Address and Telephone Number

Officers and employees must have a working telephone at their residence and must register their correct residence address and telephone number with the police department. Any change in address must be reported immediately.

2.22 Testifying in Departmental Investigations

Officers must make statements or furnish materials relevant to a departmental investigation as required.

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2.23 Overtime

Authorized supervisors must approve overtime requests prior to the actual time work begins.

2.24 Duty to be Prompt and Punctual

Employees must be prompt and punctual when reporting to their official duties or assignments.

2.25 Remaining at Duty Station

Employees and officers are required to remain at their duty assignment unless and until they are properly relieved. Absence from assigned workstation or duty without permission is prohibited.

2.26 Excessive Absenteeism

Habitual or patterned use of sick leave or leave without pay, not supported by competent medical evidence or other proof of necessity is prohibited.

2.27 Prohibited Association / Frequenting

Associating with people, organizations, or places known to be involved in criminal activity is prohibited unless necessary for law enforcement business.

2.28 Subversive Organizations

Officers and employees may not knowingly be members of, or affiliated with, any subversive organization whose avowed purpose advocates the overthrow or disruption of the lawful function of any federal, state, county, or municipal government.

2.29 Duty With Regard to Civil Proceedings

No employee may initiate any civil proceedings arising out of a law enforcement activity without first notifying the Director. Private civil actions that have no connection with a member's department position or official action are not within the scope of this rule.

2.30 Supplies or Services

Officers and other employees may not use agency supplies or resources for personal use. The use of the time, facilities, equipment or supplies of the department for private gain or advantage is prohibited.

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2.31 Bulletin Boards or Electronic Messages

Employees are responsible for reading notices posted on official bulletin boards. They also responsible for reading electronic messages sent to them via the department's computer network.

2.32 Refrained From Conducting Personal Business While On-Duty

Employees may not conduct personal business while on-duty without prior approval from their supervisor.

2.33 Use of Tobacco Products

Use of tobacco products while in any city building or vehicle, or at any time while in personal contact with the public is prohibited. This policy does not apply to designated smoking areas that fully adhere to state and local laws.

2.34 Confidentiality / Protection From Retaliation

The identity of persons reporting harassment must be protected to the extent allowed by law. Any employee reporting harassment or unwanted conduct may not be retaliated against. Any employee who engages in such retaliation shall be discharged.

2.35 Refrain From Use Of Cellular Phones While On-Duty

Absent exigent circumstances, employees will refrain from using personal cellular phones in the public eye. Employees WILL NOT use a cellular phone while operating a marked police unit. **Exception:** Supervisors in the course of their duties.

Section Three - Cooperation with Fellow Employees and Agencies:

3.1 Respect for Fellow Officers and Employees

Employees treat other employees with respect, as they would prefer to be treated. They shall be courteous, civil, and respectful of their superiors and their associates.

Command and supervisory personnel supports subordinates in their actions and orders when they can do so reasonably. They avoid censuring subordinates in the presence of others and may not injure or discredit those under their authority by intentional or abusive conduct. This does not prohibit informal oral reprimands or constructive criticisms directed to a subordinate. Any acts of counseling, disciplining, complaining or criticizing must be done positively and constructively in an appropriate setting.

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3.2 Supporting Fellow Employees

Employees must cooperate, support, and assist each other at every opportunity. Employees may not maliciously criticize the work or the manner of performance of another. It is the duty of every officer and employee to refrain from originating or circulating any malicious gossip to the intended detriment of the department or any member thereof.

3.3 Case or Operations Interference

Officers and employees may not interfere with cases assigned to others without receiving clearance from the officer to which the case is assigned or as directed by a supervisor. Should interference occur, the assigned officer must submit a written report to his immediate supervisor.

3.4 Cooperation with Other Agencies

Officers and employees of the department must cooperate with all governmental agencies by providing whatever aid or information such agencies are legally entitled to receive. Any doubts will be passed to a supervisor for approval, before cooperation is rendered.

3.5 Disclosing Information Relating to Police Activities

Discussion of operations and official business of the department is prohibited outside of those authorized individuals that have a *need to know*.

3.6 Misconduct Known to Personnel

Failure to report an employee's violation of a law, rule or regulation, policy or procedure, or a general or special order is prohibited.

Section Four - Restrictions on Behavior:

4.1 Interfering with Private Business

Employees of the department will not interfere with the lawful business of any person.

4.2 Use of Intimidation

Officers and employees may not use their official positions to intimidate persons engaged in a civil controversy.

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4.3 Soliciting and Accepting Gifts and Gratuities

Unless approved in writing by the Director, officers and employees of the department may not solicit or accept any *reward, gratuity, gift or compensation* for services performed as a result of their relationship with the department. This *restriction applies regardless of whether the service was performed on-duty or off-duty.*

4.4 Soliciting and Accepting Gifts from Suspects and Prisoners

Officers and employees are strictly prohibited from soliciting or accepting any *gift, gratuity, loan, fee* or other item of value, or from *lending or borrowing*, or from *buying or selling* anything of value from or to any suspect, prisoner, defendant or other person involved in any case, or other persons of ill repute, or professional bondsmen, or other persons whose vocations may profit from information obtained from the police.

4.5 Reporting Bribe Offers

If an officer or employee receives a bribe offer, he must immediately make a written report to the Director and submit it to his immediate supervisor.

4.5 Accepting Gifts from Subordinates

Without approval from the Director, employees may not receive or accept any gift or gratuity from subordinates.

4.6 Giving Testimonials and Seeking Publicity

As it may pertain to their employment with the department, officers and employees will not give testimonials or permit their names or photographs to be used for commercial advertising purposes. Officers and employees will not seek personal publicity either directly or indirectly in the course of their employment.

4.7 Soliciting Business

Officers and employees will not solicit subscriptions, sell books, papers, tickets, merchandise or other items of value nor collect or receive money or items of value for any purpose while on duty unless specifically authorized in writing by the Director.

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4.8 Intoxication

Officers and employees will not be under the influence of any intoxicating beverage or substance during their tour of duty or immediately prior to their tour of duty. Nor will officers or employees be intoxicated off duty to the extent their impairment causes embarrassment to the department while in the public view. Officers and other employees will not use any intoxicating substance while off duty to such an extent that they become unfit to report for duty.

4.9 Drinking While in Uniform or On-Duty

Officers or other employees will not consume alcoholic beverages while in uniform, on duty, on government property, or in an official vehicle of this department unless specifically authorized to do so in the course and scope of a clandestine investigation. Officers and other employees will not drive or operate motor vehicles within eight hours after consuming alcoholic beverage(s).

4.10 Liquor on Official Premises

Officers and employees will not bring containers of intoxicating beverages into a building or vehicle except as *properly sealed and marked* evidence in a criminal or juvenile case.

4.11 Entering Bars, Taverns and Liquor Stores

Other than for the purpose of performing their official duties, officers and employees on duty or in uniform will not enter or visit any bar, lounge, parlor, club, store or any other establishment whose primary purpose is the sale and on-premise consumption of alcoholic beverages. Officers and employees on duty or in uniform will not purchase alcoholic beverages.

4.12 Playing Games on Duty

Officers and employees on duty or in uniform will not engage in any game of cards, lottery, billiards, pool, chess, dominoes, electronic, or other games.

4.13 Political Activity

Officers and employees will not participate (e.g., make political speeches, pass out campaign or other political literature, write letters, sign petitions, actively and openly solicit votes) in political campaigns while on duty or in uniform.

4.14 Seeking Personal Preferment

Officers and employees will not solicit petitions, influence or seek the intervention of

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any person outside the department for purposes of personal preferment, advantage, transfer, advancement, promotion or change of duty for themselves or any other person.

Section Five - Identification and Recognition:

5.1 Giving Name and Badge Number

Officers and employees must give their names, badge number, and other pertinent information to any person requesting such facts unless doing so would jeopardize a successful completion of a police assignment.

5.2 Carrying Official Identification

Officers must have official police identification available at all times unless involved in sanctioned covert activities, or engaged in athletic or activities.

5.3 Personal Cards

Business cards showing connection to the agency must be approved by the Agency

5.4 Exchange, Alteration or Transfer of Badge, Patch or Logo

The official badge, patch, or logo of the agency will not be altered, transferred, or exchanged except as authorized by the Director.

Section Six - Maintenance of Property:

6.1 Use of San Luis City Property or Service

Officers and employees will not use or provide any city equipment or service other than for official city business unless specifically authorized by the Director.

6.2 Responsibility for San Luis City Property

Each officer or other employee is responsible for keeping all agency equipment clean, in good working order, and protect it from loss, damage, or destruction. Employees deemed responsible for the loss or damage of issued items may, in addition to any disciplinary action given, be required to compensate the department for the loss or damage. Any equipment that becomes damaged or lost should be reported in writing immediately.

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6.3 Reporting Needed Repairs

Officers and employees must promptly report the need for repair of city-owned property to their supervisor.

6.4 Responsibility for Private Property

Officers and employees are responsible for protecting private property or equipment that has come into their possession by reason of their office against loss, damage, or destruction. The agency assumes no responsibility for any personal property of the officer's in case of loss or damage.

6.5 Care of Police Station

Officers and employees keep their offices, vehicles, lockers, and desks neat, clean and orderly.

6.6 Property and Evidence

Officers and employees must tag and place all evidence in the custody of the evidence officer as soon as possible. Officers and employees will not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence held in connection with an investigation or other official action except in accordance with established procedures.

6.7 Alteration or Modification of Police Equipment

Officers and employees may not use any equipment that does not conform to policy or specifications. All equipment must be carried and utilized only as issued and authorized, and no changes, alterations, modifications or substitutions will be made to such equipment unless approved by the Director.

6.8 Parking in Unauthorized or Reserved Parking Spaces

Parking in designated *handicap permit* spaces, *reserved or restricted* space, or *marked fire lanes*, unless responding to an actual emergency, is prohibited.

SECTION SEVEN: Relationships with Courts and Attorneys

7.1 Attendance in Court

Officers and other employees arrive on time for all required court appearances and are prepared to testify.

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7.2 Recommending Attorneys or Bondsmen

Officers and other employees may not suggest, recommend, advise or counsel the retention of a specific attorney or bondsman to any person coming to their attention as a result of police business.

7.3 Testifying for a Defendant

Any officer or employee subpoenaed or requested to testify for a criminal defendant or against the city or against the interest of the agency in any hearing or trial will immediately notify the Director through the chain of command. Likewise, employees or officers subpoenaed to judicial hearings will honor said subpoena and notify their immediate supervisor in a timely manner.

7.4 Interviews with Attorneys

Interviews between an officer or employee and a complainant's [criminal] or Plaintiff's [civil] attorney about a case arising from the officer's employment by the department is done only in the presence of or with the knowledge and consent of the Director.

7.5 Assisting in Civil Cases

Officers and other employees will not serve civil-process papers nor render assistance in civil cases except as required by law and approved by the Director. Officers and other employees will not volunteer to testify in any civil action arising from department duties.

7.7 Notice of Lawsuits Against Officers and Employees

Officers and other employees who have had a suit filed against them because of an act performed in the line of duty will immediately notify the Director in writing and furnish a copy of the complaint as well as a full and accurate account of the circumstances in question.

7.8 Notice of Investigation, Arrest, or Citation

Officers and employees who become the subject of citations or arrest actions will immediately notify the Director in writing. Any officer or other employee who has reason to know they are the subject of a criminal or civil action will immediately notify their supervisor, who will in turn notify the Director.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Quality Assurance	Policy Number: 2.15
Issue Date: 07/31/2007	Revision Date:

POLICY:

The Director maintains this quality assurance system to promote the San Luis Police Department's mission, maintain standards of ethical behavior, and ensure that critical services provided by the department meet community expectations. This plan actively evaluates our daily performance and solicits measurable input from those we serve.

DEFINITIONS:

Quality Assurance [QA]: An affirmative process that measures and evaluates the quality of performance. This process defines the measurement criteria for the services provided, including benchmarks for *completeness, compliance, consistency, and documentation*.

Quality Assurance Coordinator [QAC]: The sworn officer responsible for managing, auditing, and reporting the quality of performance within a law enforcement agency.

Quality Assurance Plan [QAP]: The system developed by the QAC and adopted by the Chief which will monitor and evaluate the quality of law enforcement and other services performed by the San Luis Police Department.

Sampling: Scheduled and/or random observance of employees and processes as tasks are performed. Sampling includes pre-service and in-service training, actual officer and supervisory performance, administrative and technical support, documentation, personal interviews and written surveys of members of our community.

DISCUSSION:

Quality Assurance [QA] is not a substitute for good management and supervision, but rather an important tool for managers and supervisors. QA routinely evaluates the law enforcement services our department provides. During each evaluation phase, quality input is gathered from citizens, fellow officers, government officials, and especially those requesting law enforcement services. Evaluation of our law enforcement services emphasizes:

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1. **Completeness** – services were provided in a timely manner, and at the appropriate level;
2. **Compliance** – services and the manner in which it is provided meets applicable standards, the law, and our policies and procedures;
3. **Consistency** – services are, and have the appearance of being administered in a fair and consistent manner; &
4. **Documentation** – services are detailed in reports and other processes to aid prosecution, while assisting management in improved control.

The QA Plan [QAP] details the activities to be performed in providing independent verification and validation of our services. The QAP:

1. Includes objective evaluation of processes and services against applicable standards and requirements;
2. Identifies non-compliance;
3. Provides timely quality status feedback to management and affected personnel; &
4. Follows-up to ensure noncompliance issues are addressed.

PROCEDURES:

Responsibilities of Quality Assurance Coordinator:

The QAC reports to the Administrative Lieutenant. The QAC assists the Director by:

1. Playing a key role in collecting information, performing analysis, and reporting on the law enforcement services we provide to our community;
2. Performing *sampling* of employees performance;
3. Reporting to the Director on a bi-weekly basis regarding the quality of compliance with departmental policies & procedures, management and supervision, community needs and wants, and recommendations for improvement of law enforcement service delivery.
4. Monitoring and conducting research on new laws and standards that might effect our department as issued by state and federal legislatures and courts, and reporting this information with appropriate recommendations to the Director; &
5. Preparing recommendations on *policies and procedure updates, training curriculum, forms, hours and places of coverage* of the department following the discovery of departmental inadequacies, with prior approval of the Director and Captain.

Monthly Performance Evaluation:

The QAC will regularly and consistently:

1. *Sample* agency employees in order to produce a monthly quality performance report. This *sample* includes the appraisal of:
 - a. Employee conformity to the policies and procedures of the department in their daily activities; &

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- b. Effectiveness of training programs and instructors supporting department operations.
2. Observe the achievement levels and applicability of on-the-street tasks as performed by employees. Meet with the Director and the Captain bi-weekly to discuss preliminary observations and findings, analysis, and recommendations;
3. Establish a long-term performance evaluation plan based on key service and performance issues as recommended to, and approved by the Director;
4. Conduct all sampling inspections randomly, and based on a predetermined schedule;
5. Post up-coming sampling criteria, prior to the beginning of each month on the department bulletin board;
6. Brief officers personally at shift change, on or before the 15th of each month, on sampling inspections results for the previous month, including comments from the Director regarding results and his achievement goals for the up-coming monthly period;
7. Compile reports at month's end noting compliance and non-compliance ratings, for each evaluated issue, and recommendations to improve policy and procedure;
8. Forward reports to the Director and the Captain for review; and after approval, brief all employees on the results;
9. Provide individual feedback to employees in conjunction with supervisors regarding job performance; &
10. Recognize, in conjunction with supervisors, employees who have shown significant improvement or who were outstanding in job performance.

Monthly QAP's will be entered on the computer and maintained within department records indefinitely. Any handwritten notes or observations made by the Quality Assurance Coordinator during random *sampling* will be reduced to type written form and added to the monthly report in the appropriate section, or discarded.

Establishing the Monthly Sampling: The Director, with advice from the Captain, must determine the performance items to be sampled each month. However, it is the job of the QA Coordinator to prepare the recommended sampling for the upcoming month and present it for approval.

Certain key performance samplings occur each month to establish a benchmark, while other optional items will be included from time to time as a means of addressing short-range goals or concerns.

Consistent and recurring sampling items may include issues such as *citizen complaints, constitutional warnings, crime prevention, routine traffic violations, complaints about officers, use of safety equipment*, etc.

Unscheduled Samples:

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The QAC may observe unsatisfactory performance or opportunities for improvement that are not scheduled for random *sample* that month. These observations are noted and reported to the appropriate supervisor, Captain, or the Director. However, any non-compliant incident may not be reported in the analysis section of the months QAP as this was not a sampled issue. The incident may be reported in a *non-sampled observation section* of the report if disregard of the observed conduct would result in possible criminal or civil liability for the officer or department.

Quality Assurance Coordinator Applicants:

Preferred qualifications for position of Quality Assurance Coordinator are:

1. At least five [5] years of experience with the department;
2. Interest in, or experiences as a teacher or public speaker;
3. Good writing skills;
4. Computer and word processor literate;
5. Management, leadership, or instructor experience;
6. Successful coursework in the methods of research;
7. Knowledge and understanding of the San Luis Police Department *policies and procedures*, and the ability to articulate why individual policies are relevant to officer and department liability, and securing citizen approval;
8. Complete personal interviews by agency or governmental management staff;
9. Possess and demonstrate high moral character and the ability to support the high performance standards of the department; &
10. All other requirement and standards of employment as an officer of this agency.

Sampling Forms:

See Annex A, and B of this policy for examples of sampling schedule and audit checklist. Annex B provides the Quality Assurance Coordinator with a means of rating San Luis Police Department on a scale of one [1] through five [5] based on ten [10] questions. The department may receive a possible fifty [50] points based on the ten [10] questions.

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Annex A: QA Schedule

<This annex includes the project QA schedule>

Annex A includes the QA Schedule Form to be used for documenting planned QA tasks and actual completion dates.

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Annex B: QA Audit Checklist Form

<Law Enforcement Sample>

While performing the official duties of a Quality Assurance Officer, please score your perceptions of your police department based on the following ten questions. Please rate agree or disagree with the following statements by circling one number that most fits your views.

1=Strongly Disagree, 2=Disagree, 3=Sometimes Agree, 4=Usually Agree, 5=Totally Agree

QA Audit Checklist		
Service or Process:		
Audit Criteria <i><Enter law enforcement service or process audit criteria></i>	Rating	Notes <i><Enter notes/comments></i>
1. Citizen complaints are responded to within forty-eight hours?	1 2 3 4 5	
2. Officers carry and use <i>warning cards</i> <u>before</u> questioning a <i>suspect</i> ?	1 2 3 4 5	
3. Officers use safety equipment in their vehicles including: seat belts, reflective vests, and bright colored rain coats while on patrol or working in traffic?	1 2 3 4 5	
4. During stops for traffic or minor offenses, officers are polite, courteous, and advise members of the public why they were stopped?	1 2 3 4 5	
5. Officers observe all traffic laws and set the example for other motorists?	1 2 3 4 5	
6. Officers follow the departmental use of force ladder <i>to the degree necessary to accomplish required tasks</i> ?	1 2 3 4 5	
7. Officers know and can articulate that <i>deadly force is only to be used as a last resort</i> ?	1 2 3 4 5	

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Law Enforcement Policies and Procedures, Quality Assurance Plan

8. Uniformed officers are inspected by supervisors before commencement of each shift?	1 2 3 4 5	
9. Arrested suspects and prisoners are handcuffed, and secured in appropriate vehicles?	1 2 3 4 5	
10. Officer reports are neatly written, contain key facts, and use correct grammar and spelling?	1 2 3 4 5	
Non-conformances: <Identify non-conformances found>		
Total score out of a possible 50 points: _____		
QA Officer:		Date:

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Employee & Confidential Records	Policy Number: 2.16
Issue Date: 07/31/2007	Revision Date:

POLICY:

San Luis Police Department maintains and provides *limited access* to employee personnel and other confidential records.

PROCEDURE:

Types of Records:

Current, accurate personnel records will be maintained on employees. Records are kept in four [4] separate files to include:

1. Personnel;
2. Training;
3. Disciplinary; &
4. Evaluation and Promotion.

Personnel files contain information needed to conduct departmental operations, or as required by federal, state or local laws. In addition to these records, other confidential files may be maintained in the facility.

Record Content:

San Luis Police Department maintains the information listed below. This information includes, but is not limited to the following:

1. Initial job application form;
2. High school diploma or GED certificate;
3. DD214, if applicable;
4. New employee information form;
5. Payroll information;
6. Background check data;
7. Reference checks;
8. Insurance information;
9. Performance appraisals, commendations, and promotions;
10. Disciplinary and adverse action notices and supporting information;
11. Change of status records;

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12. Termination form;
13. Attendance and leave information;
14. Medical records [Medical];
15. Worker's compensation information [Safety];
16. Active or inactive EEO file [EEO Coordinator or counselor]; &
17. Training and education file [Training Coordinator].

The Training Officer maintains records of each training course attended by officers of San Luis Police Department, and continually update officer files upon completion of courses.

Accuracy of Contents:

Personnel files must be periodically reviewed to ensure they contain only information relevant to the individual's employment. Each record in the file is examined for accuracy, timeliness, and completeness. Upon receiving approval of the Captain in accordance with regulations, irrelevant, inaccurate, or obsolete material will be purged from the file.

Retirement of Records:

Personnel files of former employees shall be retired ninety [90] days after severance, and stored in a secure area appropriately designated. Compliance with state regulations for destruction of such records is the responsibility of the custodian of the files assigned by the Captain.

File Access:

Only authorized personnel with a legitimate need may inspect personnel records. Employees may review their personnel files at any time by making a request for such review to the Captain. Letters of reference and other reference information, evaluation material used during the hiring process, management records, and other files separate from the official personnel files are considered confidential, and may not be made available for employee review. Records must be reviewed in the presence of a designated personnel staff member. No marks may be made on any document. After review, the employee must sign a form acknowledging the review. The observer must also date and sign the form, and place it in the employee's personnel file.

Challenges to File Contents:

Following a review of the personnel file, an employee may challenge any information in the file by filing a written objection and request for removal or correction with the Captain. The Captain must respond to the request, indicating the decision on that issue within 15 working days. An employee denied a requested record change of this type may appeal in writing, to the Human Resource Department.

Confidential Files:

Confidential records maintained at the direction of the Captain or designee may include such vital information as:

1. Policy & Procedure Master Copy;

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2. Force Evaluations;
3. Confidential Informer Files;
4. Building and Facility Construction Plans; &
5. Risk and Needs Assessments.

These and other confidential files may be maintained in the same office as staff personnel records, but must be secured under separate lock and key.

General Security of Confidential Records and Files:

Employee and other confidential files and records are safeguarded under locked storage and fire resistant safes located in an area that assures only authorized personnel may access the room and files.

Anyone authorized to receive or review a confidential file, will sign for the file, and return it in the time specified by the *custodian of records*. Normally, review of these files takes place in the secured area where the files are stored.

At the end of each day or work shift, confidential files are accounted for and returned to the secured container from which they were borrowed.

Requests for personnel or other confidential information from sources outside the department will be directed to the Director.

Security of Personnel Files:

Upon written approval of the Director, personnel information will be released to non-department persons whose requests are approved and received in writing.

Requests for information for personnel records other than bona fide criminal investigations must be forwarded to the individual whose records are requested for approval. The following information is considered non-confidential and may be released by the Captain or designee without employee clearance: employment dates; position(s) held; duty stations; and wage and salary verification [only verification of amounts provided by requester]. If additional information is requested in non-criminal cases, the employee must give written consent, which will be retained in the employee's personnel file.

Security of Confidential Files:

The Records Supervisor must use his/her best efforts to protect this information from release to the public directly or indirectly. The Director has the authority to release confidential records maintained by this agency, with the exception of portions of personnel records as discussed above.

Any document discussing or detailing vulnerabilities, standards of performance, response plans, policies and procedures, drills, training methods, or handling procedures is confidential restricted law enforcement data, and not intended for release to any outside source without the prior written approval of the Director.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Court Appearance	Policy Number: 3.04
Issue Date: 07/31/2007	Revision Date:

POLICY:

Court appearance is an integral part of our law enforcement duties. San Luis Police Department personnel appearing in court in any capacity, must attend at the appointed time without fail, present a well-groomed appearance, be prepared, and behave professionally.

PROCEDURES:

Court Appearance:

1. Attendance at a court or quasi-judicial hearing, whether notified by subpoena or notice by the department, prosecution, or hearing officer is an official duty assignment, and must be in attendance without fail. Permission to omit this duty must be obtained from the prosecuting attorney or other competent official, prior to the appearance date and time.
2. All officers must be punctual and attend until dismissed by the prosecution or person issuing the subpoena.
3. The complete and official uniform must be worn when appearing in court. Non-sworn employees and sworn personnel assigned to plain clothes duty may appear in conservative business attire.
4. Members must avoid mannerisms or expressions, which might imply disrespect to the court, other witnesses, those charged with criminal offenses, or plaintiffs testifying. Employees must have notes and case files prepared, and all evidence suitably arranged for presentation to the prosecutor before trial appearance.

Subpoena Precedence:

If employees receive more than one subpoena to appear at any court or quasi-judicial hearing on the same date and the same time, the subpoena priority should be decided by the administrative lieutenant considering the merits of each case. Courts must be notified of the conflict if and when this occurs.

Court Absences:

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If an employee is scheduled to be in court and cannot attend, he must notify the court clerk of the reasons for non-attendance in writing at least seventy-two [72] hours or three [3] days prior to the scheduled court date. In cases of unforeseen emergencies, verification of that emergency must be submitted to the court clerk immediately in writing. If the emergency arises before court and the officer is able to contact the court, the judge determines if the absence is excused. If the officer is unable to contact the court, the Captain must determine if the absence is excused. Copies of all communications with the court or prosecution regarding appearances must be submitted to the Captain.

Penalties for Unexcused Court Absences:

All unexcused absences are forwarded to the Director or his designee by the court clerk after each court day. Disciplinary action for not appearing in court may include the following:

1. First Offense: Letter of written reprimand to be placed in the officer's personnel file.
2. Second Offense: Officer will receive a two [2] day suspension without pay from duty.
3. Third Offense: Officer will receive a four [4] day suspension without pay.
4. Fourth Offense: Review of employment and possible termination.

Respect and Testimony:

While in court, the officer must:

1. Always tell the truth when testifying, making reports, or conducting any Law enforcement business;
2. Be respectful of magistrates and judges at all times;
3. Speak calmly and explicitly in a clear, distinct, and audible tone so to be heard by the court and jury when giving testimony.
4. Testify with strict accuracy, limiting testimony to the case before the court, and neither suppress nor overstate the slightest circumstances with a view for favoring or discrediting any person.
5. Answer defense counsel questions with the same readiness and civility as when testifying in support of the charge, remembering that the ends of justice will be served by showing a desire to tell the whole truth, whether it is in favor of or against the defendant.

Testifying for the Defendant:

Any employee subpoenaed by the defense in any criminal trial or hearing will notify the office of the prosecuting attorney immediately upon receipt of the subpoena.

Civil Action, Court Appearances – Subpoenas:

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Employees may not volunteer to testify or give deposition in civil actions and may not testify unless subpoenaed. Employees must accept all subpoenas legally served. If subpoenas arise out of departmental employment, or if employees are informed that they are a party to civil actions arising out of departmental employment, they must immediately notify the Director and the attorney representing the agency. Employees then prepare to discuss the testimony he is prepared to present, if called as a witness.

Civil Matters Relating to Employment:

1. Employees confer with the Director before giving depositions, affidavits, or testimony in civil matters.
2. Employees may not institute any civil action arising out of their official duties without first notifying the Director.
3. Employees may not use their position with the department as a means of forcing or intimidating persons with whom they are engaged in civil matters.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Uniforms	Policy Number: 3.05
Issue Date: 07/31/2007	Revision Date:

POLICY:

All employees present a professional image to the public by consistently maintaining a neat and clean appearance during the performance of official duties or at any time that he or she is representing San Luis Police Department in any manner.

Uniform- Officers:

Officers are expected at all times to be dressed in complete and proper uniform. Regulation uniforms shall consist of the following items:

1. Hat (optional);
2. Jacket (winter) (black);
3. Short-sleeved or long-sleeved shirt for both summer and winter as appropriate (black);
4. Pants (black);
5. Badge;
6. Departmental patches;
7. Black basket weave duty belt;
8. whistle chain and whistle; and
9. rank insignia (when applicable)

Additional required items that are considered components of the uniform are:

1. Body Armor (Vest);
2. Service weapon and magazines;
3. Expandable baton;
4. Taser
5. Flashlight;
6. Holsters for above equipment;
7. Handcuffs;
8. Handcuff pouch;
9. Magazine holder;
10. Ammunition;
11. belt keepers &
12. radio and radio holder

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Uniform- Civilian employees and volunteers:

Civilian employees and volunteers wear a similar uniform consisting of:

1. Hat (optional);
2. Jacket (winter) (black);
3. Short-sleeved or long-sleeved shirt for both summer and winter as appropriate (gray or white);
4. Pants (black);
5. Identification plate or embroidered patches; &
6. Departmental patch.

Uniform-Plain Clothes Personnel:

Plain clothes employees dress conservatively as outlined in the Appearance Policy. Male employees wear slacks, a dress shirt and dress shoes (suit or sport jacket and a tie are optional unless required by a supervisor). Female personnel wear conservative type business suits or ensembles. "Corporate casual" attire is appropriate for certain functions. Officers must use discretion and dress according to the anticipated audience and the environment.

Uniform Requirements:

1. All uniform clothing items must be clean and pressed.
2. No uniform clothing items may be excessively worn, faded, torn, frayed or patched.
3. All leather items, belt, holster, handcuff case, etc. must be black basket weave (nylon may be used during special occasion with supervisor's approval).
4. All brass items must be clean and properly polished.
5. When in uniform, all pieces of the uniform and all uniform equipment must be worn.
6. Shoes or boots must be approved by the Captain and must be shined/polished appropriately on a regular basis.
7. Socks that are exposed must be black.
8. All personnel are held accountable for the return of all departmental issued uniform items.
9. No issued item is to become the property of any individual.
10. Items lost or damaged during law enforcement activities must be reported to the employee's immediate supervisor.
11. Replacement of items of personal purchase, which are lost or damaged in law enforcement activities, must be determined on a case-by-case basis.
12. Property lost or damaged as a result of law enforcement activities must be promptly reported, and replacement costs determined so the officer involved may request to the courts that prosecution of the individual include reimbursement costs to the department.

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13. All pins, extra patches and other additions to the uniform may not be worn without the authorization of the Captain.

Uniform for special details:

Special patrol details and assignments such as bicycle patrol require corresponding uniform requirements. The unit supervisors of such special units must develop uniform guidelines as necessary.

Uniform for Court Appearances:

Male officers should wear suits including dress shirts, slacks, suit or sport jackets, dress shoes, and ties. Female officers should wear dresses or slacks, coordinated blouse and skirt, or a conservative business suit. (See Court Appearance Policy for more detail) Both male and female employees may wear their class b uniform.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Corruption Prevention	Policy Number: 3.06
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department has established procedures to prevent corruption, to investigate complaints or allegations of corruption, and administer administrative punishment or pursue criminal prosecution where corrupt acts are suspected of being a criminal offense.

DEFINITIONS:

Corruption: Acts involving the misuse of authority by police officers in a manner designed to produce personal gain for the officer or others.

Supervisor: Employees having day-to-day responsibility for management and oversight of subordinates and/or are responsible for commanding a work element.

PROCEDURES:

Establishment and Maintenance of Professional Standards:

Philosophy, Goals, and Values: The San Luis Police Department periodically reviews, and updates our statement of goals, values, and general philosophic approach to policing. These statements appear in the policy manual and are constantly reinforced. Supervisors and trainers review these statements with subordinates.

Code of Ethics: We periodically review, and update if necessary, our *code of ethics*. Each employee is provided with a personal copy of the *code of ethics*, which is contained in this manual.

Rules of Conduct: The Rules of Conduct are included in the policy manual. All employees are required to read, understand and follow these rules.

Employees are instructed to seek answers from their supervisors regarding any question regarding *corruption, ethics, procedural, or personal conduct*.

Proactive Prevention Measures:

The Director, through the Quality Assurance Coordinator is responsible for managing corruption responsibilities that include:

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1. Reviewing citizen and internal complaints for indicators of misuse of police powers for personal gain.
2. Reviewing the findings of internal affairs investigations for patterns that are indicative of corrupt police behavior.
3. Reviewing duty assignments to ensure that periodic rotations are occurring according to agency policy.
4. Investigating citizen complaints in which corruption is suspected.
5. Where consistent with applicable laws, reviewing overtime pay assignments, employee income and, in special cases, employee federal income tax returns to investigate suspected or reported instances of corruption or determine if patterns emerge indicative of corrupt activities.
6. Reviewing the findings of inspection reports to identify indicators of corruption.
7. Providing effective means for citizens and department employees to report behavior indicative of corruption.
8. Providing reports to the agency chief executive and to the community with regard to the number of corruption cases investigated and the number sustained.
9. Providing public education necessary to promote citizen awareness of corruption and to assist the agency in maintaining the integrity of law enforcement service.

Responsibilities of Supervisors:

1. Supervisors play a key role in preventing corruption and to the degree reasonable and appropriate must be held accountable for corruption that occurs under their assigned area of supervision or command.
2. Supervisors must report suspicious employee behavior that may indicate corruption, whether on and off duty activities.
3. The associated performance of supervisors and higher-level supervisors must be reviewed when subordinates are charged with corruption violations.
4. Internal affairs investigators must ensure that reasonable portions of inspections are directed toward discovering corruption violations.
5. Internal affairs investigators are required to immediately notify the Chief when serious corruption is suspected.
6. The Administrative Services Coordinator must provide an annual report of duty assignments to the Captain indicating the longevity of assignments in the units listed below:
 - a. Organized crime, drug enforcement;
 - b. Property room; or
 - c. Internal affairs.
7. Assignments in these units are rotated periodically or at the discretion of the Captain.

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Responsibilities of Higher Level Supervisors - Captain:

Command level officers must:

1. Set the example for subordinates by word and deed. Corruption violations on the part of managers must be vigorously prosecuted.
2. Monitoring the activities of their subordinate supervisors with special regard to supervisors' concern for responsibility and integrity within respective units.
3. Conduct the recruitment, selection, and training processes with an acute awareness that integrity in the workplace correlates with the quality of the employees.
4. Establish training in corruption prevention, ethics, integrity, and professional standards for all levels of the department.
5. Establish a process to recognize employees who exemplify the high ideals and integrity of police service and the professionalism of the agency.

Responsibilities of All Employees:

The code of ethics is a working and applicable document. Employees are responsible for providing timely information to their supervisors or command-level officers when they suspect or know of corrupt practices.

Specific and Critical Policies and Procedures - Narcotics Enforcement:

1. Two or more officers should be present during any arrest resulting from a planned drug operation.
2. All confidential informants and drug buys must conform to control, bookkeeping, and accountability procedures detailed in this agency's policies and procedures.
3. All evidence must be processed strictly according to the policies and procedures governing the property and evidence functions.

Response to Corruption Allegations:

Whenever there is a suspicion that a complaint or an internal investigation will result in a charge of corruption, the following procedures must be followed:

1. The Director must be notified immediately and is responsible for notifying appropriate city officials.
2. Information is released to the public as determined by the Director. If a complaint is prosecuted criminally, the Director then authorizes release of information appropriate to the public.

This agency must cooperate fully with any criminal investigation to the extent permitted by law. An after-action review must be conducted to determine the cause(s) of corruption and to recommend any system changes or modifications designed to prevent recurrence.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Insubordination	Policy Number: 3.07
Issue Date: 07/31/2007	Revision Date:

POLICY:

Employees of the San Luis Police Department must understand the rank structure and carry out their duties and responsibilities as directed by their supervisors. Insubordination will not be tolerated and is subject to disciplinary action up to, and including, dismissal.

DEFINITION:

Insubordination: Any act of defiance, disobedience, dissension or resistance to authority.

PROCEDURES:

General Guidelines:

The organizational structure of San Luis Police Department designates the Director of Public Safety as the highest authority within the chain of command. This authority is delegated to various officers throughout the organization.

In maintaining the structural order of the San Luis Police Department all employees must:

1. Follow the instructions and orders issued by supervisory personnel unless the order would jeopardize their health and safety, or violate federal, state, county, or municipal laws or departmental procedures;
2. Not use profane or obscene language toward any supervisor or public official;
3. Be immediately relieved of duty and dealt with according to department policy for any physical assault, attempt or threat of a physical assault of any supervisor or public official; &
4. Be provided an opportunity to discuss any situations, in private, which they believe do not comply with agency policy or federal, state, county, or municipal law.

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Supervisor Responsibilities:

Any instance of insubordination is fully documented by the supervisor involved. Documentation consists of an incident report that must be submitted to the Captain. The officer cited for insubordination must be advised to contact the Captain on the following workday with specific instructions to avoid any further disciplinary action.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Discipline & Accountability	Policy Number: 3.08
Issue Date: 07/31/2007	Revision Date:

POLICY:

Officers and civilian employees use their best effort to live up to the ideals expressed in our Mission Statement and Code of Ethics. Additionally, all members of the San Luis Police Department obey department *policies and procedures*, written and verbal orders, rules, directives, and standards of conduct. Noncompliance with these goals and standards results in disciplinary action to improve individual and group performance.

DISCUSSION:

Discipline in the law enforcement profession is essential to our very survival, and is the determining factor in securing the trust of those we serve. To maintain a high level of discipline, employees are required to conduct themselves in accordance with standards of conduct which a reasonable person would know is expected of someone in the workplace who is granted the authority of the State or Arizona.

PROCEDURES:

Disciplinary Action:

Any noncompliance or violation of conduct that interferes with operations, discredits the department or is offensive or dangerous is grounds for disciplinary action, whether or not such behavior is specifically prohibited by written goal, objective, policies and procedures, order, rule or directive.

Employees are expected to perform assigned tasks efficiently and safely and in accord with applicable quality standards and safety requirements.

All employees are expected to treat visitors, employees, managers, supervisors, and others in the work place with courtesy and respect.

The San Luis Police Department does not discriminate or show favoritism on the basis of *sex, ethnicity, race, religion, color, age, or physical disability*. Disciplinary actions are based on the concepts of *equality and equity*.

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The department has the sole right to determine the disciplinary process applicable in particular circumstances as well as the discipline to be imposed for violations or non-compliance.

Progressive disciplinary measures are generally followed. However, employee attitudes and performance, and any extenuating and mitigating factors may be considered when determining the discipline to be imposed.

Progressive discipline may include, but is not limited to, *counseling, warning, and suspension, or any other remedial steps* deemed desirable, such as *demotion, permanent or temporary disqualification, transfer, wage reduction, training and/or imposing conditions on continued employment.*

Discharge from the department may be imposed for a first offense and may be imposed at any point in a progressive chain, whether or not any other step(s) of progressive discipline have first been imposed.

The Captain shall oversee disciplinary actions, and is normally consulted prior to imposing and/or determination of any discipline.

The department may, in its discretion, keep documents and other records of disciplinary action, which may be considered in future personnel decisions.

In cases of serious misconduct such as major breaches of policy or violations of law, procedures contained in this policy may be disregarded. Disciplinary action on the part of the department does not shield the officer or employee from criminal or civil charges that may arise out their deliberate or negligent acts.

General Reasons for Disciplinary Action:

An officer or civilian employee may be disciplined or terminated for a number of reasons including, but not limited to:

1. Dishonesty, such as falsifying or altering any document, record, or report relating to the department and/or relating to employment, such as a time card, employment application, medical report, or expense reimbursement request and including providing false or misleading information and/or failing to provide truthful and complete information in connection with any investigation.
2. Conviction of a criminal offense, including a felony or certain misdemeanors, or any other offense involving moral turpitude.
3. Insubordination to the directives of a superior.
4. Violation of the Civil Law.
5. Reporting to work under the influence of alcohol or any drug not prescribed by a licensed physician.
6. Offensive conduct or language toward the public, superior, or other employees.
7. Carelessness or negligence in the use of departmental property.

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8. Accepting or encouraging the taking of a bribe.
9. Encouraging other persons to commit illegal acts.
10. Failing to report to work, court or official duty assignments without reasonable cause.
11. Excessive tardiness and absenteeism.
12. Failure to observe starting, quitting, and and/or break times.
13. Horseplay or dangerous acts.
14. Violation of security, health, safety or environmental standards.
15. Careless workmanship or production.
16. Competing with the interests of the department.
17. Theft, attempted theft, misappropriation, or willful damage to property.
18. Distribution, transfer, sale, possession or consumption at the work place or on government property of any alcohol, intoxicant, or controlled substance which has not been prescribed for the one in possession, the recipient, or the one consuming.
19. Threatening, intimidating, harassment, coercing, abusing, or interfering with a supervisor, manager, independent contractor, supplier, visitor or co-employee, either by words or action.
20. Unauthorized disclosure of any confidential information.
21. Failure to report any accident, misconduct, or rule violation to an immediate supervisor, or the Captain, or failing to cooperate with and/or failing to provide information requested in connection with any authorized investigation or inquiry.
22. Violation of departmental, agency, or governing body rules, regulations, policies and/or procedures.

Reporting of Disciplinary Action:

Whenever disciplinary action is used, the employee must be advised of:

1. Exact offense violated;
2. How the violation affects ability to be an effective, efficient, or safe employer, or adversely effects the department;
3. What the member must do to avoid future disciplinary action;
4. How much time the member has to correct the problem; &
5. What further disciplinary action, including termination, will occur if performance does not improve.

Non-Disciplinary Action:

Not every supervisory interaction or intervention with a member is to be construed as *discipline*. The following are examples of *non-disciplinary* courses of action:

1. **Supervisory Consulting:** Except in cases of culpability, correcting undesirable conduct is first handled by the immediate supervisor in an informal atmosphere. This means taking the member aside and discussing the problem, candidly and openly. These actions may or may not be formally documented on the first occasion, depending on the supervisor's discretion. Repeat violations must be

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documented by the supervisor.

2. **Counseling:** At times, personal problems may interfere with the member's ability to perform normally. When the results are not serious enough for discipline but call for a more formal type of supervision, counseling is an excellent tool to help the member. Counseling is not a form of discipline but is a tool available to correct problems and refocus on performance priorities.
3. **Administrative Leave:** Administrative leave occurs any time the member must be removed from duty until an investigation or other administrative proceeding is completed. Usually situations of this nature involve cases of suspected misconduct, such as alleged criminal activity, fighting, continued non-compliance, or being mentally or physically unfit for duty. In such cases, leaving the member in position would create an unreasonable liability or safety issue for fellow workers or the department. The supervisor can order a *relief from duty* and then immediately report the action to the division lieutenant who notifies the Captain. The Captain then initiates an investigation and makes a decision within 24 hours about whether the relief will continue, and for how long.
4. **Administrative Furloughs:** Following a *deadly use of force* or *major injury to the officer*, a furlough may help the member adjust and handle any personal or emotional needs resulting from traumatic events. Administrative furloughs are mandatory, initiated by the immediate supervisor. Furloughs should continue until the officer involved has received counseling by the Director or from a licensed professional.
5. **Layoffs:** It may be necessary to layoff employees if the department is experiencing a shortage of funds, work, or when a technological advancement eliminates a job. Any decision to layoff employees is the responsibility of, and at the discretion of the City Manager, with the consent of the City Council.

Steps of Progressive Disciplinary Action:

The following are progressive steps that can be taken in efforts to discipline employees of the San Luis Police Department. It is not necessary to start at step one if the seriousness of the employee's conduct exceeds that form of discipline. At the discretion of the Captain, the following manners of discipline may be pursued:

1. **Written Warning or Reprimand:** Written warnings or reprimands are a way of recording the employee infraction. Such records must be placed in the employee's file and provided to the employee within 48 hours of the infraction.
2. **Suspension:** An employee may be suspended without pay by the Captain for no more than five [5] working days. Suspension is the second step in discipline if the act, and/or the result of the act, is serious enough that a written warning or reprimand would not be sufficient for disciplinary action. Department members may appeal a suspension, in writing to the human resources department.
3. **Demotion:** The employee may be demoted to a position of a lower grade by the Director. Demotion as a form of discipline is intended to be punitive and can occur concurrently with a suspension.

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4. **Termination:** If all other forms of discipline fail to correct the conduct of the employee, termination is the last resort.

Termination:

It is the policy of the San Luis Police Department to terminate members when:

1. Economic necessity requires reductions in the workforce;
2. A member fails to demonstrate a willingness or ability to improve his or her conduct, behavior, or performance deficiencies without intense supervision; or
3. Failing to terminate the member creates an unreasonable risk of negligently retaining a member who has failed to display the necessary competencies or quality of performance to remain in his or her position.

Types of Termination:

When an employee of the San Luis Police Department is terminated, one of two types of termination must be noted, including:

1. Termination for cause with fault, for such reasons as:
 - a. Failure to follow department goals, policies & procedures and rules;
 - b. Failure to obey a verbal or written order;
 - c. Insubordination;
 - d. Threatening a supervisor;
 - e. Fighting and assaults or provoking a fight or assault;
 - f. Forbidden harassment;
 - g. Endangering another;
 - h. Drug or alcohol abuse; or
 - i. Theft, and false reporting or witnessing.
2. Termination for cause without fault, for such reasons as:
 - a. Excessive excused and non-excused absences;
 - b. Failure to consistently accomplish expected levels of performance results on assigned tasks;
 - c. Chronic complaining about operations to the extent that supervisors must spend excessive time dealing with problems or issues caused by complaints;
 - d. Substantial impairment of the employee relationship including unreasonable disruption to normal operations of the San Luis Police Department;
 - e. Endangering the organization's mission through actions or inaction's that contribute to an unnecessary risk to the public image;
 - f. Creating conflicts of interest; &
 - g. Any situation where performance is not reasonably expected to improve or where problems are not expected to be resolved in a reasonable time.

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Notice of Termination:

If an employee's performance requires investigation, the employee may be placed on administrative leave pending outcome of the investigation. The employee may then be terminated. The terminated member must be provided with information that includes:

1. Reasons for the termination;
2. Effective date of the termination;
3. Whom to contact regarding status of fringe and retirement benefits;
4. Statement that the content of the member's record, relating to the termination, must be made available to the member according to state public law; &
5. Statement regarding the employee's right to file an appeal, if any.

Appeals Process:

The employee may file a written appeal specifying his reasons for objecting to a suspension, demotion, or termination within ten [10] days of receiving disciplinary notice. Any and all matters relating to appeals shall be handled by the city's human resources department.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Workplace Harassment	Policy Number: 3.09
Issue Date: 07/31/2007	Revision Date:

POLICY:

All employees are expected to maintain and promote a productive working environment free of harassing or disruptive conduct, and will report to management any harassment. No form of harassment will be tolerated, including harassment because of an individual's *race, national origin, religion, disability, pregnancy, age, military status, gender, or sex.*

PROCEDURE:

Sexual Harassment:

Although no form of harassment is to be tolerated, *sexual harassment* is also specifically and expressly prohibited.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. When submission to or rejection of such conduct is made a term or condition of employment (expressly or implicitly), or when such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Sexually harassing conduct includes, but is not limited to the following actions:

1. Unwelcome sexual flirtations, propositions, offensive touching, or comments on a person's physical characteristics;
2. Verbal abuse of a sexual nature to include:
 - a. Repetitive use of offensive words of a sexual nature describing body parts or a sexual act; or
 - b. Telling suggestive ("dirty") stories.
3. Conversation between employees about subjects which are sexual in nature and perceived as offensive;
4. Displaying in the workplace sexually suggestive objects, pictures, pornographic magazines, or representations of any action or subject of a sexual nature which can be perceived as offensive; or
5. Retaliation against employees for complaining about sexually harassing behavior;

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Offensive conduct between members of the same gender may constitute harassment, as well as conduct between members of the opposite sex.

Hostile Work Environment:

A **hostile work environment** exists when an employee experiences workplace harassment and fears going to work because of the offensive, intimidating, or oppressive atmosphere generated by the harasser. *Hostile work environment* is also one of the two legal categories of sexual harassment.

Creating a *Hostile Work Environment* by any member of the San Luis Police Department is strictly prohibited.

Other Forms of Harassment:

Forms of harassment other than sexual harassment include slurs and other verbal or physical conduct relating to an individual's race, national origin, religion, disability, pregnancy, age, military status, or gender, which creates an intimidating, hostile, or offensive working environment or otherwise adversely affects an individual's employment opportunities.

Reporting Requirement:

Any employee, who believes that he or she has been subjected to unlawful harassment, or has witnessed such conduct in the detention facility, *must* immediately report the incident to his or her supervisor. If the supervisor is the subject of the alleged complaint, or if for any reason the employee does not wish to report such an incident to their supervisor, the employee will immediately report the matter directly to the Captain. In the event the employee alleges that the Captain is the subject of the complaint, the report will be made directly to the Director. In the case the Director is the subject of the complaint, and the employee does not feel comfortable reporting the incident to the Captain, the report will be made to the City Manager.

In the event the alleged offender is a *detainee*, *trustee*, or *inmate* under the control of the County or State corrections authorities, the offended employee, or their supervisor, will take immediate action to stop the harassment action, and report the matter to the controlling correctional authority.

Investigation of Complaints:

All reported incidents of harassment alleged against an officer, employee, or authorized visitor to the department will be immediately investigated by the Quality Assurance Coordinator or designee. Complaints against fellow employees will be treated *confidentially* to the extent that a thorough investigation reasonably allows. Officers of the department trained and experienced in investigation will conduct investigations. Statements of the complaining party and key witnesses will be completed on official *witness statement* forms, signed, and witnessed. Prior to any signing, each complainant, witness or subject of an investigation will be reminded of the perjury laws of the state. Any individual suspected or

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accused of an offense will be read their *Miranda Warning*, prior to any interview or interrogation.

Disciplinary Action:

Any violation of this harassment policy is grounds for disciplinary action, including but not limited to *warning, suspension, discharge, demotion, transfer, or probation*. The Director may also impose other remedial actions in appropriate circumstances, including but not limited to counseling, training, treatment, placing of conditions on continued employment, and criminal referral.

If it is concluded that a complaint or report of harassment was intentionally or knowingly false or that information provided in an investigation was intentionally or knowingly false, the individual(s) providing such false complaint, report, or information are subject to disciplinary action, and possible criminal charges for *filing a false or misleading police report or official document*.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Grievance Procedures	Policy Number: 3.10
Issue Date: 07/31/2007	Revision Date:

POLICY:

The City of San Luis treats all employees fairly regarding employment matters.

DEFINITION:

Eligible Employee: All permanent, probationary, or regular part-time employees. Regular part-time employees are those who work twenty [20] hours per week or more on a continuous basis for at least six months.

PROCEDURES:

Discrimination or retaliation against employees who file grievances is strictly prohibited; such actions are subject to disciplinary action. The grievance procedures set forth in the city's policy apply only to *eligible employees*.

Conditions and Limitations:

The department retains the right under law, regulations, and policy to direct employees in the performance of their duties; to take the necessary actions to achieve proper ends under routine and emergency situations; and to hire, promote, transfer, and assign employees as well as to suspend, demote, discharge, or take disciplinary action against such employees for cause.

This grievance procedure is not applicable to matters for which an appeal process is otherwise provided.

Grievance Procedure:

For the review process see: HR-6-01

Grievance procedures will adhere to the City of San Luis Human Resources Rules and Regulations Manual.

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See: HR-6-02

APPEALS PROCEDURES

Appeals procedures will adhere to the City of San Luis Human Resources Rules and Regulations Manual.

See: HR-6-3

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Community Affairs	Policy Number: 3.11
Issue Date: 07/31/2007	Revision Date:

POLICY:

The Director recognizes that no law enforcement agency can operate at its maximum potential without supportive input from the citizens it serves. The San Luis Police Department actively solicits and encourages the cooperation of all citizens to reduce and limit the opportunities for crime, and to assist in bringing to justice those who break the law.

DISCUSSION:

This department is committed to correcting actions, practices, and attitudes, which may contribute to community tensions and grievances. Law enforcement personnel are an integral part of the community. Citizen participation and interaction with law enforcement personnel is necessary for a healthy community. This agency identifies and implements policies, procedures, and programs that enhance the quality of life in the community.

PROCEDURES:

Community Affairs Section Objectives:

1. Assign an officer as a "Community Liaison".
2. Create and maintain liaison with community groups and organizations including:
 - a. Exchanging information;
 - b. Identifying law enforcement service needs of the community;
 - c. Promoting law enforcement and citizen contacts; &
 - d. Acquainting each other with mutual problems and encouraging action aimed at solving these problems.
3. Develop community relation's policies for the San Luis Police Department;
4. Publicize department objectives, problems, achievements and successes;
5. Obtain input from community groups to ensure that department policies reflect the needs of the community;
6. Identify sources of conflict between law enforcement and the community and encourage efforts to resolve them;

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7. Establish neighborhood watch groups where such groups are needed and do not now exist;
8. Identify training needs relating to community relations through input from citizens, groups, supervisors, and complaint reports;
9. Provide the Director information regarding concerns of the community, potential law enforcement/citizen problems, and recommended actions;
10. Evaluate all department community relations programs on a semi-annual basis and to participate in an annual survey of citizens' attitudes and opinions with respect to law enforcement service; &
11. Conduct an annual survey of citizen attitudes and opinions with respect to:
 - a. Overall department performance;
 - b. Overall competence of department employees;
 - c. Officer attitude and behavior toward citizens;
 - d. Concern over safety and security in the community; &
 - e. Recommendations and suggestions for improvements.

Public Information Programs:

These programs seek to publicize department objectives, problems, achievements and successes through the media, brochures, guest speakers, news releases, press conferences and newsletters.

Community Affairs Programs:

The focus of these programs is to meet with civic groups, neighborhood groups, crime watch groups and individuals to exchange information and convey information back to the department. Present programs such as EDDIE EAGLE, GREAT, McGRUFF, or other similar programs of interest to all area schools.

Crime Awareness/Prevention Programs:

These programs provide citizen groups information on making their families, homes, and business more secure and work to establish crime watch neighborhoods where none exist to include, but not limited to:

1. Neighborhood Watch;
2. Burglary Prevention;
3. Rape Prevention;
4. Fraud Prevention;
5. Emergency Reporting Procedure;
6. Home Security Survey;
7. Operation ID;
8. Robbery Prevention; &
9. Commercial Burglary Prevention.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Media Relations	Policy Number: 3.12
Issue Date: 07/31/2007	Revision Date:

POLICY:

San Luis Police Department cooperates fully and impartially with authorized media representatives in their efforts to gather factual, public information pertaining to activities of the department, so long as these activities do not significantly interfere with operations, infringe upon individual rights, or violate the law.

DISCUSSION:

A basic philosophy of this agency is to involve the community. It is important for our citizens to have confidence in our ability to fairly, professionally, and impartially enforce laws. The media serves both the department and the community by reporting our work to the public.

It is important that employees treat media representatives fairly, and with respect. The media industry is very competitive. Most reporters work long hours for little pay under constant pressure to meet deadlines. Reporters can be skeptical, idealistic, or manipulative, but most value responsive, knowledgeable, reliable sources who are sensitive to their needs.

PROCEDURES:

Duties of Public Information Officer:

The Public Information Officer shall:

1. Distribute information to the media and employees within the agency following the San Luis Police Department's procedures;
2. Inform the media of major public events requiring an extended presence of department personnel;
3. Coordinate and authorize release of information about victims, witnesses, and suspects;
4. Develop positive working relationships with local media representatives by:
 - a. Establishing working guidelines;
 - b. Determining local media deadlines;

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- c. Helping media representatives meet their deadlines; &
 - d. Preparing and distributing press releases.
- 5. Coordinate release of authorized information concerning investigations and operations;
 - 6. Coordinate and respond to Freedom of Information Act (FOIA) requests; &
 - 7. Develop and/or contribute to the Agency Crisis Management Plan.

Other Personnel:

It is important that the Agency “speak with one voice” in providing accurate and consistent information. Line officers may not know all the facts, or may have limited perspectives regarding incidents. Employees should:

- a. Direct media representatives to the Public Information Officer (PIO), incident commander, or shift supervisor when asked about details regarding an accident, crime, or other incident.
- b. Assist news personnel as directed by the PIO in covering routine stories, and at accident or crime scenes;
- c. Not say, “No comment”;
- d. Not wear sunglasses when interviewed “on camera”;
- e. Not speculate about liability issues or causation;
- f. Use secure communication methods to transmit sensitive information. Many reporters and citizens monitor law enforcement radio frequencies; &
- g. Provide a safe area for the media during situations in which their lives could possibly be placed in danger.

Cooperation with the Media:

The following guidelines must be maintained by employees of the San Luis Police Department in cooperating with the media:

- 1. Authorized media representatives have reasonable access to the PIO, or designee, and operations of this department;
 - 2. Public information is released to the media as promptly as circumstances allow without partiality, and in as objective a manner as possible;
 - 4. Information is released either by the PIO or his designee; &
 - 5. Press releases, news conferences, and similar events are scheduled to accommodate media deadlines, if and when possible:
- h. Public information may be provided to media representatives by telephone through the PIO or his designee, if the identity of the representative is known, or can be authenticated.

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Release of Information:

Information authorized for release concerning an investigation or crime includes:

1. The type or nature of the event or crime;
2. Any unusual or hazardous road conditions;
3. Location of destruction due to a natural disaster;
4. The location, date and time, injuries sustained, damages, and a general description of how the incident occurred;
5. The type and quantity of property taken;
6. The identity and approximate address of a victim with the exception of sex crime victims, and in other cases where reprisals or intimidation may result;
7. Requests for aid in locating evidence, a complainant, or a suspect;
8. Numbers of officers or people involved in an event or investigation, the length of the investigation, and the different departments involved;
9. The name of the officer in charge of a case, unless undercover; and
10. The name, address, and age of:
 - a. Any arrested individual; or
 - b. Any juvenile under adult jurisdiction.

Non-Release of Information:

Information that may not be released in connection with an investigation of a crime, unless authorized by the PIO or the Director, includes:

1. The identity of a suspect prior to arrest, unless:
 - a. The release of information would aid in apprehending the suspect, or warn the public of potential danger; &
 - b. Probable cause has been established, and a warrant of arrest has been obtained.
2. The identity of any victim of a sex crime, or any related information which, if divulged, could lead to the victim's identity;
3. The identity of any victims or witnesses which may prejudice an investigation, or place the victim or witnesses in personal danger;
4. The identity of any juvenile who is a suspect or defendant in a case subject to the jurisdiction of the juvenile court;
5. The identity of any critically injured or deceased person prior to notification of close relatives;
6. The results of any investigative procedure such as lineups, polygraph tests, fingerprint comparison, or ballistics tests;
7. Information that if prematurely released may interfere with the investigation or apprehension of a suspect, such as:

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- a. The nature of leads;
 - b. Specifics of an “MO”;
 - c. Details of the crime known only to the perpetrator and law enforcement personnel; or
 - d. Information that may cause the suspect to flee or more effectively avoid apprehension.
8. Information that may be of evidentiary value in criminal proceedings;
 9. Specific cause of death, unless officially determined by the medical examiner;
 10. The home address or telephone number of any department member; &
 11. Information concerning the crime or event in question that is under the issuance of a gag order.

Release of Arrest Information:

Following arrests, issuance of arrest warrants, or filing of information or indictment, the Agency may release:

1. The name, age, residence, occupation, and family status of the accused;
2. The time and place of arrest, whether pursuit or resistance was encountered, whether weapons were used, charges placed against the suspect, and description of contraband seized;
3. Identity of arresting officers, unless undercover, and duration of the investigation; &
4. The amount of bond, schedule of court dates, or place of detention of the suspect.

Non-Release of Arrest Information:

Following arrest and formal charging of a suspect, but prior to adjudication, the following types of information should not be released without the express permission of the PIO or Director to include:

1. Prior criminal conviction record, character, or reputation of a defendant;
2. Existence or contents of any confession, admission, or statement of a defendant, or his failure or unwillingness to make a statement;
3. Performance or results of any tests, or a defendant’s refusal or failure to submit to tests;
4. The identity, statement, or expected testimony of any witness or victim;
5. Any opinion about the guilt or innocence of a defendant, or merits of the case; &
6. Any opinion or knowledge of the potential for a plea bargain or other pretrial action.

Special Considerations - Criminal Matters:

Personnel of the San Luis Police Department extend reasonable courtesy to media representatives at crime scenes including:

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1. Access to crime or incident scenes closer than allowed to the general public so long as:
 - a. It does not interfere with the law enforcement function;
 - b. Evidence is not destroyed or otherwise prejudiced by being published or portrayed; &
 - c. Officers and citizens are not endangered.
2. Photographing or videotaping if:
 - a. Privacy expectations are not violated;
 - b. Owners of private property give prior approval.

Suspects, or accused persons, in custody may not be posed or arrangements made for photographs, telecasts or interviews, nor will department personnel pose with suspects or accused persons in custody.

Special Considerations – Non-Criminal Matters:

Media representatives should be allowed access to any area in spite of the possibility of their injury or death. After being advised of the danger, the media representative should decide whether or not to enter, and on deciding to enter, have an officer escort him through the area to avoid disturbing any physical evidence present. Daily administrative reports of criminal activity are made available on a routine basis to media representatives within this jurisdiction, and to representatives outside this jurisdiction upon request.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Disabled Persons	Policy Number: 3.13
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department ensures all persons are afforded equal access to employment opportunities and law enforcement services.

DEFINITIONS:

Qualified individual with a disability - an individual who, with or without reasonable modifications to rules; policies or practices; the removal of architectural, communication, or transportation barriers; or, the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Disability - a physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such impairment; or being regarded as having such an impairment.

Reasonable accommodation - includes the modification of existing facilities to facilities that are readily accessible to and usable by individuals with disabilities; job restructuring, part-time, or modified work schedules; reassignment of an employee with a disability to a vacant position; acquisition or modification of equipment; and appropriate alteration of examinations, training materials, or policies.

PROCEDURE:

The *Americans With Disabilities Act of 1990 (Title II)* provides that state or local government may not exclude qualified individuals with disabilities from participation in any program, service, or activity or denying qualified individuals with disabilities the benefits of programs, services, or activities, or otherwise subject them to discrimination on the basis of disability.

No single *policy & procedure* can address law enforcement responses to people with disabilities. This *policy & procedure* addresses common interaction with people with disabilities including those who are complainants, victims, witnesses, arrestees, members of the community who desire to participate in department-sponsored

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programs, people seeking information, and uninvolved bystanders. Employees must take steps necessary to assist people with disabilities in accessing the full range of services provided by our department.

Responsibility of Officers:

In providing law enforcement services to the public, we provide all rights, privileges, and access to the department for those with disabilities.

People with disabilities may be suspects or arrestees and require detention, transportation, and processing. Employees confronted with an unfamiliar impairment should seek professional advice regarding the proper methods of transport, arrest, and detention of individuals with a disability.

Employees should recognize the characteristics of various disabilities, including symptoms and physical reactions that may resemble individuals under the influence of alcohol or drugs. At times such traits may be exhibited by people with *diabetes, epilepsy, multiple sclerosis, hearing impairments, and other disabilities*. In such instances the appropriate responses are to:

1. Seek the aid of a coworker who has knowledge and/or training in dealing with such issues;
2. Seek emergency medical aid;
3. Protect and/or calm the individual;
4. Use basic sign language; or
5. Locate and enlist support of family and friends.

Officers should use caution in applying restraint to a person with a physical or mental disability when affecting an arrest. This may include use of interpreters, attorneys, and legal guardians. In all cases, officer safety must prevail. No employee should jeopardize his or her safety or that of others in an attempt to accommodate a person with a disability.

Routine and Emergency Interaction:

In providing routine and emergency services, equality in response, support and protection is provided to all people including those with disabilities. Officers make every effort to access appropriate support organizations when needed.

Response to routine calls for service:

1. Department employees are aware that people with disabilities have special needs that may have to be met in order to provide meaningful response to calls for service. Employees are sensitive to the fact that some people with disabilities may be targeted as crime victims as a direct result of their disability.
2. Employees should be familiar with techniques they may employ at scenes where disabled persons are involved.

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Response to emergency calls for service:

1. Dispatchers watch for characteristics of people whose disabilities may require special communications techniques.
2. If the person with the disability is unable to communicate, look for a medical alert bracelet or similar form of ID, or seek input from family, witnesses, and others to aid in identifying the nature of the disability.
3. In cases where the disabled person is deaf and can not read lips, officers should be prepared to print out messages with a pen or pencil, and use patience when communicating.

Response to criminal and disruptive behavior:

1. People with disabilities also commit crimes, and exhibit disruptive and threatening behavior. Generally, people with disabilities who commit crimes or engage in disorderly conduct receive no preferential treatment. However, disorderly conduct should not be treated as a criminal activity when it is caused by the disability. For example, when such conduct is the result of a seizure or mental disability, the call for service should be handled as a *medical referral call*. Be aware that it is common for people with disabilities to seek sympathy as a way to lessen the outcome of the law enforcement response.
2. Officers should take reasonable precaution to protect themselves and others. The mere appearance of a disability does not mean that the individual is not capable of inflicting serious injury or death on officers or others.

Arrest and Incarceration:

1. Take precautions, and employ safety techniques when arresting and incarcerating all persons. Officers will follow policies and standard techniques for arrest and incarceration when taking a person with disabilities into custody.
2. Consideration can be given to the special needs of some people with disabilities in an arrest situation. Officer response in such situations requires discretion and is based, in great part, on the officer's perception of *characteristics and severity of the disability, the level of resistance and threat exhibited by the suspect, and immediacy of the situation*.
3. In arrest and incarceration situations, employees may encounter the following:
 - a. A person whose disability affects the muscular and/or skeletal system may not be able to be restrained using handcuffs or other standard techniques. Alternative methods (transport vans, seat belts) should be sought.
 - b. Some people with disabilities require physical aids (canes, wheel chairs, leg braces) to maintain their mobility. Once the immediate presence of danger has diminished and the suspect is safely incarcerated, reasonable effort should be made to return the device. If mobility aids must be

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withheld, the prisoner should be monitored to ensure that his or her needs are met.

- c. Prescribed medication may be required at regular intervals by people with disabilities (diabetes, epilepsy, etc.). Medical personnel (the suspect's physician, on-call medical staff, emergency room medical staff) must be contacted to determine the importance of administering the medication, the potential for overdose, and any other instructions. Follow their instructions.
4. Some people with disabilities may not have achieved communications comprehension levels sufficient to understand their individual rights in an arrest situation. (For people who are deaf, there is no sign language for the term "waive" in regard to the Miranda rights. Yet, in an effort to be cooperative, a suspect who is deaf may acknowledge that he or she is willing to give up his or her rights.) Officers shall take extra care to ensure that the rights of the accused are protected.
5. Lack of speech or other speech impairment may make it difficult for a suspect to notify the arresting officer or jailer of an urgent need. Frequent cell checks should be conducted, or a means of communication provided.

Visual Disabilities:

1. One issue facing people in need who are blind or vision impaired is identifying law enforcement officials. Employees should offer detailed information when identifying themselves. Whenever possible, if the presence of a visual disability is known, officers may have dispatch contact the victim or complainant to verify that a member of the department is present. If needed, badges may be offered to the individual to verify the officer's identity.
2. Knowing what not to do is as important as knowing what to do to assist a person who is vision impaired. Employees do not need to raise their voice when speaking. Employees should not grab the person's arm to lead him or her in a particular direction. Simply describe potential obstacles, or ask if they need guided assistance.
3. In public access areas, signs and printed information within law enforcement facilities should be in large print in order to assist people with vision impairments. In non-public areas visually and hearing impaired persons should be escorted by the officers in charge or being visited.

Mental, Emotional and Psychological Disabilities:

1. The terms "mental illness," "emotional illness," and "psychological illness," describe varying levels of mental disabilities causing disturbances in *thinking, feeling, relating, and perception*.
2. Employees must ensure that people with mental, emotional, and psychological disabilities are assisted in accessing department services, which may require

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time and patience beyond that usually provided. If an individual with a mental, emotional, or psychological disability is taken into custody, officers will take extra precautions, to use those restraints necessary to move the arrestee safely, while protecting the officers, and the arrestee from self-injury.

3. Frequently, a family member or friend is of great value in calming an individual exhibiting unusual behavior as a result of mental or emotional impairment. If needed, steps should be taken to gain placement for the individual in an appropriate emergency medical, health care, or shelter facility, before transporting the impaired detainee.
4. Officers must become familiar with government agencies, nonprofit agencies, volunteer organizations, and emergency medical services that will provide assistance to people with mental, emotional, and psychological disabilities.

Mental Retardation:

1. Mental retardation encompasses a broad range of developmental disabilities from *mild to profound*. Mental retardation and mental illness are distinct conditions, with no similarity. The largest percentages of people with mental retardation are in the ranges termed "mild" or "moderate."
2. Officers should recognize that people who are mentally retarded have varied degrees of intellectual function.
3. Ask short questions, be patient when waiting for answers, repeat questions and answers, have individuals repeat the question in their own words, and provide continual reassurance.
4. When dealing with someone who is lost or has run away, officers may gain improved response by accompanying the person through a building or neighborhood to seek visual clues.
5. In responding to the needs of people with severe or profound mental retardation, the aid of family, friends, and neighbors is invaluable.

Mobility Impairments:

1. Among the disabilities that are the most visibly identifiable are mobility impairments. People with mobility-related impairments include those who have difficulty walking, who use a wheelchair or other mobility aid, and those who are immobile.
2. In a critical or emergency situation, officers should use discretionary caution when moving a mobility-impaired person rapidly to a position of safety.
3. In an arrest encounter, once an arrestee with mobility impairment is secure in a cell and safety concerns are resolved, an effort should be made to return use of any mobility aids (wheel chair, cane, etc.).
4. As with other disabilities, officers should never assume that a mobility impaired suspect is not capable of inflicting serious injury or death to officers, the public or themselves. They may be handicapped, but they are not stupid, and expect you to empathize with their overt condition.

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5. Public access areas of department facilities should be accessible to people with mobility impairments. Entrances, interior routes, stairs, drinking fountains, rest rooms, and telephones should accommodate people with mobility impairments including those who use wheelchairs.

Invisible Disabilities:

1. Some disabilities are difficult to detect. A law enforcement officer's inability to recognize characteristics associated with certain invisible disabilities could have serious consequences. For example, outward signs of a disability such as epilepsy generally do not exist unless the person with the disability experiences a seizure. People with diabetes may have reactions from either too little insulin or too much insulin. Low blood sugar reactions are common and are usually treated by ingesting sugar. Detaining someone and preventing them from accessing required medication or substances could have serious health implications for the individual and liability consequences for the officer and department.
2. Realize that involuntary behavior associated with some invisible disabilities may resemble behavior characteristically exhibited by intoxicated or, less frequently, combative individuals. For example, a person experiencing a *mild seizure* may appear incoherent and physically imbalanced. The response is temporary.
3. An officer's patience and understanding of the characteristics commonly associated with invisible disabilities will increase the likelihood of a successful outcome. An inaccurate assessment may lead to unnecessary confrontation, injury, and denial of needed medication and/or medical treatment.
4. As with all encounters, an officer's second obligation, after protecting himself and others, is to protect the individual suspect from unnecessary harm. When aiding a person experiencing a seizure, protection from obstacles, a calm reassuring manner, and patience are important responses.
5. Family members and friends should be sought to provide information and assistance. Their presence may prove invaluable in understanding the needs of the person with the disability and guiding the officer's actions.

Speech and Hearing Disabilities:

1. Like other invisible disabilities, officers may confuse the behavior of individuals with hearing and speech disabilities with those of people who intentionally refuse to cooperate or those who abuse illegal substances. Be aware that an individual's failure to comply with or respond to verbal orders does not always constitute resistance, but may be the result of that individual's inability to hear the officer or respond verbally. Before committing to a course of action, officers should attempt to determine if they are dealing with a communication-related disability.
2. Officers take extra measures to protect the rights of suspects who are deaf and hard of hearing, as well as others who may not have educational or

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communications comprehension levels sufficient to fully understand the basic Constitutional Rights. Simply reading the rights to someone with a hearing disability and having the individual acknowledge that they understood is insufficient.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Computer Use, Security, & Access	Policy Number: 3.14
Issue Date: 07/31/2007	Revision Date:

POLICY:

Employees of the San Luis Police Department follow established guidelines governing the use and access of information contained in agency computers. Employees comply with applicable federal laws regarding electronic communications and software copyright regulations, safeguard the department from computer virus infections, and limit Internet use to official business only.

PROCEDURES:

Authorization and Use:

The department computer system is intended solely to aid and assist employees in the performance of their assigned responsibilities. Employees therefore, limit their transactions and activities to necessary assigned responsibilities. Security clearance and access to information is restricted to official business and does not permit employees to access information for personal reasons, financial gain, or unauthorized distribution. Any misuse of the department computer system is grounds for disciplinary action, and or criminal prosecution. Access to ACJIS or NCIC, ACIC, or ITI files is restricted to authorized *entries, modifications, research, investigations, and inquiries*.

Use of information:

Much of the information obtained through law enforcement computer systems is **confidential, restricted** or sensitive data which must be carefully controlled to ensure compliance with applicable local, state, and federal guidelines. Any employee accessing files or obtaining information from law enforcement systems is accountable for the appropriate and correct use of the information.

Some sensitive information in our computer or hardcopy files can only be accessed by authorized individuals having a *need to know*. If you have a doubt about your authorization to access certain data, check with your supervisor before accessing the information. These records normally include *internal affairs, personnel, and intelligence, and undercover operations* files.

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Responsibility:

Employees who use department computers are accountable for proper operation, and each transaction. The computer system administrator tracks entries; recording the time, date, person making the entry, and the file entered. Employees operating the system will exercise reasonable care of the equipment, and are responsible for damage resulting from intentional abuse or negligence.

Software Guidelines:

In compliance with software piracy laws, no software from this agency may be removed from the premises or copied for personal use. No software may be brought into this department and installed into agency computers without the express written permission of the Captain or designee. When permission is obtained, the software will be installed by a qualified individual, in accordance with licensing agreements. Requests for new software may be made through the office of the Captain or designee. If approved, the software will be purchased and registered to the agency. Software installed on individual computers is subject to review at any time. Unauthorized software will be removed. No unauthorized personnel are to be allowed access or use of departmental computers in the agency or in homes of employees.

Internet and E-mail Guidelines:

Access to the Internet and e-mail are for official business only. Messages transmitted or received by e-mail are considered agency property, and not the personal, confidential messages of the employee.

Employees have no expectation of privacy with regard to the use of agency computer systems, software or files. The following rules apply:

1. Supervisory staff has the right and oversight responsibility to enter agency e-mail system(s) and review, copy, delete, or disclose any message.
2. Passwords will be used to gain access to the e-mail system, and will be changed frequently.
3. E-mail messages should not be left on the computer screen when the employee is away from their desk.
4. No information protected by copyright laws, including software, will be sent or copied via e-mail.
5. All messages on the e-mail system will be businesslike. Employees will not transmit or receive personal messages.
6. Employees will not transmit or receive any message containing profanity, vulgarity, and/or harassing or defamatory language.
7. Employees will not transmit or receive photographs or images of a pornographic, vulgar, harassing or defamatory nature.

Laptop Guidelines:

Laptop computers are very vulnerable to theft and require extra diligence in safeguarding for travel. Following are guidelines to be followed when department

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laptops are carried outside of the department:

1. Always carry the laptop in its specially padded carrying case.
2. When traveling by air, always carry the laptop on the airplane. Never check the laptop as baggage and never put the laptop inside another case checked as baggage. The only exception to this is that a laptop can be shipped in a special shipping container with padded foam for shipping sensitive electronic items.
3. Always hand-carry the laptop when traveling to and from the airport. Don't put it in the trunk of a cab or on the rack of an airport shuttle.
4. Always make sure that there is no disk in the floppy or in the CD ROM drive.
5. If you carry a computer home to work on agency projects, the computer will be carried to and from the office on a daily basis during the workweek. Under no circumstances is departmental property to be left at your residence while you are at work without expressed permission of the Director.
6. Laptop computers may be assigned individually or signed out at departmental discretion as approved by of the Director.

PROCEDURE VIOLATIONS:

Established city policy also applies to Computer Use, Security, & Access. Violations of this policy may be investigated internally and by other city personnel assigned by the City Manager.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Field Training & Evaluation Program	Policy Number: 3.15
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department maintains a Field Training and Evaluation Program for all new officers assigned to this agency, or for officers that are in need of re-training or re-evaluation on specific performance tasks. This mentoring program supports the concept of placing only qualified officers in positions of authority.

DISCUSSION:

The San Luis Police Department *Field Training and Evaluation Program* is an extension of the law enforcement employee selection process that combines field training with objective evaluations. The goal is to improve the overall effectiveness and efficiency of law enforcement service delivery by:

1. Improving the overall applicant screening process;
2. Establishing a probationary officer appraisal system; &
3. Supporting an officer review procedure that measures the effectiveness of the department's selection and training processes.

DEFINITIONS:

Direct Supervision: Officer Performance that is conducted in the presence of another superior officer who has overall control of the scene, task, or duty. Direct supervision cannot be performed over an electronic device such as a radio, telephone, or after the fact, television system.

Field Training Coordinator: Abbreviated FTC. The *FTC* is the senior Field Training Officer responsible for the field training and mentoring program within the department. *FTC* oversees the performance of Field Training Officers, and those they are training and mentoring. The *FTC* often performs other duties within the department.

Field Training Officer: Abbreviated FTO. *FTOs* are trained, experienced, and ethical officers who are motivated to mentor less experienced officers or officers with an identified performance deficiency. *FTOs* need not be Certified Law Enforcement Instructors, but must successfully complete an *FTO* course of instruction.

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Probationer Officer: Abbreviated PO. A probationer officer is either a new recruit brought into the department, or an officer with time in service within the department that has been identified by the management team as having a training or performance deficiency that is likely to be improved to an acceptable level with additional training and mentoring. It should never be assumed that an individual assigned to *PO* training and training is less qualified as a law enforcement officer. We all have varying degrees of opportunities to improve. For example, an experienced officer assigned to a specialized unit such as detectives, or special weapons and tactics, may be assigned to undergo field training in that new task.

PROCEDURE:

FTO Qualifications:

In addition to other employment and performance standards of the San Luis Police Department, officer's applying for the position of *Field Training Officer [FTO]* will meet, as a minimum, the following conditions:

1. Have a high school diploma or equivalent (GED);
2. Two [2] years of full-time experience as a law enforcement peace officer;
3. Has shown an exemplary standard of quality performance in all categories of their job and possesses the ability to be a leader and mentor;
4. Written recommendation of a supervisor;
5. Major interest in improving leadership in the department, and quality of operations;
6. Successfully completed required AZ POST FTO Course;
7. Sworn and hired as a peace officer of the San Luis Police Department;
8. Successfully completed *FTO* training after the academy and "signed off" by appointed *FTO*;
9. Completed no less than twenty [20] hours of in-service training annually;
10. Completion of an *FTO* Course;
11. *Demonstrated proficiency* with all weapons carried, and patrol vehicle within last twelve [12] months; &
12. Within twelve [12] months of initial hire, and each year thereafter, complete no less than fifteen [15] hours of formal in-service training, to include *personal protection and use of defensive weapons* training, *emergency vehicle driving*, First aid, and Haz-Mat awareness.

Duties of Field Training Personnel:

1. *Field Training Coordinator [FTC]* is responsible for:
 - a. Planning, directing, and evaluating all aspects of the program;
 - b. Working closely with the *PO's* patrol supervisors during and after the completion of Field Training and Evaluation Program assignments to

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determine and correct any training deficiencies, and/or recommend retraining of a recruit officer;

- c. Maintaining records of the *PO* and *FTO*;
- d. Evaluating each *PO* during the final phases of their probationary period; &
- e. Preparing recommendations to the Captain regarding retaining, dismissing, or extending training of the officer.

2. *Field Training Supervisor* is responsible for:

- a. Acting as both Patrol Supervisor for all officers and supervisor of training and evaluation for recruit officers assigned to his shift. All Patrol supervisor's will receive training in the supervision of the field training process; &
- b. Evaluating the Field Training and Evaluation Program through daily communication with *Field Training Officers*, and observation of *PO*'s performance.

3. *FTOs* are responsible for the training and evaluation of assigned probationary officers.

Recruit Officer Training:

Upon hiring, all new officers are assigned duties, under the direct supervision of a *FTO*. The only exceptions, to this policy, will be approved in writing by the Director at the time of hire, or in exigent circumstances. During the entire recruit officer training program, officer's are considered on probationary status, and therefore, not eligible for secondary or off-duty employment which would require them to act as a law enforcement officer.

SEE THE SLPD FTO TRAINING MANUAL

Probationary Period – Officer Dismissal Process:

At any time during the *probationary period* when a recruit probationer is not performing at a satisfactory level, a request for employment status review may be initiated and forwarded to the *FTC*. The *FTC* must gather all memorandums and supporting data, prepare a detailed report, and forward recommendations to the Director.

The Director reviews the documentation and render a decision regarding the employee's status. If the Director concurs with the recommendation, the recruit probationer may be administratively relieved of duty by the *FTC* and scheduled for an *Employment Status Hearing*.

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Employment Status Hearing:

The Director, or his designate, presides over the *Employment Status Hearing* at which time the *FTC* and *FTO* present justification for the requested change. The probationer is afforded an opportunity to respond, and present extenuation and mitigation factors. The Director or his designee makes the final decision within two [2] working days of the termination of the hearing.

Upon completion of the Board action, all files regarding the probationer are maintained within the department's personnel files. These files are *confidential* and access is limited and reviewed on a *need to know* basis only.

Evaluations:

The following are evaluations that are administered throughout the recruit probationer training cycle:

1. *Daily Observation Report* - Completed by the *FTO* each shift starting with the first working day of Step I;
2. *Weekly Evaluation Report* - Completed by the designated *FTC* for each 40-hour training and evaluation period;
3. *Recruit Self Evaluation* - Completed by the probationer at the completion of Phase II, Steps 1, 2, 3 and 4 and periodically during Phase III detailing his/her estimate of their performance strengths and weaknesses.
4. *Evaluation of FTO/Program* - Completed by the recruit probationer at the end of each Phase. Will also be conducted by the *FTC* at periodic intervals.

Experienced Officers Skills Training:

Officers assigned to probationer status for a particular job skill [such as radar operator, special weapons and tactics, detectives, etc.] are counseled regarding the objectives of the training, with clearly established goals. Usually this training and the follow-up evaluations are performed by *FTOs* that are qualified in the topic area. For example, an *FTO* in the detective unit will mentor and train new detectives. Once all of the performance goals and objectives are met, the *FTO* signs-off or recommends the probationer for individual assignments. These recommendations are made to the *FTC*, for final recommendation to management.

The *FTC* may continue the field training assignment of a probationer beyond the predetermined time should the need for further training be evident.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Appearance & Grooming	Policy Number: 3.03
Issue Date: 07/31/2007	Revision Date:

POLICY:

Employees consistently maintain a neat, clean, and professional appearance during the performance of their official duties, or at any time they are representing the San Luis Police Department.

DISCUSSION:

Employees of the San Luis Police Department are authority figures within this department, and when outside are service representatives of city. As such, it is essential that employees present a professional image to the public.

PROCEDURES:

In the performance of duty, officers are required to wear uniforms as dictated by San Luis Police Department policy, except in special circumstances authorized by a superior. Determination of compliance with this policy is completely at the discretion of the Captain or designee.

Officers who fail to meet appearance standards may be sent home, and not permitted to work until their appearance meets departmental standards, or they may be disciplined in other forms. Failure to comply on repeat occasions is *insubordination*, and disciplinary action will be taken.

Male Employees:

Male officers on-duty, must keep their hair trimmed according to the following guidelines:

1. Neatly tapered, rounded or squared at the back, and may extend down to the top of the collar.
2. Hair in front may not fall lower than one-half inch above the tops of the eyebrows.
3. Hair on the sides may not extend lower than half way down the ear.
4. Hair may not be braided in any form or be worn in any type of "pony tail"
5. Side burns may not extend below the lowest part of the ear, nor flare any wider at the bottom than their natural width at the top.

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6. Officers may maintain a neatly trimmed moustache not to extend more than $\frac{1}{4}$ inch below the bottom lip. Officers will shave daily before reporting to work.

Male officers are prohibited from wearing earrings or any body piercing items. Male officers must maintain clean, short, and neatly trimmed fingernails.

Female Employees:

While on duty, and in uniform, female officer's hairstyle must be worn according to the following guidelines:

1. Not extend below the bottom of the collar.
2. Styled in a fashion that allows a cap to be worn over the hair.
3. Conspicuous pins, barrettes, and combs are not authorized.

Female officers are prohibited from wearing body piercing. Female officers may wear earrings small enough as to not be torn off by a suspect. Only one set [one for each ear] may be worn.

All Employees:

Both male and female employees are required to maintain cleanliness by bathing daily, practicing good hygiene, and by wearing clean clothes free from unpleasant odors. In addition, the following guidelines apply:

1. Officers will carry rubber gloves and alcohol towelettes in a pocket or belt back.
2. All employees are encouraged to wear a minimum amount or no loose jewelry.
3. Do not bring or wear expensive items you are not willing to lose or have stolen.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Court Appearance	Policy Number: 3.04
Issue Date: 07/31/2007	Revision Date:

POLICY:

Court appearance is an integral part of our law enforcement duties. San Luis Police Department personnel appearing in court in any capacity, must attend at the appointed time without fail, present a well-groomed appearance, be prepared, and behave professionally.

PROCEDURES:

Court Appearance:

1. Attendance at a court or quasi-judicial hearing, whether notified by subpoena or notice by the department, prosecution, or hearing officer is an official duty assignment, and must be in attendance without fail. Permission to omit this duty must be obtained from the prosecuting attorney or other competent official, prior to the appearance date and time.
2. All officers must be punctual and attend until dismissed by the prosecution or person issuing the subpoena.
3. The complete and official uniform must be worn when appearing in court. Non-sworn employees and sworn personnel assigned to plain clothes duty may appear in conservative business attire.
4. Members must avoid mannerisms or expressions, which might imply disrespect to the court, other witnesses, those charged with criminal offenses, or plaintiffs testifying. Employees must have notes and case files prepared, and all evidence suitably arranged for presentation to the prosecutor before trial appearance.

Subpoena Precedence:

If employees receive more than one subpoena to appear at any court or quasi-judicial hearing on the same date and the same time, the subpoena priority should be decided by the administrative lieutenant considering the merits of each case. Courts must be notified of the conflict if and when this occurs.

Court Absences:

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If an employee is scheduled to be in court and cannot attend, he must notify the court clerk of the reasons for non-attendance in writing at least seventy-two [72] hours or three [3] days prior to the scheduled court date. In cases of unforeseen emergencies, verification of that emergency must be submitted to the court clerk immediately in writing. If the emergency arises before court and the officer is able to contact the court, the judge determines if the absence is excused. If the officer is unable to contact the court, the Captain must determine if the absence is excused. Copies of all communications with the court or prosecution regarding appearances must be submitted to the Captain.

Penalties for Unexcused Court Absences:

All unexcused absences are forwarded to the Director or his designee by the court clerk after each court day. Disciplinary action for not appearing in court may include the following:

1. First Offense: Letter of written reprimand to be placed in the officer's personnel file.
2. Second Offense: Officer will receive a two [2] day suspension without pay from duty.
3. Third Offense: Officer will receive a four [4] day suspension without pay.
4. Fourth Offense: Review of employment and possible termination.

Respect and Testimony:

While in court, the officer must:

1. Always tell the truth when testifying, making reports, or conducting any Law enforcement business;
2. Be respectful of magistrates and judges at all times;
3. Speak calmly and explicitly in a clear, distinct, and audible tone so to be heard by the court and jury when giving testimony.
4. Testify with strict accuracy, limiting testimony to the case before the court, and neither suppress nor overstate the slightest circumstances with a view for favoring or discrediting any person.
5. Answer defense counsel questions with the same readiness and civility as when testifying in support of the charge, remembering that the ends of justice will be served by showing a desire to tell the whole truth, whether it is in favor of or against the defendant.

Testifying for the Defendant:

Any employee subpoenaed by the defense in any criminal trial or hearing will notify the office of the prosecuting attorney immediately upon receipt of the subpoena.

Civil Action, Court Appearances – Subpoenas:

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Employees may not volunteer to testify or give deposition in civil actions and may not testify unless subpoenaed. Employees must accept all subpoenas legally served. If subpoenas arise out of departmental employment, or if employees are informed that they are a party to civil actions arising out of departmental employment, they must immediately notify the Director and the attorney representing the agency. Employees then prepare to discuss the testimony he is prepared to present, if called as a witness.

Civil Matters Relating to Employment:

1. Employees confer with the Director before giving depositions, affidavits, or testimony in civil matters.
2. Employees may not institute any civil action arising out of their official duties without first notifying the Director.
3. Employees may not use their position with the department as a means of forcing or intimidating persons with whom they are engaged in civil matters.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Uniforms	Policy Number: 3.05
Issue Date: 07/31/2007	Revision Date:

POLICY:

All employees present a professional image to the public by consistently maintaining a neat and clean appearance during the performance of official duties or at any time that he or she is representing San Luis Police Department in any manner.

Uniform- Officers:

Officers are expected at all times to be dressed in complete and proper uniform. Regulation uniforms shall consist of the following items:

1. Hat (optional);
2. Jacket (winter) (black);
3. Short-sleeved or long-sleeved shirt for both summer and winter as appropriate (black);
4. Pants (black);
5. Badge;
6. Departmental patches;
7. Black basket weave duty belt;
8. whistle chain and whistle; and
9. rank insignia (when applicable)

Additional required items that are considered components of the uniform are:

1. Body Armor (Vest);
2. Service weapon and magazines;
3. Expandable baton;
4. Taser
5. Flashlight;
6. Holsters for above equipment;
7. Handcuffs;
8. Handcuff pouch;
9. Magazine holder;
10. Ammunition;
11. belt keepers &
12. radio and radio holder

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Uniform- Civilian employees and volunteers:

Civilian employees and volunteers wear a similar uniform consisting of:

1. Hat (optional);
2. Jacket (winter) (black);
3. Short-sleeved or long-sleeved shirt for both summer and winter as appropriate (gray or white);
4. Pants (black);
5. Identification plate or embroidered patches; &
6. Departmental patch.

Uniform-Plain Clothes Personnel:

Plain clothes employees dress conservatively as outlined in the Appearance Policy. Male employees wear slacks, a dress shirt and dress shoes (suit or sport jacket and a tie are optional unless required by a supervisor). Female personnel wear conservative type business suits or ensembles. "Corporate casual" attire is appropriate for certain functions. Officers must use discretion and dress according to the anticipated audience and the environment.

Uniform Requirements:

1. All uniform clothing items must be clean and pressed.
2. No uniform clothing items may be excessively worn, faded, torn, frayed or patched.
3. All leather items, belt, holster, handcuff case, etc. must be black basket weave (nylon may be used during special occasion with supervisor's approval).
4. All brass items must be clean and properly polished.
5. When in uniform, all pieces of the uniform and all uniform equipment must be worn.
6. Shoes or boots must be approved by the Captain and must be shined/polished appropriately on a regular basis.
7. Socks that are exposed must be black.
8. All personnel are held accountable for the return of all departmental issued uniform items.
9. No issued item is to become the property of any individual.
10. Items lost or damaged during law enforcement activities must be reported to the employee's immediate supervisor.
11. Replacement of items of personal purchase, which are lost or damaged in law enforcement activities, must be determined on a case-by-case basis.
12. Property lost or damaged as a result of law enforcement activities must be promptly reported, and replacement costs determined so the officer involved may request to the courts that prosecution of the individual include reimbursement costs to the department.

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13. All pins, extra patches and other additions to the uniform may not be worn without the authorization of the Captain.

Uniform for special details:

Special patrol details and assignments such as bicycle patrol require corresponding uniform requirements. The unit supervisors of such special units must develop uniform guidelines as necessary.

Uniform for Court Appearances:

Male officers should wear suits including dress shirts, slacks, suit or sport jackets, dress shoes, and ties. Female officers should wear dresses or slacks, coordinated blouse and skirt, or a conservative business suit. (See Court Appearance Policy for more detail) Both male and female employees may wear their class b uniform.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Corruption Prevention	Policy Number: 3.06
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department has established procedures to prevent corruption, to investigate complaints or allegations of corruption, and administer administrative punishment or pursue criminal prosecution where corrupt acts are suspected of being a criminal offense.

DEFINITIONS:

Corruption: Acts involving the misuse of authority by police officers in a manner designed to produce personal gain for the officer or others.

Supervisor: Employees having day-to-day responsibility for management and oversight of subordinates and/or are responsible for commanding a work element.

PROCEDURES:

Establishment and Maintenance of Professional Standards:

Philosophy, Goals, and Values: The San Luis Police Department periodically reviews, and updates our statement of goals, values, and general philosophic approach to policing. These statements appear in the policy manual and are constantly reinforced. Supervisors and trainers review these statements with subordinates.

Code of Ethics: We periodically review, and update if necessary, our *code of ethics*. Each employee is provided with a personal copy of the *code of ethics*, which is contained in this manual.

Rules of Conduct: The Rules of Conduct are included in the policy manual. All employees are required to read, understand and follow these rules.

Employees are instructed to seek answers from their supervisors regarding any question regarding *corruption, ethics, procedural, or personal conduct*.

Proactive Prevention Measures:

The Director, through the Quality Assurance Coordinator is responsible for managing corruption responsibilities that include:

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1. Reviewing citizen and internal complaints for indicators of misuse of police powers for personal gain.
2. Reviewing the findings of internal affairs investigations for patterns that are indicative of corrupt police behavior.
3. Reviewing duty assignments to ensure that periodic rotations are occurring according to agency policy.
4. Investigating citizen complaints in which corruption is suspected.
5. Where consistent with applicable laws, reviewing overtime pay assignments, employee income and, in special cases, employee federal income tax returns to investigate suspected or reported instances of corruption or determine if patterns emerge indicative of corrupt activities.
6. Reviewing the findings of inspection reports to identify indicators of corruption.
7. Providing effective means for citizens and department employees to report behavior indicative of corruption.
8. Providing reports to the agency chief executive and to the community with regard to the number of corruption cases investigated and the number sustained.
9. Providing public education necessary to promote citizen awareness of corruption and to assist the agency in maintaining the integrity of law enforcement service.

Responsibilities of Supervisors:

1. Supervisors play a key role in preventing corruption and to the degree reasonable and appropriate must be held accountable for corruption that occurs under their assigned area of supervision or command.
2. Supervisors must report suspicious employee behavior that may indicate corruption, whether on and off duty activities.
3. The associated performance of supervisors and higher-level supervisors must be reviewed when subordinates are charged with corruption violations.
4. Internal affairs investigators must ensure that reasonable portions of inspections are directed toward discovering corruption violations.
5. Internal affairs investigators are required to immediately notify the Chief when serious corruption is suspected.
6. The Administrative Services Coordinator must provide an annual report of duty assignments to the Captain indicating the longevity of assignments in the units listed below:
 - a. Organized crime, drug enforcement;
 - b. Property room; or
 - c. Internal affairs.
7. Assignments in these units are rotated periodically or at the discretion of the Captain.

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Responsibilities of Higher Level Supervisors - Captain:

Command level officers must:

1. Set the example for subordinates by word and deed. Corruption violations on the part of managers must be vigorously prosecuted.
2. Monitoring the activities of their subordinate supervisors with special regard to supervisors' concern for responsibility and integrity within respective units.
3. Conduct the recruitment, selection, and training processes with an acute awareness that integrity in the workplace correlates with the quality of the employees.
4. Establish training in corruption prevention, ethics, integrity, and professional standards for all levels of the department.
5. Establish a process to recognize employees who exemplify the high ideals and integrity of police service and the professionalism of the agency.

Responsibilities of All Employees:

The code of ethics is a working and applicable document. Employees are responsible for providing timely information to their supervisors or command-level officers when they suspect or know of corrupt practices.

Specific and Critical Policies and Procedures - Narcotics Enforcement:

1. Two or more officers should be present during any arrest resulting from a planned drug operation.
2. All confidential informants and drug buys must conform to control, bookkeeping, and accountability procedures detailed in this agency's policies and procedures.
3. All evidence must be processed strictly according to the policies and procedures governing the property and evidence functions.

Response to Corruption Allegations:

Whenever there is a suspicion that a complaint or an internal investigation will result in a charge of corruption, the following procedures must be followed:

1. The Director must be notified immediately and is responsible for notifying appropriate city officials.
2. Information is released to the public as determined by the Director. If a complaint is prosecuted criminally, the Director then authorizes release of information appropriate to the public.

This agency must cooperate fully with any criminal investigation to the extent permitted by law. An after-action review must be conducted to determine the cause(s) of corruption and to recommend any system changes or modifications designed to prevent recurrence.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Insubordination	Policy Number: 3.07
Issue Date: 07/31/2007	Revision Date:

POLICY:

Employees of the San Luis Police Department must understand the rank structure and carry out their duties and responsibilities as directed by their supervisors. Insubordination will not be tolerated and is subject to disciplinary action up to, and including, dismissal.

DEFINITION:

Insubordination: Any act of defiance, disobedience, dissension or resistance to authority.

PROCEDURES:

General Guidelines:

The organizational structure of San Luis Police Department designates the Director of Public Safety as the highest authority within the chain of command. This authority is delegated to various officers throughout the organization.

In maintaining the structural order of the San Luis Police Department all employees must:

1. Follow the instructions and orders issued by supervisory personnel unless the order would jeopardize their health and safety, or violate federal, state, county, or municipal laws or departmental procedures;
2. Not use profane or obscene language toward any supervisor or public official;
3. Be immediately relieved of duty and dealt with according to department policy for any physical assault, attempt or threat of a physical assault of any supervisor or public official; &
4. Be provided an opportunity to discuss any situations, in private, which they believe do not comply with agency policy or federal, state, county, or municipal law.

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Supervisor Responsibilities:

Any instance of insubordination is fully documented by the supervisor involved. Documentation consists of an incident report that must be submitted to the Captain. The officer cited for insubordination must be advised to contact the Captain on the following workday with specific instructions to avoid any further disciplinary action.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Discipline & Accountability	Policy Number: 3.08
Issue Date: 07/31/2007	Revision Date:

POLICY:

Officers and civilian employees use their best effort to live up to the ideals expressed in our Mission Statement and Code of Ethics. Additionally, all members of the San Luis Police Department obey department *policies and procedures*, written and verbal orders, rules, directives, and standards of conduct. Noncompliance with these goals and standards results in disciplinary action to improve individual and group performance.

DISCUSSION:

Discipline in the law enforcement profession is essential to our very survival, and is the determining factor in securing the trust of those we serve. To maintain a high level of discipline, employees are required to conduct themselves in accordance with standards of conduct which a reasonable person would know is expected of someone in the workplace who is granted the authority of the State or Arizona.

PROCEDURES:

Disciplinary Action:

Any noncompliance or violation of conduct that interferes with operations, discredits the department or is offensive or dangerous is grounds for disciplinary action, whether or not such behavior is specifically prohibited by written goal, objective, policies and procedures, order, rule or directive.

Employees are expected to perform assigned tasks efficiently and safely and in accord with applicable quality standards and safety requirements.

All employees are expected to treat visitors, employees, managers, supervisors, and others in the work place with courtesy and respect.

The San Luis Police Department does not discriminate or show favoritism on the basis of *sex, ethnicity, race, religion, color, age, or physical disability*. Disciplinary actions are based on the concepts of *equality and equity*.

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The department has the sole right to determine the disciplinary process applicable in particular circumstances as well as the discipline to be imposed for violations or non-compliance.

Progressive disciplinary measures are generally followed. However, employee attitudes and performance, and any extenuating and mitigating factors may be considered when determining the discipline to be imposed.

Progressive discipline may include, but is not limited to, *counseling, warning, and suspension, or any other remedial steps* deemed desirable, such as *demotion, permanent or temporary disqualification, transfer, wage reduction, training and/or imposing conditions on continued employment*.

Discharge from the department may be imposed for a first offense and may be imposed at any point in a progressive chain, whether or not any other step(s) of progressive discipline have first been imposed.

The Captain shall oversee disciplinary actions, and is normally consulted prior to imposing and/or determination of any discipline.

The department may, in its discretion, keep documents and other records of disciplinary action, which may be considered in future personnel decisions.

In cases of serious misconduct such as major breaches of policy or violations of law, procedures contained in this policy may be disregarded. Disciplinary action on the part of the department does not shield the officer or employee from criminal or civil charges that may arise out their deliberate or negligent acts.

General Reasons for Disciplinary Action:

An officer or civilian employee may be disciplined or terminated for a number of reasons including, but not limited to:

1. Dishonesty, such as falsifying or altering any document, record, or report relating to the department and/or relating to employment, such as a time card, employment application, medical report, or expense reimbursement request and including providing false or misleading information and/or failing to provide truthful and complete information in connection with any investigation.
2. Conviction of a criminal offense, including a felony or certain misdemeanors, or any other offense involving moral turpitude.
3. Insubordination to the directives of a superior.
4. Violation of the Civil Law.
5. Reporting to work under the influence of alcohol or any drug not prescribed by a licensed physician.
6. Offensive conduct or language toward the public, superior, or other employees.
7. Carelessness or negligence in the use of departmental property.

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8. Accepting or encouraging the taking of a bribe.
9. Encouraging other persons to commit illegal acts.
10. Failing to report to work, court or official duty assignments without reasonable cause.
11. Excessive tardiness and absenteeism.
12. Failure to observe starting, quitting, and and/or break times.
13. Horseplay or dangerous acts.
14. Violation of security, health, safety or environmental standards.
15. Careless workmanship or production.
16. Competing with the interests of the department.
17. Theft, attempted theft, misappropriation, or willful damage to property.
18. Distribution, transfer, sale, possession or consumption at the work place or on government property of any alcohol, intoxicant, or controlled substance which has not been prescribed for the one in possession, the recipient, or the one consuming.
19. Threatening, intimidating, harassment, coercing, abusing, or interfering with a supervisor, manager, independent contractor, supplier, visitor or co-employee, either by words or action.
20. Unauthorized disclosure of any confidential information.
21. Failure to report any accident, misconduct, or rule violation to an immediate supervisor, or the Captain, or failing to cooperate with and/or failing to provide information requested in connection with any authorized investigation or inquiry.
22. Violation of departmental, agency, or governing body rules, regulations, policies and/or procedures.

Reporting of Disciplinary Action:

Whenever disciplinary action is used, the employee must be advised of:

1. Exact offense violated;
2. How the violation affects ability to be an effective, efficient, or safe employer, or adversely effects the department;
3. What the member must do to avoid future disciplinary action;
4. How much time the member has to correct the problem; &
5. What further disciplinary action, including termination, will occur if performance does not improve.

Non-Disciplinary Action:

Not every supervisory interaction or intervention with a member is to be construed as *discipline*. The following are examples of *non-disciplinary* courses of action:

1. **Supervisory Consulting:** Except in cases of culpability, correcting undesirable conduct is first handled by the immediate supervisor in an informal atmosphere. This means taking the member aside and discussing the problem, candidly and openly. These actions may or may not be formally documented on the first occasion, depending on the supervisor's discretion. Repeat violations must be

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documented by the supervisor.

2. **Counseling:** At times, personal problems may interfere with the member's ability to perform normally. When the results are not serious enough for discipline but call for a more formal type of supervision, counseling is an excellent tool to help the member. Counseling is not a form of discipline but is a tool available to correct problems and refocus on performance priorities.
3. **Administrative Leave:** Administrative leave occurs any time the member must be removed from duty until an investigation or other administrative proceeding is completed. Usually situations of this nature involve cases of suspected misconduct, such as alleged criminal activity, fighting, continued non-compliance, or being mentally or physically unfit for duty. In such cases, leaving the member in position would create an unreasonable liability or safety issue for fellow workers or the department. The supervisor can order a *relief from duty* and then immediately report the action to the division lieutenant who notifies the Captain. The Captain then initiates an investigation and makes a decision within 24 hours about whether the relief will continue, and for how long.
4. **Administrative Furloughs:** Following a *deadly use of force* or *major injury to the officer*, a furlough may help the member adjust and handle any personal or emotional needs resulting from traumatic events. Administrative furloughs are mandatory, initiated by the immediate supervisor. Furloughs should continue until the officer involved has received counseling by the Director or from a licensed professional.
5. **Layoffs:** It may be necessary to layoff employees if the department is experiencing a shortage of funds, work, or when a technological advancement eliminates a job. Any decision to layoff employees is the responsibility of, and at the discretion of the City Manager, with the consent of the City Council.

Steps of Progressive Disciplinary Action:

The following are progressive steps that can be taken in efforts to discipline employees of the San Luis Police Department. It is not necessary to start at step one if the seriousness of the employee's conduct exceeds that form of discipline. At the discretion of the Captain, the following manners of discipline may be pursued:

1. **Written Warning or Reprimand:** Written warnings or reprimands are a way of recording the employee infraction. Such records must be placed in the employee's file and provided to the employee within 48 hours of the infraction.
2. **Suspension:** An employee may be suspended without pay by the Captain for no more than five [5] working days. Suspension is the second step in discipline if the act, and/or the result of the act, is serious enough that a written warning or reprimand would not be sufficient for disciplinary action. Department members may appeal a suspension, in writing to the human resources department.
3. **Demotion:** The employee may be demoted to a position of a lower grade by the Director. Demotion as a form of discipline is intended to be punitive and can occur concurrently with a suspension.

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4. **Termination:** If all other forms of discipline fail to correct the conduct of the employee, termination is the last resort.

Termination:

It is the policy of the San Luis Police Department to terminate members when:

1. Economic necessity requires reductions in the workforce;
2. A member fails to demonstrate a willingness or ability to improve his or her conduct, behavior, or performance deficiencies without intense supervision; or
3. Failing to terminate the member creates an unreasonable risk of negligently retaining a member who has failed to display the necessary competencies or quality of performance to remain in his or her position.

Types of Termination:

When an employee of the San Luis Police Department is terminated, one of two types of termination must be noted, including:

1. Termination for cause with fault, for such reasons as:
 - a. Failure to follow department goals, policies & procedures and rules;
 - b. Failure to obey a verbal or written order;
 - c. Insubordination;
 - d. Threatening a supervisor;
 - e. Fighting and assaults or provoking a fight or assault;
 - f. Forbidden harassment;
 - g. Endangering another;
 - h. Drug or alcohol abuse; or
 - i. Theft, and false reporting or witnessing.
2. Termination for cause without fault, for such reasons as:
 - a. Excessive excused and non-excused absences;
 - b. Failure to consistently accomplish expected levels of performance results on assigned tasks;
 - c. Chronic complaining about operations to the extent that supervisors must spend excessive time dealing with problems or issues caused by complaints;
 - d. Substantial impairment of the employee relationship including unreasonable disruption to normal operations of the San Luis Police Department;
 - e. Endangering the organization's mission through actions or inaction's that contribute to an unnecessary risk to the public image;
 - f. Creating conflicts of interest; &
 - g. Any situation where performance is not reasonably expected to improve or where problems are not expected to be resolved in a reasonable time.

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Notice of Termination:

If an employee's performance requires investigation, the employee may be placed on administrative leave pending outcome of the investigation. The employee may then be terminated. The terminated member must be provided with information that includes:

1. Reasons for the termination;
2. Effective date of the termination;
3. Whom to contact regarding status of fringe and retirement benefits;
4. Statement that the content of the member's record, relating to the termination, must be made available to the member according to state public law; &
5. Statement regarding the employee's right to file an appeal, if any.

Appeals Process:

The employee may file a written appeal specifying his reasons for objecting to a suspension, demotion, or termination within ten [10] days of receiving disciplinary notice. Any and all matters relating to appeals shall be handled by the city's human resources department.

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**San Luis Police Department
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Policies and Procedures**

Subject: Workplace Harassment	Policy Number: 3.09
Issue Date: 07/31/2007	Revision Date:

POLICY:

All employees are expected to maintain and promote a productive working environment free of harassing or disruptive conduct, and will report to management any harassment. No form of harassment will be tolerated, including harassment because of an individual's *race, national origin, religion, disability, pregnancy, age, military status, gender, or sex.*

PROCEDURE:

Sexual Harassment:

Although no form of harassment is to be tolerated, *sexual harassment* is also specifically and expressly prohibited.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. When submission to or rejection of such conduct is made a term or condition of employment (expressly or implicitly), or when such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Sexually harassing conduct includes, but is not limited to the following actions:

1. Unwelcome sexual flirtations, propositions, offensive touching, or comments on a person's physical characteristics;
2. Verbal abuse of a sexual nature to include:
 - a. Repetitive use of offensive words of a sexual nature describing body parts or a sexual act; or
 - b. Telling suggestive ("dirty") stories.
3. Conversation between employees about subjects which are sexual in nature and perceived as offensive;
4. Displaying in the workplace sexually suggestive objects, pictures, pornographic magazines, or representations of any action or subject of a sexual nature which can be perceived as offensive; or
5. Retaliation against employees for complaining about sexually harassing behavior;

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Offensive conduct between members of the same gender may constitute harassment, as well as conduct between members of the opposite sex.

Hostile Work Environment:

A **hostile work environment** exists when an employee experiences workplace harassment and fears going to work because of the offensive, intimidating, or oppressive atmosphere generated by the harasser. *Hostile work environment* is also one of the two legal categories of sexual harassment.

Creating a *Hostile Work Environment* by any member of the San Luis Police Department is strictly prohibited.

Other Forms of Harassment:

Forms of harassment other than sexual harassment include slurs and other verbal or physical conduct relating to an individual's race, national origin, religion, disability, pregnancy, age, military status, or gender, which creates an intimidating, hostile, or offensive working environment or otherwise adversely affects an individual's employment opportunities.

Reporting Requirement:

Any employee, who believes that he or she has been subjected to unlawful harassment, or has witnessed such conduct in the detention facility, *must* immediately report the incident to his or her supervisor. If the supervisor is the subject of the alleged complaint, or if for any reason the employee does not wish to report such an incident to their supervisor, the employee will immediately report the matter directly to the Captain. In the event the employee alleges that the Captain is the subject of the complaint, the report will be made directly to the Director. In the case the Director is the subject of the complaint, and the employee does not feel comfortable reporting the incident to the Captain, the report will be made to the City Manager.

In the event the alleged offender is a *detainee*, *trustee*, or *inmate* under the control of the County or State corrections authorities, the offended employee, or their supervisor, will take immediate action to stop the harassment action, and report the matter to the controlling correctional authority.

Investigation of Complaints:

All reported incidents of harassment alleged against an officer, employee, or authorized visitor to the department will be immediately investigated by the Quality Assurance Coordinator or designee. Complaints against fellow employees will be treated *confidentially* to the extent that a thorough investigation reasonably allows. Officers of the department trained and experienced in investigation will conduct investigations. Statements of the complaining party and key witnesses will be completed on official *witness statement* forms, signed, and witnessed. Prior to any signing, each complainant, witness or subject of an investigation will be reminded of the perjury laws of the state. Any individual suspected or

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accused of an offense will be read their *Miranda Warning*, prior to any interview or interrogation.

Disciplinary Action:

Any violation of this harassment policy is grounds for disciplinary action, including but not limited to *warning, suspension, discharge, demotion, transfer, or probation*. The Director may also impose other remedial actions in appropriate circumstances, including but not limited to counseling, training, treatment, placing of conditions on continued employment, and criminal referral.

If it is concluded that a complaint or report of harassment was intentionally or knowingly false or that information provided in an investigation was intentionally or knowingly false, the individual(s) providing such false complaint, report, or information are subject to disciplinary action, and possible criminal charges for *filing a false or misleading police report or official document*.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Grievance Procedures	Policy Number: 3.10
Issue Date: 07/31/2007	Revision Date:

POLICY:

The City of San Luis treats all employees fairly regarding employment matters.

DEFINITION:

Eligible Employee: All permanent, probationary, or regular part-time employees. Regular part-time employees are those who work twenty [20] hours per week or more on a continuous basis for at least six months.

PROCEDURES:

Discrimination or retaliation against employees who file grievances is strictly prohibited; such actions are subject to disciplinary action. The grievance procedures set forth in the city's policy apply only to *eligible employees*.

Conditions and Limitations:

The department retains the right under law, regulations, and policy to direct employees in the performance of their duties; to take the necessary actions to achieve proper ends under routine and emergency situations; and to hire, promote, transfer, and assign employees as well as to suspend, demote, discharge, or take disciplinary action against such employees for cause.

This grievance procedure is not applicable to matters for which an appeal process is otherwise provided.

Grievance Procedure:

For the review process see: HR-6-01

Grievance procedures will adhere to the City of San Luis Human Resources Rules and Regulations Manual.

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See: HR-6-02

APPEALS PROCEDURES

Appeals procedures will adhere to the City of San Luis Human Resources Rules and Regulations Manual.

See: HR-6-3

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Community Affairs	Policy Number: 3.11
Issue Date: 07/31/2007	Revision Date:

POLICY:

The Director recognizes that no law enforcement agency can operate at its maximum potential without supportive input from the citizens it serves. The San Luis Police Department actively solicits and encourages the cooperation of all citizens to reduce and limit the opportunities for crime, and to assist in bringing to justice those who break the law.

DISCUSSION:

This department is committed to correcting actions, practices, and attitudes, which may contribute to community tensions and grievances. Law enforcement personnel are an integral part of the community. Citizen participation and interaction with law enforcement personnel is necessary for a healthy community. This agency identifies and implements policies, procedures, and programs that enhance the quality of life in the community.

PROCEDURES:

Community Affairs Section Objectives:

1. Assign an officer as a "Community Liaison".
2. Create and maintain liaison with community groups and organizations including:
 - a. Exchanging information;
 - b. Identifying law enforcement service needs of the community;
 - c. Promoting law enforcement and citizen contacts; &
 - d. Acquainting each other with mutual problems and encouraging action aimed at solving these problems.
3. Develop community relation's policies for the San Luis Police Department;
4. Publicize department objectives, problems, achievements and successes;
5. Obtain input from community groups to ensure that department policies reflect the needs of the community;
6. Identify sources of conflict between law enforcement and the community and encourage efforts to resolve them;

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7. Establish neighborhood watch groups where such groups are needed and do not now exist;
8. Identify training needs relating to community relations through input from citizens, groups, supervisors, and complaint reports;
9. Provide the Director information regarding concerns of the community, potential law enforcement/citizen problems, and recommended actions;
10. Evaluate all department community relations programs on a semi-annual basis and to participate in an annual survey of citizens' attitudes and opinions with respect to law enforcement service; &
11. Conduct an annual survey of citizen attitudes and opinions with respect to:
 - a. Overall department performance;
 - b. Overall competence of department employees;
 - c. Officer attitude and behavior toward citizens;
 - d. Concern over safety and security in the community; &
 - e. Recommendations and suggestions for improvements.

Public Information Programs:

These programs seek to publicize department objectives, problems, achievements and successes through the media, brochures, guest speakers, news releases, press conferences and newsletters.

Community Affairs Programs:

The focus of these programs is to meet with civic groups, neighborhood groups, crime watch groups and individuals to exchange information and convey information back to the department. Present programs such as EDDIE EAGLE, GREAT, McGRUFF, or other similar programs of interest to all area schools.

Crime Awareness/Prevention Programs:

These programs provide citizen groups information on making their families, homes, and business more secure and work to establish crime watch neighborhoods where none exist to include, but not limited to:

1. Neighborhood Watch;
2. Burglary Prevention;
3. Rape Prevention;
4. Fraud Prevention;
5. Emergency Reporting Procedure;
6. Home Security Survey;
7. Operation ID;
8. Robbery Prevention; &
9. Commercial Burglary Prevention.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Media Relations	Policy Number: 3.12
Issue Date: 07/31/2007	Revision Date:

POLICY:

San Luis Police Department cooperates fully and impartially with authorized media representatives in their efforts to gather factual, public information pertaining to activities of the department, so long as these activities do not significantly interfere with operations, infringe upon individual rights, or violate the law.

DISCUSSION:

A basic philosophy of this agency is to involve the community. It is important for our citizens to have confidence in our ability to fairly, professionally, and impartially enforce laws. The media serves both the department and the community by reporting our work to the public.

It is important that employees treat media representatives fairly, and with respect. The media industry is very competitive. Most reporters work long hours for little pay under constant pressure to meet deadlines. Reporters can be skeptical, idealistic, or manipulative, but most value responsive, knowledgeable, reliable sources who are sensitive to their needs.

PROCEDURES:

Duties of Public Information Officer:

The Public Information Officer shall:

1. Distribute information to the media and employees within the agency following the San Luis Police Department's procedures;
2. Inform the media of major public events requiring an extended presence of department personnel;
3. Coordinate and authorize release of information about victims, witnesses, and suspects;
4. Develop positive working relationships with local media representatives by:
 - a. Establishing working guidelines;
 - b. Determining local media deadlines;

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- c. Helping media representatives meet their deadlines; &
 - d. Preparing and distributing press releases.
- 5. Coordinate release of authorized information concerning investigations and operations;
 - 6. Coordinate and respond to Freedom of Information Act (FOIA) requests; &
 - 7. Develop and/or contribute to the Agency Crisis Management Plan.

Other Personnel:

It is important that the Agency “speak with one voice” in providing accurate and consistent information. Line officers may not know all the facts, or may have limited perspectives regarding incidents. Employees should:

- a. Direct media representatives to the Public Information Officer (PIO), incident commander, or shift supervisor when asked about details regarding an accident, crime, or other incident.
- b. Assist news personnel as directed by the PIO in covering routine stories, and at accident or crime scenes;
- c. Not say, “No comment”;
- d. Not wear sunglasses when interviewed “on camera”;
- e. Not speculate about liability issues or causation;
- f. Use secure communication methods to transmit sensitive information. Many reporters and citizens monitor law enforcement radio frequencies; &
- g. Provide a safe area for the media during situations in which their lives could possibly be placed in danger.

Cooperation with the Media:

The following guidelines must be maintained by employees of the San Luis Police Department in cooperating with the media:

- 1. Authorized media representatives have reasonable access to the PIO, or designee, and operations of this department;
 - 2. Public information is released to the media as promptly as circumstances allow without partiality, and in as objective a manner as possible;
 - 4. Information is released either by the PIO or his designee; &
 - 5. Press releases, news conferences, and similar events are scheduled to accommodate media deadlines, if and when possible:
- h. Public information may be provided to media representatives by telephone through the PIO or his designee, if the identity of the representative is known, or can be authenticated.

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Release of Information:

Information authorized for release concerning an investigation or crime includes:

1. The type or nature of the event or crime;
2. Any unusual or hazardous road conditions;
3. Location of destruction due to a natural disaster;
4. The location, date and time, injuries sustained, damages, and a general description of how the incident occurred;
5. The type and quantity of property taken;
6. The identity and approximate address of a victim with the exception of sex crime victims, and in other cases where reprisals or intimidation may result;
7. Requests for aid in locating evidence, a complainant, or a suspect;
8. Numbers of officers or people involved in an event or investigation, the length of the investigation, and the different departments involved;
9. The name of the officer in charge of a case, unless undercover; and
10. The name, address, and age of:
 - a. Any arrested individual; or
 - b. Any juvenile under adult jurisdiction.

Non-Release of Information:

Information that may not be released in connection with an investigation of a crime, unless authorized by the PIO or the Director, includes:

1. The identity of a suspect prior to arrest, unless:
 - a. The release of information would aid in apprehending the suspect, or warn the public of potential danger; &
 - b. Probable cause has been established, and a warrant of arrest has been obtained.
2. The identity of any victim of a sex crime, or any related information which, if divulged, could lead to the victim's identity;
3. The identity of any victims or witnesses which may prejudice an investigation, or place the victim or witnesses in personal danger;
4. The identity of any juvenile who is a suspect or defendant in a case subject to the jurisdiction of the juvenile court;
5. The identity of any critically injured or deceased person prior to notification of close relatives;
6. The results of any investigative procedure such as lineups, polygraph tests, fingerprint comparison, or ballistics tests;
7. Information that if prematurely released may interfere with the investigation or apprehension of a suspect, such as:

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- a. The nature of leads;
 - b. Specifics of an “MO”;
 - c. Details of the crime known only to the perpetrator and law enforcement personnel; or
 - d. Information that may cause the suspect to flee or more effectively avoid apprehension.
8. Information that may be of evidentiary value in criminal proceedings;
 9. Specific cause of death, unless officially determined by the medical examiner;
 10. The home address or telephone number of any department member; &
 11. Information concerning the crime or event in question that is under the issuance of a gag order.

Release of Arrest Information:

Following arrests, issuance of arrest warrants, or filing of information or indictment, the Agency may release:

1. The name, age, residence, occupation, and family status of the accused;
2. The time and place of arrest, whether pursuit or resistance was encountered, whether weapons were used, charges placed against the suspect, and description of contraband seized;
3. Identity of arresting officers, unless undercover, and duration of the investigation; &
4. The amount of bond, schedule of court dates, or place of detention of the suspect.

Non-Release of Arrest Information:

Following arrest and formal charging of a suspect, but prior to adjudication, the following types of information should not be released without the express permission of the PIO or Director to include:

1. Prior criminal conviction record, character, or reputation of a defendant;
2. Existence or contents of any confession, admission, or statement of a defendant, or his failure or unwillingness to make a statement;
3. Performance or results of any tests, or a defendant’s refusal or failure to submit to tests;
4. The identity, statement, or expected testimony of any witness or victim;
5. Any opinion about the guilt or innocence of a defendant, or merits of the case; &
6. Any opinion or knowledge of the potential for a plea bargain or other pretrial action.

Special Considerations - Criminal Matters:

Personnel of the San Luis Police Department extend reasonable courtesy to media representatives at crime scenes including:

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1. Access to crime or incident scenes closer than allowed to the general public so long as:
 - a. It does not interfere with the law enforcement function;
 - b. Evidence is not destroyed or otherwise prejudiced by being published or portrayed; &
 - c. Officers and citizens are not endangered.
2. Photographing or videotaping if:
 - a. Privacy expectations are not violated;
 - b. Owners of private property give prior approval.

Suspects, or accused persons, in custody may not be posed or arrangements made for photographs, telecasts or interviews, nor will department personnel pose with suspects or accused persons in custody.

Special Considerations – Non-Criminal Matters:

Media representatives should be allowed access to any area in spite of the possibility of their injury or death. After being advised of the danger, the media representative should decide whether or not to enter, and on deciding to enter, have an officer escort him through the area to avoid disturbing any physical evidence present. Daily administrative reports of criminal activity are made available on a routine basis to media representatives within this jurisdiction, and to representatives outside this jurisdiction upon request.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Disabled Persons	Policy Number: 3.13
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department ensures all persons are afforded equal access to employment opportunities and law enforcement services.

DEFINITIONS:

Qualified individual with a disability - an individual who, with or without reasonable modifications to rules; policies or practices; the removal of architectural, communication, or transportation barriers; or, the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Disability - a physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such impairment; or being regarded as having such an impairment.

Reasonable accommodation - includes the modification of existing facilities to facilities that are readily accessible to and usable by individuals with disabilities; job restructuring, part-time, or modified work schedules; reassignment of an employee with a disability to a vacant position; acquisition or modification of equipment; and appropriate alteration of examinations, training materials, or policies.

PROCEDURE:

The *Americans With Disabilities Act of 1990 (Title II)* provides that state or local government may not exclude qualified individuals with disabilities from participation in any program, service, or activity or denying qualified individuals with disabilities the benefits of programs, services, or activities, or otherwise subject them to discrimination on the basis of disability.

No single *policy & procedure* can address law enforcement responses to people with disabilities. This *policy & procedure* addresses common interaction with people with disabilities including those who are complainants, victims, witnesses, arrestees, members of the community who desire to participate in department-sponsored

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programs, people seeking information, and uninvolved bystanders. Employees must take steps necessary to assist people with disabilities in accessing the full range of services provided by our department.

Responsibility of Officers:

In providing law enforcement services to the public, we provide all rights, privileges, and access to the department for those with disabilities.

People with disabilities may be suspects or arrestees and require detention, transportation, and processing. Employees confronted with an unfamiliar impairment should seek professional advice regarding the proper methods of transport, arrest, and detention of individuals with a disability.

Employees should recognize the characteristics of various disabilities, including symptoms and physical reactions that may resemble individuals under the influence of alcohol or drugs. At times such traits may be exhibited by people with *diabetes, epilepsy, multiple sclerosis, hearing impairments, and other disabilities*. In such instances the appropriate responses are to:

1. Seek the aid of a coworker who has knowledge and/or training in dealing with such issues;
2. Seek emergency medical aid;
3. Protect and/or calm the individual;
4. Use basic sign language; or
5. Locate and enlist support of family and friends.

Officers should use caution in applying restraint to a person with a physical or mental disability when affecting an arrest. This may include use of interpreters, attorneys, and legal guardians. In all cases, officer safety must prevail. No employee should jeopardize his or her safety or that of others in an attempt to accommodate a person with a disability.

Routine and Emergency Interaction:

In providing routine and emergency services, equality in response, support and protection is provided to all people including those with disabilities. Officers make every effort to access appropriate support organizations when needed.

Response to routine calls for service:

1. Department employees are aware that people with disabilities have special needs that may have to be met in order to provide meaningful response to calls for service. Employees are sensitive to the fact that some people with disabilities may be targeted as crime victims as a direct result of their disability.
2. Employees should be familiar with techniques they may employ at scenes where disabled persons are involved.

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Response to emergency calls for service:

1. Dispatchers watch for characteristics of people whose disabilities may require special communications techniques.
2. If the person with the disability is unable to communicate, look for a medical alert bracelet or similar form of ID, or seek input from family, witnesses, and others to aid in identifying the nature of the disability.
3. In cases where the disabled person is deaf and can not read lips, officers should be prepared to print out messages with a pen or pencil, and use patience when communicating.

Response to criminal and disruptive behavior:

1. People with disabilities also commit crimes, and exhibit disruptive and threatening behavior. Generally, people with disabilities who commit crimes or engage in disorderly conduct receive no preferential treatment. However, disorderly conduct should not be treated as a criminal activity when it is caused by the disability. For example, when such conduct is the result of a seizure or mental disability, the call for service should be handled as a *medical referral call*. Be aware that it is common for people with disabilities to seek sympathy as a way to lessen the outcome of the law enforcement response.
2. Officers should take reasonable precaution to protect themselves and others. The mere appearance of a disability does not mean that the individual is not capable of inflicting serious injury or death on officers or others.

Arrest and Incarceration:

1. Take precautions, and employ safety techniques when arresting and incarcerating all persons. Officers will follow policies and standard techniques for arrest and incarceration when taking a person with disabilities into custody.
2. Consideration can be given to the special needs of some people with disabilities in an arrest situation. Officer response in such situations requires discretion and is based, in great part, on the officer's perception of *characteristics and severity of the disability, the level of resistance and threat exhibited by the suspect, and immediacy of the situation*.
3. In arrest and incarceration situations, employees may encounter the following:
 - a. A person whose disability affects the muscular and/or skeletal system may not be able to be restrained using handcuffs or other standard techniques. Alternative methods (transport vans, seat belts) should be sought.
 - b. Some people with disabilities require physical aids (canes, wheel chairs, leg braces) to maintain their mobility. Once the immediate presence of danger has diminished and the suspect is safely incarcerated, reasonable effort should be made to return the device. If mobility aids must be

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withheld, the prisoner should be monitored to ensure that his or her needs are met.

- c. Prescribed medication may be required at regular intervals by people with disabilities (diabetes, epilepsy, etc.). Medical personnel (the suspect's physician, on-call medical staff, emergency room medical staff) must be contacted to determine the importance of administering the medication, the potential for overdose, and any other instructions. Follow their instructions.
4. Some people with disabilities may not have achieved communications comprehension levels sufficient to understand their individual rights in an arrest situation. (For people who are deaf, there is no sign language for the term "waive" in regard to the Miranda rights. Yet, in an effort to be cooperative, a suspect who is deaf may acknowledge that he or she is willing to give up his or her rights.) Officers shall take extra care to ensure that the rights of the accused are protected.
5. Lack of speech or other speech impairment may make it difficult for a suspect to notify the arresting officer or jailer of an urgent need. Frequent cell checks should be conducted, or a means of communication provided.

Visual Disabilities:

1. One issue facing people in need who are blind or vision impaired is identifying law enforcement officials. Employees should offer detailed information when identifying themselves. Whenever possible, if the presence of a visual disability is known, officers may have dispatch contact the victim or complainant to verify that a member of the department is present. If needed, badges may be offered to the individual to verify the officer's identity.
2. Knowing what not to do is as important as knowing what to do to assist a person who is vision impaired. Employees do not need to raise their voice when speaking. Employees should not grab the person's arm to lead him or her in a particular direction. Simply describe potential obstacles, or ask if they need guided assistance.
3. In public access areas, signs and printed information within law enforcement facilities should be in large print in order to assist people with vision impairments. In non-public areas visually and hearing impaired persons should be escorted by the officers in charge or being visited.

Mental, Emotional and Psychological Disabilities:

1. The terms "mental illness," "emotional illness," and "psychological illness," describe varying levels of mental disabilities causing disturbances in *thinking, feeling, relating, and perception*.
2. Employees must ensure that people with mental, emotional, and psychological disabilities are assisted in accessing department services, which may require

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time and patience beyond that usually provided. If an individual with a mental, emotional, or psychological disability is taken into custody, officers will take extra precautions, to use those restraints necessary to move the arrestee safely, while protecting the officers, and the arrestee from self-injury.

3. Frequently, a family member or friend is of great value in calming an individual exhibiting unusual behavior as a result of mental or emotional impairment. If needed, steps should be taken to gain placement for the individual in an appropriate emergency medical, health care, or shelter facility, before transporting the impaired detainee.
4. Officers must become familiar with government agencies, nonprofit agencies, volunteer organizations, and emergency medical services that will provide assistance to people with mental, emotional, and psychological disabilities.

Mental Retardation:

1. Mental retardation encompasses a broad range of developmental disabilities from *mild to profound*. Mental retardation and mental illness are distinct conditions, with no similarity. The largest percentages of people with mental retardation are in the ranges termed "mild" or "moderate."
2. Officers should recognize that people who are mentally retarded have varied degrees of intellectual function.
3. Ask short questions, be patient when waiting for answers, repeat questions and answers, have individuals repeat the question in their own words, and provide continual reassurance.
4. When dealing with someone who is lost or has run away, officers may gain improved response by accompanying the person through a building or neighborhood to seek visual clues.
5. In responding to the needs of people with severe or profound mental retardation, the aid of family, friends, and neighbors is invaluable.

Mobility Impairments:

1. Among the disabilities that are the most visibly identifiable are mobility impairments. People with mobility-related impairments include those who have difficulty walking, who use a wheelchair or other mobility aid, and those who are immobile.
2. In a critical or emergency situation, officers should use discretionary caution when moving a mobility-impaired person rapidly to a position of safety.
3. In an arrest encounter, once an arrestee with mobility impairment is secure in a cell and safety concerns are resolved, an effort should be made to return use of any mobility aids (wheel chair, cane, etc.).
4. As with other disabilities, officers should never assume that a mobility impaired suspect is not capable of inflicting serious injury or death to officers, the public or themselves. They may be handicapped, but they are not stupid, and expect you to empathize with their overt condition.

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5. Public access areas of department facilities should be accessible to people with mobility impairments. Entrances, interior routes, stairs, drinking fountains, rest rooms, and telephones should accommodate people with mobility impairments including those who use wheelchairs.

Invisible Disabilities:

1. Some disabilities are difficult to detect. A law enforcement officer's inability to recognize characteristics associated with certain invisible disabilities could have serious consequences. For example, outward signs of a disability such as epilepsy generally do not exist unless the person with the disability experiences a seizure. People with diabetes may have reactions from either too little insulin or too much insulin. Low blood sugar reactions are common and are usually treated by ingesting sugar. Detaining someone and preventing them from accessing required medication or substances could have serious health implications for the individual and liability consequences for the officer and department.
2. Realize that involuntary behavior associated with some invisible disabilities may resemble behavior characteristically exhibited by intoxicated or, less frequently, combative individuals. For example, a person experiencing a *mild seizure* may appear incoherent and physically imbalanced. The response is temporary.
3. An officer's patience and understanding of the characteristics commonly associated with invisible disabilities will increase the likelihood of a successful outcome. An inaccurate assessment may lead to unnecessary confrontation, injury, and denial of needed medication and/or medical treatment.
4. As with all encounters, an officer's second obligation, after protecting himself and others, is to protect the individual suspect from unnecessary harm. When aiding a person experiencing a seizure, protection from obstacles, a calm reassuring manner, and patience are important responses.
5. Family members and friends should be sought to provide information and assistance. Their presence may prove invaluable in understanding the needs of the person with the disability and guiding the officer's actions.

Speech and Hearing Disabilities:

1. Like other invisible disabilities, officers may confuse the behavior of individuals with hearing and speech disabilities with those of people who intentionally refuse to cooperate or those who abuse illegal substances. Be aware that an individual's failure to comply with or respond to verbal orders does not always constitute resistance, but may be the result of that individual's inability to hear the officer or respond verbally. Before committing to a course of action, officers should attempt to determine if they are dealing with a communication-related disability.
2. Officers take extra measures to protect the rights of suspects who are deaf and hard of hearing, as well as others who may not have educational or

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communications comprehension levels sufficient to fully understand the basic Constitutional Rights. Simply reading the rights to someone with a hearing disability and having the individual acknowledge that they understood is insufficient.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Computer Use, Security, & Access	Policy Number: 3.14
Issue Date: 07/31/2007	Revision Date:

POLICY:

Employees of the San Luis Police Department follow established guidelines governing the use and access of information contained in agency computers. Employees comply with applicable federal laws regarding electronic communications and software copyright regulations, safeguard the department from computer virus infections, and limit Internet use to official business only.

PROCEDURES:

Authorization and Use:

The department computer system is intended solely to aid and assist employees in the performance of their assigned responsibilities. Employees therefore, limit their transactions and activities to necessary assigned responsibilities. Security clearance and access to information is restricted to official business and does not permit employees to access information for personal reasons, financial gain, or unauthorized distribution. Any misuse of the department computer system is grounds for disciplinary action, and or criminal prosecution. Access to ACJIS or NCIC, ACIC, or ITI files is restricted to authorized *entries, modifications, research, investigations, and inquiries*.

Use of information:

Much of the information obtained through law enforcement computer systems is **confidential, restricted** or sensitive data which must be carefully controlled to ensure compliance with applicable local, state, and federal guidelines. Any employee accessing files or obtaining information from law enforcement systems is accountable for the appropriate and correct use of the information.

Some sensitive information in our computer or hardcopy files can only be accessed by authorized individuals having a *need to know*. If you have a doubt about your authorization to access certain data, check with your supervisor before accessing the information. These records normally include *internal affairs, personnel, and intelligence, and undercover operations* files.

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Responsibility:

Employees who use department computers are accountable for proper operation, and each transaction. The computer system administrator tracks entries; recording the time, date, person making the entry, and the file entered. Employees operating the system will exercise reasonable care of the equipment, and are responsible for damage resulting from intentional abuse or negligence.

Software Guidelines:

In compliance with software piracy laws, no software from this agency may be removed from the premises or copied for personal use. No software may be brought into this department and installed into agency computers without the express written permission of the Captain or designee. When permission is obtained, the software will be installed by a qualified individual, in accordance with licensing agreements. Requests for new software may be made through the office of the Captain or designee. If approved, the software will be purchased and registered to the agency. Software installed on individual computers is subject to review at any time. Unauthorized software will be removed. No unauthorized personnel are to be allowed access or use of departmental computers in the agency or in homes of employees.

Internet and E-mail Guidelines:

Access to the Internet and e-mail are for official business only. Messages transmitted or received by e-mail are considered agency property, and not the personal, confidential messages of the employee.

Employees have no expectation of privacy with regard to the use of agency computer systems, software or files. The following rules apply:

1. Supervisory staff has the right and oversight responsibility to enter agency e-mail system(s) and review, copy, delete, or disclose any message.
2. Passwords will be used to gain access to the e-mail system, and will be changed frequently.
3. E-mail messages should not be left on the computer screen when the employee is away from their desk.
4. No information protected by copyright laws, including software, will be sent or copied via e-mail.
5. All messages on the e-mail system will be businesslike. Employees will not transmit or receive personal messages.
6. Employees will not transmit or receive any message containing profanity, vulgarity, and/or harassing or defamatory language.
7. Employees will not transmit or receive photographs or images of a pornographic, vulgar, harassing or defamatory nature.

Laptop Guidelines:

Laptop computers are very vulnerable to theft and require extra diligence in safeguarding for travel. Following are guidelines to be followed when department

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laptops are carried outside of the department:

1. Always carry the laptop in its specially padded carrying case.
2. When traveling by air, always carry the laptop on the airplane. Never check the laptop as baggage and never put the laptop inside another case checked as baggage. The only exception to this is that a laptop can be shipped in a special shipping container with padded foam for shipping sensitive electronic items.
3. Always hand-carry the laptop when traveling to and from the airport. Don't put it in the trunk of a cab or on the rack of an airport shuttle.
4. Always make sure that there is no disk in the floppy or in the CD ROM drive.
5. If you carry a computer home to work on agency projects, the computer will be carried to and from the office on a daily basis during the workweek. Under no circumstances is departmental property to be left at your residence while you are at work without expressed permission of the Director.
6. Laptop computers may be assigned individually or signed out at departmental discretion as approved by of the Director.

PROCEDURE VIOLATIONS:

Established city policy also applies to Computer Use, Security, & Access. Violations of this policy may be investigated internally and by other city personnel assigned by the City Manager.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Field Training & Evaluation Program	Policy Number: 3.15
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department maintains a Field Training and Evaluation Program for all new officers assigned to this agency, or for officers that are in need of re-training or re-evaluation on specific performance tasks. This mentoring program supports the concept of placing only qualified officers in positions of authority.

DISCUSSION:

The San Luis Police Department *Field Training and Evaluation Program* is an extension of the law enforcement employee selection process that combines field training with objective evaluations. The goal is to improve the overall effectiveness and efficiency of law enforcement service delivery by:

1. Improving the overall applicant screening process;
2. Establishing a probationary officer appraisal system; &
3. Supporting an officer review procedure that measures the effectiveness of the department's selection and training processes.

DEFINITIONS:

Direct Supervision: Officer Performance that is conducted in the presence of another superior officer who has overall control of the scene, task, or duty. Direct supervision cannot be performed over an electronic device such as a radio, telephone, or after the fact, television system.

Field Training Coordinator: Abbreviated FTC. The *FTC* is the senior Field Training Officer responsible for the field training and mentoring program within the department. *FTC* oversees the performance of Field Training Officers, and those they are training and mentoring. The *FTC* often performs other duties within the department.

Field Training Officer: Abbreviated FTO. *FTOs* are trained, experienced, and ethical officers who are motivated to mentor less experienced officers or officers with an identified performance deficiency. *FTOs* need not be Certified Law Enforcement Instructors, but must successfully complete an *FTO* course of instruction.

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Probationer Officer: Abbreviated PO. A probationer officer is either a new recruit brought into the department, or an officer with time in service within the department that has been identified by the management team as having a training or performance deficiency that is likely to be improved to an acceptable level with additional training and mentoring. It should never be assumed that an individual assigned to *PO* training and training is less qualified as a law enforcement officer. We all have varying degrees of opportunities to improve. For example, an experienced officer assigned to a specialized unit such as detectives, or special weapons and tactics, may be assigned to undergo field training in that new task.

PROCEDURE:

FTO Qualifications:

In addition to other employment and performance standards of the San Luis Police Department, officer's applying for the position of *Field Training Officer [FTO]* will meet, as a minimum, the following conditions:

1. Have a high school diploma or equivalent (GED);
2. Two [2] years of full-time experience as a law enforcement peace officer;
3. Has shown an exemplary standard of quality performance in all categories of their job and possesses the ability to be a leader and mentor;
4. Written recommendation of a supervisor;
5. Major interest in improving leadership in the department, and quality of operations;
6. Successfully completed required AZ POST FTO Course;
7. Sworn and hired as a peace officer of the San Luis Police Department;
8. Successfully completed *FTO* training after the academy and "signed off" by appointed *FTO*;
9. Completed no less than twenty [20] hours of in-service training annually;
10. Completion of an *FTO* Course;
11. *Demonstrated proficiency* with all weapons carried, and patrol vehicle within last twelve [12] months; &
12. Within twelve [12] months of initial hire, and each year thereafter, complete no less than fifteen [15] hours of formal in-service training, to include *personal protection and use of defensive weapons* training, *emergency vehicle driving*, First aid, and Haz-Mat awareness.

Duties of Field Training Personnel:

1. *Field Training Coordinator [FTC]* is responsible for:
 - a. Planning, directing, and evaluating all aspects of the program;
 - b. Working closely with the *PO's* patrol supervisors during and after the completion of Field Training and Evaluation Program assignments to

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determine and correct any training deficiencies, and/or recommend retraining of a recruit officer;

- c. Maintaining records of the *PO* and *FTO*;
- d. Evaluating each *PO* during the final phases of their probationary period; &
- e. Preparing recommendations to the Captain regarding retaining, dismissing, or extending training of the officer.

2. *Field Training Supervisor* is responsible for:

- a. Acting as both Patrol Supervisor for all officers and supervisor of training and evaluation for recruit officers assigned to his shift. All Patrol supervisor's will receive training in the supervision of the field training process; &
- b. Evaluating the Field Training and Evaluation Program through daily communication with *Field Training Officers*, and observation of *PO*'s performance.

3. *FTOs* are responsible for the training and evaluation of assigned probationary officers.

Recruit Officer Training:

Upon hiring, all new officers are assigned duties, under the direct supervision of a *FTO*. The only exceptions, to this policy, will be approved in writing by the Director at the time of hire, or in exigent circumstances. During the entire recruit officer training program, officer's are considered on probationary status, and therefore, not eligible for secondary or off-duty employment which would require them to act as a law enforcement officer.

SEE THE SLPD FTO TRAINING MANUAL

Probationary Period – Officer Dismissal Process:

At any time during the *probationary period* when a recruit probationer is not performing at a satisfactory level, a request for employment status review may be initiated and forwarded to the *FTC*. The *FTC* must gather all memorandums and supporting data, prepare a detailed report, and forward recommendations to the Director.

The Director reviews the documentation and render a decision regarding the employee's status. If the Director concurs with the recommendation, the recruit probationer may be administratively relieved of duty by the *FTC* and scheduled for an *Employment Status Hearing*.

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Employment Status Hearing:

The Director, or his designate, presides over the *Employment Status Hearing* at which time the *FTC* and *FTO* present justification for the requested change. The probationer is afforded an opportunity to respond, and present extenuation and mitigation factors. The Director or his designee makes the final decision within two [2] working days of the termination of the hearing.

Upon completion of the Board action, all files regarding the probationer are maintained within the department's personnel files. These files are *confidential* and access is limited and reviewed on a *need to know* basis only.

Evaluations:

The following are evaluations that are administered throughout the recruit probationer training cycle:

1. *Daily Observation Report* - Completed by the *FTO* each shift starting with the first working day of Step I;
2. *Weekly Evaluation Report* - Completed by the designated *FTC* for each 40-hour training and evaluation period;
3. *Recruit Self Evaluation* - Completed by the probationer at the completion of Phase II, Steps 1, 2, 3 and 4 and periodically during Phase III detailing his/her estimate of their performance strengths and weaknesses.
4. *Evaluation of FTO/Program* - Completed by the recruit probationer at the end of each Phase. Will also be conducted by the *FTC* at periodic intervals.

Experienced Officers Skills Training:

Officers assigned to probationer status for a particular job skill [such as radar operator, special weapons and tactics, detectives, etc.] are counseled regarding the objectives of the training, with clearly established goals. Usually this training and the follow-up evaluations are performed by *FTOs* that are qualified in the topic area. For example, an *FTO* in the detective unit will mentor and train new detectives. Once all of the performance goals and objectives are met, the *FTO* signs-off or recommends the probationer for individual assignments. These recommendations are made to the *FTC*, for final recommendation to management.

The *FTC* may continue the field training assignment of a probationer beyond the predetermined time should the need for further training be evident.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Patrol Functions & Tactics	Policy Number: 4.01
Issue Date: 07/30/2007	Revision Date:

POLICY:

The San Luis Police Department establishes and maintains maximum patrol visibility, and carries out the law enforcement mandate by vigorously patrolling the jurisdiction we serve.

DISCUSSION:

Patrol is a primary law enforcement function that includes much more than simply walking or driving a beat, and answering calls for assistance. Patrolling is a key part of the *general duty* employees of this department owe to the community. During effective patrols officers engage in a wide variety of activities to include: *rendering aid, preventing crime, enforcing traffic and criminal laws, answering complaints, conducting follow-up investigations, community relations, transporting prisoners, crime prevention, homeland security, and a host of other community support activities.*

PROCEDURES:

Communications, Coordination, & Cooperation:

Patrol officers are the foundation of community policing. In order for the agency to accomplish its mission, patrol officers cooperate and support personnel in assigned to other duties. This support includes exchange of information with criminal investigators, crime prevention specialists, and those assigned other tasks, and actual work force assistance. This cooperation and exchange is enhanced by:

1. Attending staff meetings where matters of departmental interest are discussed and ideas are exchanged;
2. Daily review of patrol, investigative and offense reports and other information;
3. Sharing of information and assistance;
4. Review of and compliance with new policies and procedures &
5. Making recommendations that improve agency effectiveness or efficiency.

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Patrol Coverage:

This department provides law enforcement services to the community on a twenty-four [24] hours a day, seven days a week basis. Generally, the department provides the same services at all hours of the day or night in relation to *calls for service, emergency response, crime prevention, and traffic enforcement.*

Assignment of Officers to Patrol Areas:

Officer assignments are at the discretion of the Patrol Lieutenant. Allocation of patrol resources is in part, based on the following criteria:

1. Number of calls for service;
2. Number of offenses & incidents;
3. Number of businesses;
4. Available manpower;
5. Other specific needs such as special events or investigation support; &
6. Special requests for service.

Area Rotation Frequency:

Officers are normally be assigned to the same area on a *semi-permanent basis* for the following reasons:

1. Officer can become better acquainted with persons, businesses, organizations, and hazards; &
2. Helps place accountability for events occurring in a certain area to a specific set of officers.

Partial rotation may be necessary when particular officers are required to perform specific types of assignments in other parts of our jurisdiction. The Patrol Lieutenant rotates area assignments whenever necessary to maintain high levels of officer interest and responsiveness to the law enforcement needs of the community.

Sharing Significant Law Enforcement Information:

Officers assigned to areas are encouraged to share significant law enforcement information concerning their area with other officers. Such information may be written in an *Informational Memorandum* or passed on verbally.

Supervision & Scheduling:

Adequate supervision and support is critical in police work where priorities change constantly. Scheduling is an important part of this responsibility and includes:

1. Ensuring sufficient officers are available to meet minimum staffing levels;
2. Daily inspection of officers for *completeness of uniform, serviceability of equipment, and fitness for duty*, (Also see 3.02);
3. Anticipating pre-planned major events to insure adequate coverage;
4. Monitoring compensatory time accumulation and payback;

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5. Monitoring of leave time accumulation and scheduling time-off that best meets the needs of the community;
6. Coordinating officer attendance at required meetings, training, qualification sessions, and physical fitness evaluations;
7. Encouraging officer participation in college and continuing education courses;
8. Requesting reserve officer assistance in support of routine, or emergency law enforcement activities;
9. Briefing information to officers before daily patrol activity, with particular attention given to *unusual situations, directed patrol activity, and changes in the status of wanted persons and stolen property, and major investigations*;
10. Publishing changes in schedule and assignments;
11. Publishing new directives or changes in directives; &
12. Coaching officers on job performance, compliance with policies & procedures, and ways to improve.

Safety & Health Procedures:

Most patrol vehicles are highly visible, even *unmarked units*. Citizens see these vehicles and instinctively know . . . *the police are nearby*. It is critical to the welfare of your fellow officers, and the accomplishment of our mission for the public to see our officers as examples of **safety first**. Officers must adhere to the following safety procedures:

1. Come to work mentally and physically prepared to assume your duties. If, for any reason, you are not capable of performing your duties, notify your supervisor immediately. In addition to other conditions, officers assuming patrol duties must not be impaired with *sleep deprivation*.
2. Before starting patrol, inspect your patrol vehicle and complete the Vehicle Maintenance Form (Also see 4.20-1).
3. Wear seatbelts when the vehicle is moving, or sitting on a public street, and require passengers to do the same. See *Transporting Individuals*, below for possible exceptions.
4. Position head rests to fit your physical characteristics.
5. Lock doors when vehicle is in motion.
6. Windows should be up, or rolled all the way down when driving.
7. Do not leave the vehicle unsecured, or the key in the ignition when away from the vehicle.
8. Wear bullet resistant vests while on duty. Vests provide critical protection from projectiles, edged weapons, strikes, and from blunt impacts that result from vehicle accidents.
9. Obey all traffic laws including speed limits unless in an *authorized emergency*, with audible and visual emergency equipment activated.
10. When patrolling at night, *protect your night vision*.
11. In the event of known or suspected spilling or release of human body fluids [urine, blood, saliva, or feces] in the patrol vehicle, thoroughly clean the area following blood-borne pathogens protocols with an approved disinfectant.

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12. Wear foul weather apparel in during inclement conditions.
13. Wear reflective vests or strips when directing traffic at all times, especially in low-light conditions.
14. Use *blood borne pathogen* safety equipment including *gloves, glasses, hepatitis vaccines, and reporting procedures*.

Vehicle Inspection Safety Checklist:

Thoroughly inspect the vehicle and its equipment to ensure that it is ready for service. Whenever vehicles are turned over to other officers for use, both officers should simultaneously complete this checklist and correct deficiencies before commencing patrol (Also see 4.20-1 Vehicle Maintenance). Never operate a police vehicle that has any defect that is critical to the operation including any part of the emergency equipment. The unit should be placed “out of service “.

Patrol Activities:

Response to some calls may require several officers to efficiently and safely control the situation. These situations may include:

1. Assault on an officer;
2. On-scene arrest for a violent offender;
3. Potential or actual resistance to arrest;
4. Use of force incident;
5. Violent or potential violent crime in progress;
6. Fleeing suspect;
7. Domestic abuse allegations; or
8. Incident of racial or crowd tensions.

If a second officer is unavailable, the first responder must exercise discretion in determining the best course of action. These options range from *immediate intervention* to *identification and reporting*. The safety of officers and innocent life is always a prime factor when considering options.

Incidents Requiring Presence of the Director:

The Director is to be immediately notified of the following types of incidents:

1. Serious injury to a police officer;
2. Accident involving a police vehicle when an officer or another person is seriously injured, or major damage is involved;
3. Major crimes including *murder, bank robbery, jailbreak, violent kidnapping, heinous crimes, and assaults where death may occur, missing children or elderly people with certain medical conditions*;
4. A barricade or hostage situation;
5. Officer discharging his firearm while on duty and personal injury is involved.

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6. Disasters, catastrophes, or severe weather producing emergency conditions;
7. A serious complaint or any incident causing a law enforcement officer or another agency personnel serious injury;
8. Other incident when in the discretion of the patrol officer notification is appropriate; or
9. Incident where impact weapons were used on a suspect, causing injury, and requiring a *Use of Force Report* [i.e., batons, chemical sprays, K-9 bites].

Transporting Individuals:

Officers may be assigned to transport *witnesses, juveniles, victims, detainees, prisoners or other persons*. Prisoners must be restrained and secured in the patrol vehicle to the extent necessary under the circumstances (Also see 4.11). Officers must use their discretion in determining, when to use restraints while transporting these individuals. Citizen observers, or *ride-a-longs*, must be approved by a supervisor, prior to the event (Also see 4.19).

All persons transported in a department vehicle must use safety seat belts. Those individuals that are restrained are assisted in securing safety seatbelts prior to movement of the patrol vehicle. This procedure does not apply to individuals who are violent or are non-compliant with officer verbal instructions. In such cases, simply placing the individual in a secure portion of the patrol vehicle may be considered reasonable and prudent under the circumstances. Refer to the policy & procedures for *transport of prisoners* for more details. Any person to be transported in a police vehicle will first be checked for warrants or other criminal activity through the ITI computer criminal network and through ACJIS.

Special Notifications:

Notifying relatives in cases of death, serious injury or illness is a delicate process. Such messages are delivered in a timely and caring manner. The following procedures must be used whenever practical (Also see 4.21):

1. Notification must be made promptly;
2. Obtain the presence of a minister and a relative whenever possible prior to notification;
3. There is no painless way to make a death notification. Be precise and to the point, showing care and sympathy, without revealing any details of the injuries;
4. Try to remove any small children from the immediate area. Let the surviving spouse inform the children, in your presence, after the initial notification to the closest relative;
5. If notification is made alone, the officer shall offer assistance in contacting a relative, close friend, or minister;
6. Person receiving notification is informed of the means used in transmitting the notification to the department, i.e., *teletype or call from another law enforcement agency, unverified telephone call to the department, etc.*; or

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7. The notified person(s) is given contact information regarding disposition of their loved one who may be at a hospital, funeral home, morgue, US Armed Force representative, other law enforcement agency, etc.

Medical Examiner/Coroner:

The Yuma County Medical Examiner/Coroner is notified in situations where a human death has occurred. The dispatcher normally makes the notification at the instruction of the reporting officer. The *name of the victim, location, telephone number, and any preliminary facts pertaining to the death* is provided to the Coroner, if known.

Many citizens have police scanners and monitor our frequencies. Communications regarding fatalities are carried out using the most secure means available in order to respect the privacy of deceased persons and their families.

Public Hazards or Potential Hazards:

A wide variety of hazardous situations in this jurisdiction such as *bad road or weather conditions, unsafe structures, potentially dangerous calls for service, flooding, etc.*, must be identified by the patrol officers on the street, called in to communications by citizens, or announced by local media. Information regarding these hazardous or potentially hazardous situations must be reported, shared among officers and other agencies, and passed on to subsequent shifts.

Information concerning hazardous or potentially hazardous situations that is received by the dispatcher must be passed to all personnel either immediately or at shift change depending on the nature of the threat.

Street, Highway, & Public Utility Hazards:

Officers must initiate actions to reduce known or potential hazards to the public as they are discovered. Such actions may include *redirection of vehicle or foot traffic, taping off the area, on guarding, or providing verbal warnings until help arrives*. If officers cannot personally make the needed correction, the communications center should request assistance from the appropriate resource.

Missing stop signs at intersections creates a driving hazard to motorists who may be unfamiliar with the area. Officers must immediately request the street department to replace downed or missing stop signs, and must remain on the scene to direct traffic at the intersection until a suitable temporary or permanent replacement has been installed. The communications center must record the time of notification and the time of replacement.

Examples of immediate notification are:

1. Essential traffic lights / signs needing repair;
2. Large holes in road;
3. Electrical power lines down;

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4. Large debris etc., in roadway;
5. Breaks in water, gas, or other utility;
6. Weather road hazards such as snow, ice, flooding, damaged bridge;
7. Toxic or chemical spills and releases;
8. Fires or fire hazards; &
9. Vehicular crashes, where fatalities are known to exist, or when there is complete road blockage for an extended period. I/E Semi truck trailer rollover.

Typical notification at beginning of next business day:

1. Non-essential traffic lights in need of repair;
2. Small (non-hazardous) holes in road;
3. Street lights in need of repair;
4. Telephone or video cables down but not creating hazards;
5. Dead animals in road;
6. Potential fire hazards not requiring immediate attention; &
7. Excessive growth of weeds, grass, etc.

Some potentially hazardous situations may demand immediate notification to local news media requesting *public service announcements*. Recommendations for these notices should be passed to the dispatcher as soon as reasonably possible. Normally, the PIO or senior on-duty supervisor will instruct dispatchers to notify media outlets when such a hazard exists.

Patrol & Security Checks of Private Businesses:

It is vital to good public order and crime prevention for patrol officers to learn the location, hours of operation, and routines of businesses and public facilities in their area of responsibility. While on routine patrol, officers check the security conditions of commercial property, and public facilities. Officers make at least 10 such checks per week, while varying the locations. Hazards or major safety and security deficiencies should be reported to the property owner as a *courtesy*. Observations and notifications might include:

1. Unsecured entrance doors windows;
2. Defective burglar alarms;
3. Safety and security lighting that is out;
4. Loitering on the property;
5. Undesirable use of property after normal business hours; &
6. Potentially hazardous conditions or equipment left unsecured.

With the completion of each courtesy inspection or check, patrol officers shall leave a business card, or note for the business indicating that the check was performed.

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Field Interview Cards

In the course of patrol duties, officers meet people who either do not fit into the area or are in an unusual place at an unusual time. The officer should try to make contact with the person and obtain as much information as reasonably possible, and record the information on a *field interview card*. Many crimes have been solved and persons located using the *field interview cards*.

This information may include the following:

1. Name
2. Date of birth
3. Social Security number
4. Hair – color, length, style
5. Height
6. Weight
7. Scars, marks, tattoos
8. Clothing
9. Type of transportation and plate numbers if vehicle
10. Address
11. Work place
12. Etc.

Any other persons with them should also be noted on the field interview card. In addition, a separate card should be filled out on each of the accompanying persons with the same notations. Once recorded officers may keep their own filing system and from time-to-time forward selected copies to the criminal investigations division.

As a practical matter, officers are usually not able to complete all of the information on contact card during one meeting, nor is it necessary. Officers should use reasonable means to obtain the information they consider important.

Preliminary Court Appearances Not Required:

Officers attend court on the date scheduled. Court appearance by officers is not required in the following types of cases, unless requested by the court, prosecutor, or Subpoena:

1. Initial appearance, which requires appointment of counsel to the defendant;
2. Initial appearance of *driving under the influence*;
3. Prepaid traffic infraction; &
4. Other instances when notified by the court or prosecutor that presence is not required.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Radio Procedures	Policy Number: 4.02
Issue Date: 07/30/2007	Revision Date:

POLICY:

San Luis Police Department employees follow Federal Communications Commission (FCC) regulations regarding the use of police radios. Law enforcement radio use is limited to official business, and it is employed as if the radio system is the officer's and public's *lifeline*.

PROCEDURES:

Care of Radio Equipment:

Only technicians authorized by the San Luis Police Department may adjust or repair radios. Any member of this department who damages departmental equipment must notify a supervisor immediately.

Radio Malfunctions:

In the event of radio malfunctions, officers should check their radios by:

1. Making sure the radio switch is on and the volume is up;
2. Making sure the visible connections are plugged in securely, and the switches and frequency selector knobs are in proper positions;
3. Removing the radio from the charger and using it in a portable manner; &
4. Changing frequencies and trying to transmit and receive, as a last resort.

If unable to establish contact with dispatch by the above procedures, use a wire or wireless telephone to contact dispatch and seek instructions. Officers are not to continue patrol without communications. For a limited period, patrol officers may use commercial wireless (mobile) phones to continue their patrol or other duties, if approved by the dispatch supervisor.

Instructions for Transmitting Radio Messages:

The following guidelines are applied to radio transmissions:

1. Utilize the frequency designated by the Director.
2. Keep radio on at all times, in or out of the unit.
3. If equipped with a portable radio, make sure it is on and operational when out and away from the unit.
4. Keep radio volume control loud enough to easily be heard.

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5. Limit radio transmissions while in motion on a police motorcycle.
6. Have a notebook and pencil ready so messages may be written.
7. Do not acknowledge receipt of message until the complete text is accurately known.
8. Pronounce words slowly and distinctly.
9. Whenever transmitting a message to an officer, refer to the officer by call number.
10. Officers in the field use their call numbers prior to transmitting.
11. Speak with as little emotion as possible.
12. Do not transmit until the message is clearly in mind, but don't hesitate in emergency situations.
13. If necessary to transmit a lengthy message and time permits, write it down in logical order before transmitting.
14. Break a lengthy message periodically, especially a message having more than one part.
15. Keep mouth close to microphone and speak as if using a telephone; do not shout.
16. Use the minimum number of words necessary to convey the message.
17. In describing persons, give information in the following order:

a. Name	i. Color of Hair
b. Alias	j. Color of Eyes
c. Race	k. Complexion
d. Sex	l. Scars or Tattoos
e. Age	m. Clothing Description
f. DOB	n. Home Address
g. Height	o. Felony-misdemeanor or
h. Weight	reason for broadcast

18. Names of persons and unusual words are spelled using initials coded (A-Adam; B-Boy; C-Charles, etc.).
19. When transmitting numbers, state them in groups of three.
20. Officers with emergency traffic, and the dispatcher, have priority use of the radio until emergency traffic is concluded.
21. Officers not involved in emergencies will not call in requests for information. Uninvolved officers learn by listening.
22. If additional assistance is needed, it will be requested.

Radio Procedures – Traffic Stops:

When stopping a vehicle for any reason, the officer notifies the communications center of the following:

1. Intent to stop a vehicle;
2. Location where vehicle is stopped;
3. Complete description of the vehicle; &
4. Need for back up.

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Radio Procedures – High Risk Stop:

When a vehicle is observed and thought to be occupied by felons or suspected felons, officers notify the communication center and provide the location of the vehicle, if stationary, or the location and direction of travel, if moving. Officers should keep the vehicle in-sight, notify the communications center, and request sufficient back up to maintain or achieve officer-suspect superiority.

Radio Procedures - Courtesy Messages:

Law enforcement radio facilities may be used to locate persons for emergency purposes whenever public service facilities have failed, are inadequate, non-existent, or whenever a person sought is enroute to the destination. The following guidelines should be followed regarding use of the police radio for courtesy messages:

1. Courtesy messages should be carefully considered before acceptance. Communications, which are not urgent, should not be transmitted.
2. Employees may not convey the text of the message or the nature of the emergency. Inform the person that an emergency exists, and provide the name and telephone number of the person trying to reach them.
3. The law enforcement radio system is for official law enforcement messages only, and may not be used as a paging system for any private individual or organization.

Radio Procedures - Disasters and Other Serious Incidents:

Employees learning of a crime, civil disorder or disaster, such as an explosion, tornado, etc., immediately give the description of what happened to the dispatcher by radio, or any other available means of communication. The dispatcher then contacts and dispatches a supervisor. The employee reporting the incident must continue to evaluate the situation, and provide further communication concerning the event, including immediately needed resources, back up, street closing, traffic re-routing, etc.

Incidents involving multiple response agencies can result in confusion. Officers should use *clear text* to avoid 10-code system conflicts.

Radio Procedures - Hit and Run:

An officer reporting hit-and-run incidents transmits the information in the following manner:

1. Location of hit-and-run accident;
2. Any personal injury involved;

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3. Time delay;
4. Color, year, make, body style, accessories, license information;
5. Any Identifying features or damage to the vehicle that left the scene;
6. Description of the driver and passengers, if known, occupying suspect vehicle; &
7. Direction of travel of suspect vehicle when last seen.

Radio Procedures – Car-to-Car Transmissions:

Employees using law enforcement communications are prohibited from using slang expressions, jokes, humorous remarks, profanity or keying the microphone to music, internal or external noises, and other non-professional uses. Communication is conducted in the performance of official law enforcement business, using as few words as possible to complete transmissions.

Alphabetical Word Code:

Employees use the following word code when transmitting by police radio:

A - Adam	H - Henry	O - Ocean	V - Victor
B - Boy	I - Ida	P - Paul	W - William
C - Charles	J - John	Q - Queen	X – X-Ray
D - David	K - King	R - Robert	Y – Yankee
E - Edward	L - Lincoln	S - Sam	(Young)
F - Frank	M - Mary	T - Tom	Z – Zebra
G - George	N -Nora	U - Union	

Ten-Code List:

The following codes are be used as verbal communication between employees of San Luis Police Department.

1. 10-1 Unable to copy	5. 10-5 Relay
2. 10-2 Signal good	6. 10-6 Busy -- stand by unless urgent
3. 10-3 Stop transmitting	7. 10-7 Out of service
4. 10-4 Acknowledgement (OK)	8. 10-8 In service

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9. 10-9 Repeat	34. 10-34 OPEN
10. 10-10 Break	35. 10-35 Confidential Info
11. 10-11 Entering City Limits	36. 10-36 Correct time
12. 10-12 Leaving City Limits	37. 10-37 Prepare to copy
13. 10-13 Weather -- road report	38. 10-38 Warrant Info
14. 10-14 Escort/Civilian in vehicle	39. 10-39 OPEN
15. 10-15 Prisoner	40. 10-40 Stolen Vehicle
16. 10-16 OPEN	41. 10-41 Recovered 10-40
17. 10-17 Paperwork	42. 10-42 Officer's home
18. 10-18 OPEN	43. 10-43 No traffic pending
19. 10-19 Return to/Proceed to	44. 10-44 Fight in progress
20. 10-20 Location	45. 10-45 Meet at _____
21. 10-21 Call by telephone	46. 10-46 Traffic Pending?
22. 10-22 Disregard	47. 10-47 OPEN
23. 10-23 Stand by	48. 10-48 OPEN
24. 10-24 Out on pager	49. 10-49 OPEN
25. 10-25 Vehicle NOT STOPPING!	50. 10-50 OPEN
26. 10-26 OPEN	51. 10-51 WARRANT
27. 10-27 Drivers license information	10-51(M) Misdemeanor
28. 10-28 Vehicle registration information	10-51(F) Felony
29. 10-29 Check for wanted	52. 10-52 OPEN
30. 10-30 Danger	53. 10-53 Road blocked at ...
31. 10-31 Pick up	54. 10-54 Livestock on highway
32. 10-32 OPEN	55. 10-55 OPEN
33. 10-33 OPEN	56. 10-56 OPEN
	57. 10-57 OPEN

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58. 10-58 Improperly parked vehicle	84. 10-84 POE
59. 10-59 OPEN	85. 10-85 Enroute to
60. 10-60 Next case number	86. 10-86 OPEN
61. 10-61 OPEN	87. 10-87 OPEN
62. 10-62 OPEN	88. 10-88 OPEN
63. 10-63 OPEN	89. 10-89 OPEN
64. 10-64 OPEN	90. 10-95 Pursuit in progress
65. 10-65 OPEN	91. 10-96 Remain in service
66. 10-66 OPEN	92. 10-97 Arrived at scene
67. 10-67 OPEN	93. 10-98 Completed last assignment
68. 10-68 OPEN	94. Code-1 Bomb threat
69. 10-69 OPEN	95. Code-2 Priority or urgent
70. 10-70 OPEN	96. Code-3 EMERGRNCY
71. 10-71 OPEN	97. Code-4 All OK
72. 10-72 OPEN	98. Code-5 Surveillance
73. 10-73 OPEN	99. Code-5 Traffic Stop
74. 10-74 OPEN	100. Code-7 Meal break
75. 10-75 OPEN	101. 11-8 In vehicle not available for calls
76. 10-76 OPEN	102. 101 Female in vehicle-provide mileage
77. 10-77 OPEN	103. 102 Female out of vehicle-provide ending mileage
78. 10-78 OPEN	104. 104 Car wash
79. 10-79 Notify coroner	105. 105 Refueling vehicle
80. 10-80 OPEN	106. 106 Vehicle service
81. 10-81 Police Station	107. 211 Armed Robbery
82. 10-82 County Jail	
83. 10-83 YCJCC	

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108. 390 Intoxicated person

(H) Homicide

109. 415 Fight in progress

(U) Unknown

110. 459 Burglary

115. 904 Additional unit request

111. 480 Hit and Run

116. 905 Request for Back-up

112. 500 Restroom break

117. 906 Proceed for Back-up

113. 502 Drunk driver

118. 907 Emergency Back-up

114. 700 Deceased person

119. 920 Roll Call

(N) Natural Cause

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Communications Center	Policy Number: 4.03
Issue Date: 07/30/2007	Revision Date:

POLICY:

The San Luis Police Department utilizes a standard operating procedure in response to all calls received.

DEFINITIONS:

Call Taker: The employee(s), either civilian telecommunications personnel or police officer(s), who are qualified, by virtue of training or experience, to answer the 911 emergency telephone calls and further manage the calls based on circumstances surrounding each emergency situation.

Computer Aided Dispatch (CAD): All telephone calls received are aided by computer. The computer automatically displays an address from where the call originated and the telephone number from which the call is being made onto the computer monitor. The automatic display of the address is referred to as the "ALI" (automatic location indicator). The automatic display of the telephone number is referred to as the "ANI" (automatic number indicator).

PROCEDURES:

For detailed procedures on operation of telecommunications, refer to the department *telecommunications policy & procedures manual*.

Receiving a 911 Call:

All 911 emergency telephone calls received are answered promptly and on a priority basis. When receiving a 911 emergency telephone call, the call taker must:

1. Answer the telephone, preferably on the first ring;
2. Respond, "911, What is your emergency?";
3. Obtain all necessary information for completing an initial dispatch;
4. Remain on the line with the caller if further information is needed or to keep the caller calm;
5. Dispatch appropriate police, fire, or emergency medical personnel;

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6. Notify the appropriate authorities if the call received is from a cellular phone outside of the SLPD jurisdiction;
7. Dispatch police personnel to any calls where communication cannot be established or only background noise is heard;
8. Attempt to reestablish contact, using "ANI", with any terminated calls; &
9. Never provide emergency medical advice to a caller unless qualified to do so through certified training courses.

Receiving a 911 Call - Non Emergency Situations:

Should a 911 call be received which is determined not to be an actual emergency, the call taker must:

1. Be courteous and professional in advising the caller that he or she has made contact with the police department on an emergency telephone line and that it is necessary for them to hang up their telephone and call back on a non-emergency line; &
2. Provide the caller with the non-emergency phone number and assure them that a member of the police department speaks with them on the non-emergency telephone line.

911 Calls requiring the Call Taker to Remain on the line with the Caller:

The receiver of a 911 emergency telephone call is not required to stay on the line with the caller on every occasion. A number of situations, however, require the call taker to remain in contact with the caller in order to complete a "Police Call Guide" or "Fire Call Guide", both found at the end of this policy. In that respect, the *call taker* is required to remain on the telephone if:

1. A burglary or robbery has just occurred or is in progress, and the actor is still in the area;
2. A disturbance or domestic situation in which an individual has a weapon, is believed to have a weapon, or is threatening to use violence; and medical assistance is required;
3. An individual is threatening to commit suicide;
4. A structure fire is occurring and the caller is a safe distance from the burning structure;
5. A caller is trapped inside a burning structure and his location is needed for rescue; &
6. Any emergency call where injury has occurred and medical assistance is required.

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POLICE CALL GUIDE

When receiving information on criminal activity, which is currently occurring or has previously occurred, employees of the SLPD write down the following:

1. Name of Caller: _____
2. Location of Caller: _____
3. Name of Suspect(s): _____
4. Number of suspects: _____
5. Location of Suspect(s): _____
6. Description of Suspect(s) to include:
 - a. Sex: _____
 - b. Race: _____
 - c. Height : _____
 - d. Build: _____
 - e. Color and Length of Hair: _____
 - f. Color of Eyes: _____
 - g. Complexion: _____
 - h. Presence of Facial Hair: _____
 - i. Scars/Marks/Tattoos: _____
 - j. Clothing Description: _____
 - k. Vehicle Description: _____
 - l. Direction of travel: _____

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FIRE CALL GUIDE

When receiving information about a fire, which is currently occurring or has previously occurred, employees of the SLPD write down the following:

1. Name of Caller: _____
2. Location of Caller: _____
3. Name of Suspect(s): _____
4. Location of Suspect(s): _____
5. Is there anyone inside the structure, vehicle, etc., and if so, what are their locations?

6. Are there any accelerants or hazardous chemicals in the area, and if so, where?

7. Do you know how the fire started, and if so, how?

8. Description of Suspect(s) to include:
 - a. Sex: _____
 - b. Race: _____
 - c. Height: _____
 - d. Build: _____
 - e. Color and Length of Hair: _____
 - f. Color of Eyes: _____
 - g. Complexion: _____
 - h. Presence of Facial Hair: _____
 - i. Scars/Marks/Tattoos: _____
 - j. Clothing Description: _____
 - k. Vehicle Description: _____

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Civil Rights & Constitutional Warnings	Policy Number: 4.04
Issue Date: 07/30/2007	Revision Date:

POLICY:

The San Luis Police Department subscribes to the principle that law enforcement officers are sworn to protect and defend the civil rights of all persons within their jurisdiction as guaranteed by the United States Constitution. As a part of this responsibility, officers of this department provide appropriate constitutional warnings and the corresponding protection to all suspects.

DEFINITIONS:

In-custody interrogation – Contact in which an individual is either under arrest or their movement to come and go as they please is restricted at any department facility or at any location where, although not physically detained, a law enforcement officer creates a coercive atmosphere.

Interrogation - An exchange in which the subject is unwilling to exchange information with the law enforcement interviewer or is being questioned about his involvement in a crime or criminal activity.

Interview - A meeting or discussion with a witness or potential witness in which the officer questions, consults with, or evaluates the other person.

Suspect - A person suspected of a specific crime, also a person apprehended for but not yet charged with a specific offense.

Witness - One who gives or may be capable of giving evidence regarding matters of fact under investigation.

DISCUSSION:

The Fifth Amendment to the United States Constitution states that . . . *persons shall not be compelled in any criminal case to be a witness against themselves*. With this in mind, any *in-custody* individual suspected of committing a crime and interviewed or interrogated concerning their involvement in that crime is advised of their constitutional rights pursuant to *Miranda v. Arizona*, 86 S. Ct. 1062; 1966.

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It is often recited by professional law enforcement officers that . . . *you interview a witness, and interrogate a suspect*. In many case investigations a *witness* may become a *suspect*. When, in an officer's perception, a *witness* turns into a *suspect*, it is appropriate to then and there read the individual their constitutional rights, before proceeding with what has now become an *interrogation*.

Miranda states that before an in-custody interrogation or interview of a suspect in a criminal case, the suspect must be warned of his right to remain silent, to consult with counsel, to have counsel present during questioning, and if he cannot afford a lawyer one will be appointed to represent him. If the accused indicates he wants an attorney, the interrogation or interview must cease until the attorney is present. The burden is on the arresting and interrogating officer to show that the accused knowingly and intelligently waived his right to counsel. The failure of an accused to ask for counsel does not constitute a waiver of their rights. Officers are required to affirmatively advise a suspect of their rights, and provide those rights upon request of the suspect.

Once a suspect or accused has been advised of their *Miranda Warnings* and has invoked these rights to have counsel present during custodial interrogation, the suspect or accused is not be subject to further interrogation until counsel has been made available or he has himself initiated further communications, exchanges, or conversations (*Edwards v. Arizona*, 101 S. Ct. 1880; 1981). Once again, the burden is on the officer to prove a voluntary waiver by the suspect or accused.

If the accused is *in-custody* before the interrogation, the accused must be given *Miranda Warnings* before any questioning takes place. In order to use a statement in court, a suspect under arrest must be advised of the *Miranda Warning* and the detective must be able to demonstrate that the suspect understood those rights and made a knowing and intelligent waiver of those rights, prior to any interrogation.

PROCEDURE:

The Warnings:

The Supreme Court of the United States provides *guidelines for law enforcement officers on required warnings*. These *warnings and the corresponding rights all apply before any interrogation of a suspect*. The rights of an accused suspect or person in custody are:

1. Right to remain silent;
2. A clear understanding that anything he says may be used against him in a court of law;
3. Right to an Attorney before any questioning; &
4. If he can't afford an Attorney, one will be appointed and provided before any questioning.

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After reading a suspect their rights, the suspect is asked “*Do you understand your rights?*” If the answer is “yes,” the officer questions the suspect to test their understanding such as: “*Do you understand that you don’t have to speak or provide your side of the story?*” By this process the officer can reasonably confirm the suspect’s comprehension of his rights.

Arresting officers and interrogating officers read *Miranda Warnings* to any and all suspects:

1. Before any *interrogation, interview, or questioning* regardless of whether the suspect has been formally arrested or not. A clear rule of thumb is if the officer suspects that an individual has committed a specific crime, there is *probable cause* to arrest, and the individual is coerced or not free to leave, the officer must interrupt the inquiry and read the suspect their rights before proceeding.
2. From a form or pocket card approved from the department. Officers may not recite the warnings from memory.
3. At the earliest possible opportunity after the suspect and the crime scene is secured.

To carry out this vital duty, officers carry and use a Miranda Warning Card on their person. Officers may not assume that suspects have had their rights read to them, or that they comprehend their rights, regardless of the number of officers that have handled the suspect under this case or previous arrests.

All written statements or confessions of a suspect bear a written confirmation of the suspect’s rights, a comprehension of those rights, and the suspect’s witnessed signature.

In the event a suspect can not orally speak, the arresting officer asks the suspect to write down their understanding and agreement to proceed on paper. Likewise, if the suspect is not conversant in the English language, the arresting officer secures the services of a qualified interpreter or translator before proceeding with the interrogation.

The reading of these warnings is given in addition to any other required warning such as *juvenile warnings, magistrate warnings, or warnings by any other law enforcement agency*.

Stop Action:

Suspects may exercise their right to have legal representation or to remain silent at any time, even after previously waiving these rights. This may occur during a conversation, interview, interrogation, or lineup. Whether the person is in or out of custody does not matter. When suspects state a desire to invoke their rights, the interrogation or interview stops and no force or coercion is used to dissuade suspects from exercising their rights. No further interviews or interrogations are made until access to legal

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counsel or written request has been received *requesting to speak to an investigating officer without an attorney the presence*.

There are no exceptions to this policy. The exercise of constitutional rights by a person or suspect is not an admission or indication of guilt. Officers who fail to comply with this policy are subject to severe disciplinary action, to include dismissal from the force.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Search Warrants	Policy Number: 4.05
Issue Date: 07/30/2007	Revision Date:

POLICY:

The San Luis Police Department shall:

1. Have sound knowledge of the legal requirements associated with obtaining a search warrant in order to prevent suppression of evidence;
2. Provide techniques to accomplish a thorough and legal search;
3. Observe the constitutional rights of the person(s) the warrant is being served upon;
4. Minimize the level of intrusion experienced by those who are having their premises searched;
5. Respect reasonable expectations of privacy;
6. Provide for the highest degree of safety for all persons concerned; &
7. Establish a record of the entire process.

DEFINITIONS:

Search Warrant: A written order, in the name of the People, signed by a magistrate or other judicial authority, directing a peace officer to search for specified personal property, with instructions to bring it before the magistrate.

PROCEDURES:

Warrant-less Searches:

The Fourth Amendment to the U.S. Constitution prohibits unreasonable searches. Officers conducting searches without warrants must prove that searches are reasonable. Therefore, officers should consider obtaining search warrants whenever time and circumstances permit. Search warrants are not required if officers are:

1. Securing weapons or evidence of a crime incident to an arrest; if the evidence is in a residence or a vehicle, consent or a warrant should be obtained
2. Assisting individuals under life-threatening situations;
3. Protecting the public from harm;
4. Searching for additional victims at crime scenes;
5. Protecting vital evidence;

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6. Pursuing a perpetrator;
7. Searching vehicles based on probable cause that the suspects may contain contraband; &
8. Searching individuals under their voluntary, written consent.

Legal Basis for Seeking a Search Warrant:

The following guidelines must be followed by all officials of the department when obtaining search warrants:

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

Affidavit Preparation:

An affidavit supporting the warrant is prepared on the appropriate agency form before executing a warrant. Affidavits are vital to the search warrant validity. Affidavits should clearly and completely convey the following information:

1. An offense description with reference to the criminal code section, where possible;
2. The place or thing to be searched must be specifically described to include:
 - a. The physical address of the location;
 - b. A physical description of the premises;
 - c. A legal description of the premises;
 - d. The name of the owner or occupant;
 - e. The geographical location of the property;
 - f. Map coordinates or distances from given reference points; &
 - g. Photographs, maps or diagrams that help to specify the location in question.
3. If conducting a complete search of a home and its surroundings, the affidavit should specify a “premises” search and its “curtilage” and should identify any outbuildings such as garages, tool sheds or barns, where appropriate;
4. Any motor vehicles known to be on the premises that may be searched should be specified;

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5. Anyone who is searched, besides being frisked for weapons, should be noted by name in the affidavit;
6. The specific items to be searched for must be detailed in the affidavit, including any alterations made to those items; &
7. Any experts used for the search of computers and related high-technology equipment are noted in the affidavit.

Time Limitations – Execution of a Search Warrant:

The department executes search warrants as soon as possible following the conditions of warrant. Circumstances may warrant execution that include, but are not limited to:

1. The seizable items have not arrived at the search site;
2. The probability that substantial resistance will be encountered; &
3. A particular person(s) is absent from the search site and it is determined that the search would best be conducted if that person were present.

Preparation – Execution of a Search Warrant:

Prior to entering the premises, the supervisory officer must:

1. Ensure that the warrant is valid;
2. Confirm that the property about to be searched is the property listed on the warrant;
3. Conduct a pre-entry briefing of the execution process with all search team personnel to include:
 - a. Review of the order of operations and procedures;
 - b. A simulation of conditions of the search using the appropriate maps, charts and diagrams; &
 - c. Tactics and equipment to be used in the event of forced entry.
4. Review the most current intelligence available to determine whether circumstances have changed that may make executing the search warrant at that time undesirable;
5. Include at least one uniformed officer in the execution of the search warrant;
6. Ensure that all non-uniformed officers can be clearly identified as law enforcement officers by distinctive armbands, jackets or other indicators of office;
7. Equip all search team personnel with body armor and a safety holsters; &
8. Document the entire warrant execution process using photographs and videotape from beginning until the search team leaves the premises.

Entry Procedures – Execution of a Search Warrant:

All officers should follow these guidelines:

1. Entry into a property for the purpose of serving a search warrant may occur at any time of the day or night if the affidavit provides good cause and permission is

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- granted in the warrant.
2. Approach the scene without sirens.
 3. Make contact with the surveillance team to ensure that the time is appropriate to serve the search warrant.
 4. The supervisory officer notifies persons inside the search site, in a voice loud enough to be heard inside the premises, that he/she is a police officer and has a warrant to search the premises, and that he/she demands entry to the premises at once.
 5. No-knock entries are used only when necessary. It should be noted in the search warrant prior to entry if officers believe adherence to the knock-and-announce rule would:
 - a. Endanger their safety or the safety of others;
 - b. Enable wanted persons to escape; or
 - c. Likely result in the destruction of evidence before entry could be made.
 6. Search team personnel must be positioned so that:
 - a. All exits from the property are covered;
 - b. Uniformed officers are the most visible and enter the property first; &
 - c. Non-uniformed officers enter last.
 7. Once inside the property, the supervisory officer ensures that a member of the search team conducts a security sweep of the search site.
 8. After the search site has been secured, officers develop a prioritized strategy that details the likely whereabouts of the items to be seized and an order of operation for conducting the search.
 9. One [1] officer or evidence technician is designated to collect, preserve and document all items seized from the property.
 10. Any property that is damaged during an entry:
 - a. Must be secured or guarded until the property is secured, if the property is left vacant; &
 - b. Be detailed in a special report prepared on the actions that caused the damage and the nature and extent of the damage.

Record of the Search Warrant:

Officers must record and provide a receipt of any property taken during a search, return the warrant and deliver the property inventory to the appropriate judicial authority within specified time limits.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Search of Motor Vehicles	Policy Number: 4.06
Issue Date: 07/30/2007	Revision Date:

POLICY:

The San Luis Police Department only conducts searches that are legal and thorough, while strictly observing the constitutional rights of drivers and other occupants.

Searches are only conducted with due regard for the safety of officers, other persons, and the property involved.

PROCEDURES:

Officer Safety:

Officers **must not search vehicles alone**. At least two officers must present in order to allow one officer to search and one officer to monitor vehicle occupants. Officers may make all occupants exit the vehicle while interviewing or searching, in order to protect their safety.

General Provisions for Vehicle Searches:

There are three conditions under which law enforcement officers may search a vehicle. These conditions are *warrant*, *warrant-less*, and *consent searches*. When conducting a vehicle search, officers of the San Luis Police Department must:

1. Request owner or operator's consent regardless of the type of search [*warrant*, *warrant-less*, or *consent searches*] to be conducted;
2. Obtain a search warrant if feasible;
3. Avoid vehicle damage unless reasonably necessary to carry out a safe and thorough search; &
4. Search all areas of the vehicle, unless specified otherwise in the warrant or in the consent.

Warrant Searches:

Upon *probable cause*, time permitting, officers execute searches of vehicles including cars, trucks, buses, boats, and airplanes by means of a duly authorized search warrant.

The request for the warrant details the vehicle to be searched, the areas in the vehicle to be searched, and the items to be seized. Additionally, the warrant specifies the information or evidence upon which the search warrant is justified, before taking the

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search warrant to the judge for approval. Officers exercise care to ensure that the information in the warrant is correct and presented to the judge in a reasonable amount of time. The judge issuing the warrant is doing so based solely on the credibility of the officer and his representation that the facts presented are true and correct.

Officers must use their best effort to:

1. Obtain a search warrant, if feasible;
2. Request owner or operator's consent regardless of the circumstances involved;
3. Avoid vehicle damage unless reasonably necessary to carry out a safe and thorough search;
4. Search all areas of the vehicle, unless specified otherwise in the warrant, or in the consent;
5. With the exception of the items seized, leave the vehicle and it's contents in the same condition as found; &
6. Provide the owner or operator with a receipt of any items lawfully seized.

Warrant-less Searches:

If ***probable cause*** of criminal activity exists, officers may **enter** motor vehicles without warrants or consent in order to specifically:

1. Examine a vehicle identification number or determine ownership of the vehicle;
2. Remove a person from a vehicle in an emergency situation;
3. Seize evidence or contraband that is in plain view; or
4. Perform inventory searches of vehicle to be impounded.

Officers may not abuse warrant-less searches and must ask permission of owners or operators before conducting a warrant-less entry or search if possible.

Consent searches:

Officers may conduct warrant-less searches with or without *probable cause* after obtaining *consent* from the vehicle owner or operator. The extent of a consent search may be limited to specific areas of a vehicle depending on the terms of the consent. A person granting consent to search may limit the scope of the consent, or may not consent to a warrant-less search. This is a constitutional right of the individual. A receipt is made and delivered to the consenting party regarding seized illegal items.

Location of Vehicle Searches:

Officers of this department must use their discretion regarding the location of warrantless searches in order to protect officers, vehicle occupants, members of the general public, and potential evidence. Such searches may be conducted at the following locations:

1. On a public way or waters or other area open to the public;
2. In a private area unlawfully entered by the vehicle; or

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3. In a private area lawfully entered by the vehicle.

In cases of searches authorized by search warrants, the warrants specify the location, conditions, and vehicle to be searched.

Search of Containers Found in a Vehicle:

1. Containers, including paper bags, cardboard boxes, and wrapped packages, may be searched, under a *warrant* or with *probable cause* if:
 - a. Found within the vehicle passenger compartment;
 - b. Found during a consent search; or
 - c. Discarded from the vehicle.
2. Inventory searches of containers must be conducted after lawful, custodial arrests.
3. Locked containers such as attaché cases, suitcases and footlockers may be opened under a warrant or consent of the owner only.
4. Containers must be searched at the location where the vehicle was discovered or detained if safe to do so.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Interviews & Searches	Policy Number: 4.07
Issue Date: 07/30/2007	Revision Date:

POLICY:

Officers of the San Luis Police Department perform interviews and searches in a professional and courteous manner, without compromising their own safety or the safety of others, and without harassment or undue embarrassment to the public.

DISCUSSION:

Interviews, whether performed in the field or office, are an important technique for officers to use in preventing and investigating criminal activity. It may be necessary for officers to search those being questioned in order to protect their own safety.

Field interviews and searches can be perceived by some as unnecessary or discriminatory police harassment even when conducted with respect and in strict compliance with reasonable policies and procedures, and the law. In order to maintain the effectiveness and legitimacy of this practice and to protect the safety of officers who must approach and deal with suspicious individuals, officers conduct field interviews and searches in conformance with procedures set forth in this policy and procedure manual.

DEFINITIONS:

Field Interview: The brief detainment of an individual, whether on foot or in a vehicle, based on *reasonable suspicion*, for the purposes of determining the individual's identity and resolving the officer's suspicions concerning criminal activity.

Probable Cause: Reasonable grounds for belief that a suspect or accused person may be subject to arrest or the issuance of a warrant. Contrast to *reasonable suspicion*, which is a much lower standard.

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

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Pat-Down Search: A “frisk” or external feeling of the outer garments of an individual for weapons, contraband, or concealed evidence.

Rub Search: Rubbing of the individual’s body including the genitals, buttocks, and breasts, for weapons, contraband, or concealed evidence.

Strip Search: A visual inspection of an unclothed individual for weapons, contraband, wounds, abuse, suicide attempts, or concealed evidence.

Body Cavity Search: A strip search that involves probing the mouth, anus, and genitals of the individual for weapons, contraband, or concealed evidence.

PROCEDURES:

Justification for Conducting a Field Interview:

Officers may stop individuals for the purpose of conducting a *field interview* only when *reasonable suspicion* is present. In establishing reasonable suspicion an officer must be able to describe facts or observations that, when taken together with common sense, reasonably justify the stop. Such facts or observations may include, but are not limited to the following:

1. Appearance or behaviors that suggest the person is part of a criminal activity or enterprise, or is engaged in a criminal act.
2. Observed behavior or circumstance that suggests the individual is impaired, injured, or otherwise at risk.
3. Hour of day or night is inappropriate for the suspect’s presence in the area.
4. Individual’s presence or activity in a neighborhood or location is inappropriate.
5. Suspect is carrying a suspicious object.
6. Suspect’s clothing bulges in a manner that suggests he or she is carrying a weapon.
7. Suspect is located in proximate time and place to an alleged crime.
8. Officer has knowledge of the suspect’s prior criminal record or involvement in criminal activity.
9. Suspect flees at the sight of a police officer under conditions that suggest a specific criminal activity.

Procedures for Initiating a Field Interview:

Officers may stop and interview individuals after observing suspicious behaviors or circumstances following these general guidelines:

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1. When approaching individuals, officers should clearly identify themselves as a law enforcement officer and display department identification, unless clearly dressed in full uniform.
2. Officers observe the stopped individuals carefully for movement to retrieve weapons, conceal or discard contraband, or any other questionable actions.
3. Before approaching a group of individuals, the observing officer should determine whether the circumstances warrant a request for *backup assistance* and whether contact with the observed group can and should be delayed until assistance arrives.
4. Officers confine their questions to those concerning individual identity, place of residence, and other inquiries necessary to resolve the officer's suspicions. Officers may not detain individual(s) longer than reasonably necessary to resolve outstanding issues.
5. Officers are not required to give Constitutional rights and warnings (*Miranda* and/or *juvenile*) in order to conduct field interviews, unless there is *probable cause* to believe the person is considered a *suspect of a specific crime*, and the individual *is not free to leave the presence of the officer*. When the individual becomes a *suspect* and the officer decides that the individual may not leave, the officer reads all required warnings to the suspect(s), and provides those rights unless specifically waived by the suspect(s).
6. Stopped individuals are not required to answer any questions posed during field interviews. Failure to respond to an officer's inquiries is not sufficient grounds for arrest, or to stop the individual(s) from leaving. Likewise, individuals are not required to stay in the presence of an officer unless they are suspects, and you advise them that they are not free to go. Such refusal may be sufficient justification for additional observation and investigation.
7. If the officer has no basis for making an arrest, the officer should record the facts of the interview, in the officer's field notebook or use a Field Contact Card for later reference.

Justification for Conducting Pat-Down Searches:

Officer may perform a *pat-down search* of the outer garments of a stopped individual for weapons if and when:

1. Individual has been legitimately stopped with *reasonable suspicion*; &
2. Officer has *reason to believe* that the individual possesses weapons and poses a threat to the officer's or another nearby person's safety. Not every field interview poses sufficient justification for conducting a pat-down search, but any of the following factors may justify a search to include:
 - a. The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved;
 - b. A single officer handling more than one suspect;

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- c. Hour of the day and the location or neighborhood where the stop takes place;
- d. Prior knowledge of the suspect's use of force and/or propensity to carry deadly weapons;
- e. Appearance and demeanor of the suspects;
- f. Visual indications that suggest the suspect is carrying a firearm or other deadly weapon; &
- g. The age and gender of the suspect.

Whenever possible, pat-down searches should be performed by officers of the same sex as the suspect.

Procedures for Performing a Pat-Down Search:

Pat-down searches should be performed with caution, restraint, and sensitivity. These searches may only be performed to protect the safety of officers and others and may never be used as a pretext for intimidating individuals or groups of individuals, to obtain evidence, or for any other purpose. Pat-down searches should be conducted in the following manner.

1. Pat-down searches should be conducted by at least two officers, one who performs the search while the other provides protective cover.
2. Pat-down searches are performed with:
 - a. Suspect's hands high on the wall or on the patrol vehicle, with extended fingers;
 - b. Feet positioned in a wide stance, approximately three [3] feet apart, to inhibit escape;
 - c. Back arched and in a straight line with the legs;
 - d. The officer's left leg wedged behind the suspect to subdue any attempted escape;
 - e. Hold the suspect by the collar for upper body searches and then by the waistband of the pants for lower body searches, this gives the officer a tactical advantage and leverage to throw or redirect the actor's movement if the actor tries to evade the search; &
 - f. Officer conducts the search in quadrants of the body. Switching hands in the middle of the back, when changing from either side of the body.
3. Officers are permitted only to touch the outer clothing of the suspect. Officers may not place their hands in pockets unless they feel an object that could reasonably be a weapon, or contraband.
4. Officers may require suspects to turnout or empty their pockets.
5. If the suspect is carrying an object such as a handbag, suitcase, briefcase, sack, or other item that may conceal a weapon, the officer should not open the item but

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instead place it out of the suspect's reach.

6. If the external feeling of the suspect's clothing fails to disclose evidence of a weapon or contraband no further search may be made. If potential contraband or evidence is present, an officer may retrieve that item only. If the item is a weapon, the possession of which is a crime, the officer at their discretion, may make an arrest and complete a full-custody search of the suspect.

If the officer has a hand held metal detector, this could be used first to scan the body for metal in an area not common on the clothing. Then conduct a pat search.

Strip Searches:

In the field environment, strip searches of detainees are only conducted in the rarest of circumstances when officers have *reasonable suspicion* that the detainee may be in possession of criminal evidence or contraband, needs medical attention, or has the potential of harming themselves or others. *Reasonable suspicion* may be based on:

1. Nature of the original offense;
2. Prior arrest and or conviction record;
3. Conduct during the arrest or while being processed;
4. Observed behavior or appearance;
5. Comments made by the detainee;
6. Clothing, possession or appearance;
7. Information passed on by the arresting officers, agency or informants;
8. Law enforcement reports; &
9. Other reasonable beliefs or observations.

Strip searches of detainees, with the explicit approval of a Lieutenant or above, are conducted:

1. By specially trained and designated personnel;
2. In conformance with approved hygienic procedures and professional practices;
3. In a room specifically authorized for this purpose; &
4. By the least number of personnel necessary to maintain privacy and only by those of the same sex as the suspect, unless exigent circumstances exist.
5. Strip searches should never be conducted at roadside where embarrassment to the individual may occur or exposure to the public eye.

Before *strip-searching* a non-violent detainee officers articulate or state the basis for the *reasonable suspicion*, and document the basis for the strip search in the incident report.

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Body Cavity Searches:

Search of an individual's blood stream, body cavities, and subcutaneous tissues are only to be conducted by a physician, licensed nurse, or medical staff specifically trained for this task. Any such search, conducted incidental to arrest, may be made without a search warrant only:

1. With clearly established *probable cause*;
2. If there is a *strong probability* that items will be seized which relate to the offense for which the individual was arrested;
3. If delay in securing a *search warrant* would probably result in the disappearance or destruction of the objects of the search;
4. If it appears that, the search is reasonable under the circumstances of the case, including the seriousness of the offense, and the nature of the invasion of the individual's person; &
5. When significant amounts of drugs are known to have been ingested and physical harm by such action poses a health risk to the suspect.

Procedures for Performing a Body Cavity Search:

Should any search lead an officer to believe that the suspect is concealing a weapon, evidence, or contraband within a body cavity, the following procedures must be conducted:

1. The officer consults with his immediate supervisor to determine whether *probable cause* exists to seek a search warrant for a body cavity search. The decision to seek a search warrant is reasonable only *where the suspected offense is of a serious nature and/or poses a threat to the safety of the officer or others, and/or the security of the department's detention operations may be compromised*. If *probable cause* exists for a body cavity search, an affidavit for search warrant will be prepared that clearly defines the nature of the alleged offense and the basis for probable cause.
2. A body cavity search is performed only by an authorized physician, licensed nurse or medical personnel specifically trained to perform these tasks.
3. For safety and security reasons, the search is conducted in a room designated for this purpose at the department's detention facility, or at a medical clinic or hospital.
4. Body cavity searches are performed with due recognition of privacy and hygienic concerns. Officer presence for security and safety purposes are to be female officer observing female examinations, and male officers observing male suspect examinations.
5. The authorized individual conducting the search must complete a report, and witnesses must cosign the document.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Arrest Procedures	Policy Number: 4.08
Issue Date: 07/30/2007	Revision Date:

POLICY:

The Luis Police Department uses only legal justification and established procedures to initiate and affect an arrest. As a part of the arrest process, officers provide all suspects *legal warning and protection* as required by the United States Constitution and Arizona State law.

PROCEDURE:

Officer Responsibilities During All Arrests:

When making an arrest, officers must:

1. Use caution, planning, and established techniques to help reduce dangers to officers, bystanders, and suspects;
2. Only arrest when there is an *arrest warrant, reasonable belief there is an outstanding arrest warrant, or probable cause to believe a crime has been committed*. With warrant arrest in which the warrant originates from another county or state, it is highly advisable to receive written confirmation by teletype to confirm that the warrant is still active. It is also advisable to confirm that jurisdiction in which the warrant is located will extradite the warrantee before affecting an arrest. This will often require some time elapse, however, it will prevent embarrassment for all parties;
3. Verbally advise the suspect that they are *under arrest, so a reasonable suspect will know they are* under arrest, and not free to leave; &
4. Take some physical action to prevent the suspect from leaving the controlling presence of the officer;
5. Before questioning, read the suspect of their civil rights in compliance with the United States Constitution and State law, to include Miranda, and any other required warnings, these rights include:
 - a. The right to remain silent,
 - b. Understanding that anything the suspect says may be used against them in a court of law,
 - c. The right to an attorney, &

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- d. If the suspect cannot afford an attorney, one is furnished by the arresting jurisdiction at no charge.

6. Provide a suspect their civil rights, as requested by the suspect.

After each of these steps has been completed the suspect is *under arrest*. Most citizens who are arrested will comply with the arrest procedure without incident. However, some arrestees become argumentative or violent in their refusal to submit to a lawful arrest.

Arrest Procedures for Non-Compliant Individuals:

When suspects becomes argumentative, violent, or resistant to a lawful arrest the following guidelines must be followed:

1. Only that force necessary to efficiently and safely make the arrest may be used [See: Use of Force Policy & Use of Force Ladder];
2. When suspects are *only argumentative* and *passive-resistant*, they are led to more neutral location [generally a police vehicle], by the officer(s) holding the individuals arm as a method of guidance [minimum force necessary]. **Verbal assault by itself is not justification to apply additional force;**
3. If suspects demonstrate *active-resistant* behavior such as *fighting*, *struggling*, or *attempting to flee* officers may use reasonable non-deadly force to complete the arrest;
4. If a suspect attempts to use a deadly weapon, officers are authorized to use deadly force to protect themselves or others from what is reasonably perceived by the officer to be an immediate threat to human life;
5. Officers exercise discretion and use caution whenever reasonably possible. In situations where physical force appears imminent, officers call for back up assistance; &
6. When the suspect is so combative that the officer has to use restraint devices such as a hobble, the suspect shall be placed in the patrol car in a position that will not obstruct their breathing, such as on their side. The suspect should also be checked frequently to make sure they have not moved onto their stomach or into a position that could obstruct their own breathing.

Non-Warrant Arrest Procedures:

Officers may make non-warrant or warrant-less arrests when:

1. A felony or misdemeanor offense has been committed in their presence or view;
2. A misdemeanor offense was committed that carries an exception for arrest by state law;
3. Officers reasonably believe a suspect has committed a felony offense; or
4. Officers have *probable cause* to believe a suspect has committed a criminal offense.

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Arrests Outside Jurisdiction of This Agency:

An officer operating outside the jurisdiction of this department may make non-warrant arrests for felony or misdemeanor offense when the officer:

1. Observes a felony, *or life threatening* offense being committed;
2. After the arrest, immediately notifies the law enforcement agency where the arrest was made. The notified agency takes custody of the suspect; &
3. Completes all reports or documents required by this department, and the agency having primary jurisdiction.

Officer Actions Incidental to Arrest:

Officers complete arrest actions by completing the following tasks:

1. Frisk the suspect for any potential weapons, evidence, or extraneous that could potentially aid in escape;
2. Provide or request first aid or medical treatment;
3. Secure, bag, and tag and actual or potential evidence;
4. Make arrangements for the security of the suspect's motor vehicle;
5. Transport suspect in an authorized law enforcement vehicle to the jail, investigative office or other secure facility; and when necessary call for an ambulance to have suspect transported to the hospital; &
6. Complete all required reports incidental to the arrest.

Officer Care & Responsibility:

The care, custody, control, and safety of a suspect is the sole responsibility of the arresting officer. This responsibility remains in effect until the suspect is turned over to an appropriate higher authority. Arresting officers are required to protect suspects from other suspects, victims, fellow officers, and self-inflicted injuries. In some instances this may not be an easy task and will require assistance from other officers.

Never leave an arrested suspect unattended anywhere or at any time. Your patrol vehicle is not a secured detention facility.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Evidence Collection, Control, & Storage	Policy Number: 4.09
Issue Date: 07/30/2007	Revision Date:

POLICY:

The San Luis Police Department collects, secures stores, readily retrieves, and records any change in custody of suspected or actual criminal evidence collected or held under the jurisdiction of this department.

DEFINITIONS:

Chain of Custody: Sometimes referred to as *chain of custody*. The continuity of the custody of physical evidence from the time of original collection to final disposal, as may be introduced in a judicial proceeding.

Impounding Officer: The law enforcement officer that initially receives evidence and initiates the chain of custody.

Physical Evidence: Any substance or material found or recovered in connection with a criminal investigation.

Evidence Custodian: The department employee who is accountable for controlling and maintaining all evidence accepted by or stored in the evidence room.

Evidence Room: Facilities used by this department to store and secure evidence.

PROCEDURES:

Officer Responsibilities Upon Arrival of Crime Scene:

When an officer arrives at an actual or suspected crime scene, the responding officer's responsibilities include:

1. Ensuring the scene is secure and that hostile individuals still at the scene are detained or restrained, in order to reduce the threat to officers and civilians at the scene;
2. Locating and assisting any person(s) who are injured, ill, or need personal assistance or protection;

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3. Summoning medical assistance as necessary;
4. Determining the area of the potential crime scene to be secured and protected;
5. Initiating security measures to protect the crime scene from destruction or contamination of evidence;
6. Preventing unauthorized persons from entering the crime scene or the immediate area;
7. Restricting access to the crime scene to those law enforcement personnel that have an *absolute need to know*;
8. Not touching, moving, or picking up any article, mark, or impression that may have been made by the person(s) committing the crime; &
9. Maintaining rigid security until all evidence is collected.

Preservation & Protection of the Crime Scene:

Selecting the size and shape, protecting the integrity of the crime scene and the manner in which evidence is collected and recorded are keys to good detective work. Officers should not assume that crime scenes are just the immediate area of the event. For example, a murder occurring in a residence probably has a crime scene that includes the room, house, yard, and maybe adjoining lots. When in doubt, officers should expand the size of the protected crime scene area to allow effective collection. The size of the crime scene can be reduced as areas are searched and cleared of potentially valuable evidence.

Support officers and other emergency personnel frequently arrive at a crime scene to *see what is happening*. To eliminate the potentially destructive effects of these actions, each officer at a crime scene should have a specific duty, and should be prohibited from entering critical crime scene areas without proper direction and protective apparel.

A crime scene log should also be initiated at the earliest time. This should record every person that enters the protected crime scene area, date and time entered and leaving, no matter of their status. Each person on the crime scene log should be informed that their name on the log will subject them to court testimony

Collection, Identification, and Preservation of Evidence:

Items of potential relevance to the case may not be disturbed until they have been photographed, measured, located on a crime scene sketch, and recorded in the officer's notebook or form.

All recovered evidence must be immediately and properly labeled to assure proper identification. No identifying marks are made directly on evidence. Proper container selection protects the specimen against damage or contamination. If an item is too large or of an unusual shape, other measures to ensure protection are taken. After the article has been marked, placed in a container, and sealed, a label or tag is affixed. The label tag includes:

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1. Description of the contents;
2. A case number;
3. Where it was found;
4. Date and time of sealing; &
5. Name and identification number of officer who sealed the evidence.

All collected evidence is logged in and placed in secure storage until requested for further processing. Evidence is passed to the evidence custodian before the end of the shift. Officers may not keep evidence in their personal possession, vehicles, lockers, or desks after completion of the shift when the evidence was collected.

Chain of Custody:

The chain of custody begins when the evidence is first discovered and continues until it is presented in court. It is critical for testifying officers to account for the location and security of evidence in order to prove that it has not been altered or tampered with. Each officer is responsible for maintaining the chain of custody and protecting the integrity of the evidence. To further protect the integrity of the evidence, the storage officer must:

1. Limit the number of persons who handle evidence from the time it is turned-in until it is presented in court;
2. Complete an Evidence *Chain of Custody Form* any time evidence is released to any person;
3. Ensure that all persons who handle evidence affix their name, identification, and assignment to the package;
4. Verify personal identification and ensure evidence is in the same condition when returned; &
5. Ensure evidence has not been altered as a result of laboratory analysis, and be prepared to report any changes.

Storage of Evidence:

Certain items require specific handling. These items are to be stored in the following manner:

1. **Firearms** - Impounding officer unloads the firearm and makes a visual inspection to ensure the gun is safe. The firearm and ammunition is stored in the same bag, or enclosed in plastic wrap in the case of long guns. Officers mark the firearm as evidence in a manner that is not observable by a casual inspection. To accomplish this, the grips or stocks may be removed and the evidentiary marks placed inside.
2. **Alcoholic beverages** - open containers that cannot be sealed are emptied after the liquid level has been marked on the outside and a paper towel is placed in the container to prevent mold & mildew.
3. **Drugs and paraphernalia** - all drugs are weighed, counted and placed in an airtight property bag. The count, if applicable and weight (in grams) is noted in

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the offense report. When submitting an unknown type of substance, officers perform a presumptive test using a small as possible sample of the suspected drug and appropriate test packets. The results of the test are noted in the *offense or supplement report*. Each drug type seized is placed in a separate bag. Drugs are logged in separately from all other evidence seized. Hypodermic syringes are logged into the property room as long as a needle cap is placed over the needle with "caution-needles" written on the outside of the evidence bag.

4. **Chemicals and or hazardous materials** - explosives, flammable liquids, or chemicals from clandestine labs may not be brought into a department building for any reason. Such substances are transported directly to the «citycounty» test lab, service center, or authorized storage area.
5. **Bloodstained items** - officers must use caution when handling bloodstained items due to the possibility of disease contamination. Bloodstained items should be allowed to dry before being placed in paper sacks. Plastic bags should not be used for bloodstained items. Officers should mark "caution" on sacks containing bloodstained items, and used rubber or plastic gloves when handling these items. As a cautionary note, officers must follow established procedures regarding *blood borne pathogens*.
6. **Currency** - all currency, money, or negotiable paper is counted by the submitting officer and a supervisor. The currency is then turned over to the Administrative Lieutenant to be placed in a designated safe. If the Administrative Lieutenant is not available, the currency is placed in an evidence bag and tagged. The submitting officer fills out the evidence tag completely, showing the amount of currency involved. The storage officer then places the currency into a secure evidence locker.
7. **Perishable items** - are placed in an evidence refrigerator until returned to the rightful owner or destroyed.
8. **DUI or DNA blood samples** - in the event a blood sample is taken, the officer uses a blood or DNA sample kit. Police Phlebotomist or Medical personnel taking the sample may also provide the kit. The arresting officer prepares the sample for placement into the evidence refrigerator.

Inspections of the Evidence Room:

The supervisor or the evidence custodian inspects the evidence storage facilities monthly to ensure adherence to appropriate policies and procedures. Additionally, unannounced inspections of evidence storage areas are conducted at least twice each year by the Captain.

An annual evidence inventory is conducted by a senior staff officer not routinely or directly connected with evidence control. Similar inventories are conducted whenever a new evidence custodian is assigned.

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Outside Laboratory:

The officer in charge along with the evidence room custodian, complete the required transmittal forms when evidence is sent to an outside laboratory, commonly AZ DPS Lab. After determining which laboratory facility the evidence will be submitted to, the evidence room custodian mails or transports the material. The evidence room custodian keeps a record of all evidence transmitted to an outside laboratory and suspense the evidence item(s) for return. This record includes:

1. Name of the last officer having custody;
2. Date and time of submission or mailing and method of transmission;
3. Date and time of receipt at the laboratory; &
4. Name and signature of the person in the laboratory receiving the evidence; &
5. Written test results.

Evidence - After Use in Court:

The disposition of evidence, following release by the court, is as follows:

1. Personal property is returned to the owner.
2. Firearms or other weapons are returned to their lawful owner after requesting and receiving permission from the court.
3. Evidence ordered destroyed must be destroyed and a certificate of destruction affixed to the order or placed in the case file. The certificate of destruction must be witnessed by a reliable disinterested person (druggist, physician, attorney, or any law abiding citizen) and at least one law enforcement officer. Destruction must comply with Arizona State law.
4. Evidence of unknown ownership is disposed of in accordance with «state» law.
5. Under no circumstances is an employee or officer convert evidence, or any other found or stored property for personal possession or use without documented permission from the court. A copy of this judicial authority is placed in the case file or attached to the incident report.
6. Sometimes evidence which has remained in storage for an extended period of time may require an in house written inquiry to the officer that originally took possession of the evidence. The officer should respond to this inquiry immediately after determining the case status with the prosecuting authority.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Jail, Lockup & Intake of Detainees	Policy Number: 4.10
Issue Date: 07/30/2007	Revision Date:

POLICY:

The entire jail and booking process must be accomplished in an efficient manner that combines firmness with respect for the rights and needs of the person being detained. During the intake process, arresting or transporting officers of the San Luis Police Department work closely and support detention officers by controlling their arrested or transported prisoner.

DEFINITIONS:

Classification: The process by which detainees are separated one from another, as they are booked into a lock-up or jail.

Jail: A central detention facility operated by the Yuma County Sheriff.

Lock-up: The temporary holding facility located inside the San Luis Police Department, where inmates are held for a limited period of time, pending initial appearance, release or transport to jail.

PROCEDURES:

Prisoners Taken To a Jail or Lock-up:

No weapons (firearms, batons, knives, gas devices, etc.) are allowed in the detention facility.

1. When delivering a detainee, weapons must be secured in lockers, or in the trunk of the patrol vehicle before entering the detention facility.
2. When removing a detainee from the jail or lock-up, weapons must be placed in lockers before entering the detention facility. After securing the detainee, weapons must be retrieved at which time the jailer turns the detainee over to the officer.

Detainees will not be accepted into the detention facility, and must remain in the custody of the arresting or transporting officers under the following conditions:

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1. Inaccuracies exist in the arrestee's paperwork;
2. A question as to the identity of the arrestee in comparison to the accompanying paperwork;
3. Transporting officers refuse or cannot furnish reasonable background data about the inmate;
4. Inmate is in need of medical attention;
5. Inmate is in need of psychiatric evaluation or observation; or
6. Inmate requires special needs that the facility cannot reasonably provide.

Duties of Arresting Officer:

A detainee remains with and under the responsibility of the arresting officer until the jail officer accepts custody of the detainee. When any officer is delivering a detainee to the detention facility, he or she remains with the detainee until locked up or accepted by the booking officer. The arresting officer must:

1. Assist the jail officer during the intake process by controlling his prisoner.
2. Provide an arrest report or arrest warrant, filled out clearly and legibly by the officer, prior to releasing the arrested subject to the jail officer.
3. In cases of multiple arrests, an arrest report must be completed for each detainee.
4. After the jail officer has accepted custody of the detainee and the arresting officer has given him the arrest report, the jail officer then is responsible for custody of the prisoner, and not before.

Duties of the Receiving Officer In Charge of the Lock-up:

During the intake process the officer in charge of the lock-up must:

1. Classify the detainee to the extent reasonably possible, with physical separation being maintained between the following categories of inmates:
 - a. General population - the typical custody levels for the facility;
 - b. Male-Female separation;
 - c. Juvenile separation (avoid "sight and sound" violations)
 - d. Close and maximum custody - those who may be violent or harmful to themselves or others;
 - e. Medical isolation;
 - f. Contagious or communicable diseases;
 - g. Separation and protective custody;
 - h. Trustee; &
 - i. Drunk tank & detoxification – to be moved to general population as soon as they can care for themselves.
2. Conduct medical screening to determine the medical condition and need for medical, dental, or mental services while in custody.

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3. Confirm that the detainee has been read his rights by the arresting officer, and has been provided those rights, if requested by the detainee.
4. Determine if the inmate has contacted anyone about his or her whereabouts.
5. Determine if the detainee has any complaints against the arresting officer that is appropriate for supervisor referral.
6. Look for signs of and ask the detainee if he has any suicidal tendencies or a history of suicide attempts.

Conditions of Confinement:

Although the length of stay in a lock-up as compared to a jail is much shorter, the conditions of confinement are much the same. Key among these responsibilities are:

1. Inmates are provided continuous access to the officers by sight and sound.
2. Inmates are provided at least three meals per day, during regular eating hours.
3. Inmates are provided with clean blankets, bed linen, and a towel.
4. Inmates are allowed, and provided the facilities to bath at least daily.
5. Inmates are allowed access to a telephone for limited use.
6. All inmates are checked personally by sight and sound at least every hour.
7. Inmates showing suicidal tendencies are checked by sight and sound at least every 30 minutes or under constant video/audio surveillance and a log kept confirming these checks.
8. Inmates in lock-up for over 4 hours must be secured in a "wet" cell.
9. Inmates may not remain in lock-up for more than 24 hours.

Life Safety & Services:

The officer(s) assigned to the lock-up on each shift are responsible for the following life services that are performed on a continuous basis, as indicated:

1. **Fire Drills and Evacuations** – At least quarterly the officer in charge of the lockup conducts a fire drill and practice actually removing detainees from their cells and moving them to a safe location outside of the detention unit.
2. **Maintenance of fire protection systems** - At least quarterly, and in conjunction with the fire and evacuation drill, the fire protection system will be tested to include checking standpipes, hoses, extinguishers, alarms and other firefighting equipment.
3. **Suicide prevention** - In addition to the sight and sound inspections conducted every 30 minutes, officers refer any person showing suicidal tendencies to a competent medical or mental health professional, immediately. Additionally, any item that might be used as a means of committing suicide will be removed from the cell, if reasonably possible.
4. **Medical care services** - Responsible officers provide any medication as prescribed by a health care professional. This may include having a patrol officer seek out medication at the detainee's place of residence and bringing it to the department for issue and use as prescribed. Medicine will not be given to the

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detainee in more than one dose, and then officers will observe consumption or use of the dosage prescribed.

5. **Supervision of Detainees** - When making hourly or half hour rounds, officers will speak to the inmates to insure they are responding normally. The exception is during normal night time hours when inmates may be sleeping.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Transporting Arrested Persons	Policy Number: 4.11
Issue Date: 07/30/2007	Revision Date:

POLICY:

Personnel of the San Luis Police Department take all reasonable precautions necessary to protect the lives and promote the safety of the officers, the public, and the person in custody while transporting detainees.

PROCEDURES:

Prior to Transport:

1. All detainees are *thoroughly* searched for any weapons or contraband (See policy regarding Searches) prior to transport.
2. The search should be conducted by an officer of the same sex of the detainee if possible.
3. Transporting officers should search each detainee.
4. Transporting officers provide the dispatcher with the following information when possible:
 - a. Identity of the detainee, (this information, along with a DOB, should be given so a warrant check can be completed);
 - b. Arrest location and destination of transport; &
 - c. When transporting detainees of opposite sex, give mileage readings before and after transport.
5. Assist the detainee into the vehicle for transport.

Transport Guidelines:

Detainees are transported in the following manner:

1. **Arrestees should only be transported in vehicles equipped with security screens.** Exceptions require permission of a supervisor, and the assistance of a second officer.
2. The arrestee sits in the rear-right seat and the second officer sits behind the driver. The second officer must secure his weapon prior to transport.

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3. Leg restraints are used when detainees exhibit violent behavior or an officer believes the detainee has a potential for violent behavior; "hog-tying" is strictly prohibited.
4. All detainees are secured in the vehicle by proper use of a seatbelt except in situations where circumstances exist that would otherwise present more danger to the officer or the person being transported.
5. Any wheelchairs, crutches, prosthetic devices, and medication should be transported with, but not in the possession of, the detainee.
6. Transport of detainee's for any reason after incarceration, is accomplished by sworn officers or specially trained transportation officers.
7. Detainees may not be left unattended during transport.
8. In the event of a detainee escape all information must be immediately reported to the communications center by means of the police radio.

Vehicle inspection:

All vehicles regularly used for detainee transport are inspected at the beginning of each shift as follows:

1. The safety screen is securely in place and undamaged;
2. All windows are intact, and outer door latches in proper working order;
3. Rear seat door handles and window controls should be deactivated;
4. The interior must be thoroughly searched to ensure that no weapons or contraband have been left or hidden within the vehicle. Special emphasis is placed on inspecting under the rear seat and floorboard area;
5. Should any problems with the vehicle be discovered or any contraband or property of any kind is located inside the vehicle, the information be documented on the Vehicle (Unit) check sheet as outlined in the departmental policy manual; &
6. After each detainee transport, the vehicle is searched again after the detainee has been delivered to the detention facility or other destination.

Handcuffing:

1. Officers handcuff (double locked) all detainees with their hands behind their back and palms facing outward.
2. Officers may only handcuff detainees with hands in front, or utilize other appropriate restraining devices if the detainee:
 - a. Is in an obvious state of pregnancy;
 - b. Has a physical handicap; or
 - c. Has injuries that could be aggravated by standard handcuffing procedures.

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3. Detainees may not be handcuffed to any part of the vehicle during transport.
4. Additional approved restraint devices may be used to secure a detainee who violently resists arrest or who manifests mental disorders such that he poses a threat to himself, the transporting officer(s) or the public.

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**San Luis Police Department
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Policies and Procedures**

Subject: Bail Bonds	Policy Number: 4.12
Issue Date: 07/30/2007	Revision Date:

POLICY:

No employee of the San Luis Police Department, directly or indirectly, recommends or arranges for a bondsman or post bond for any person charged with an offense unless the arrested person is a member of the employee's immediate household.

PROCEDURES:

General Guidelines:

Bail bond procedures are established by the Judges of the State, County, and/or Municipal Courts, and are not a police function. Any questions concerning bond procedures, including recognizance bonds, should be referred to your immediate supervisor. Officers may not recommend a particular bail bondsman, or provide preferential treatment to any particular bondsman.

A list of all licensed or approved practicing bail bond companies are available in the phone book which is kept in the intake processing area and made available for arrestees, incarcerated individuals, and their families.

Under no circumstances may a bail bond employee be allowed to remain on departmental property for other than for official business. Official business includes speaking to arrestees, incarcerated individuals, or their families concerning a bond or actually writing a bond.

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**San Luis Police Department
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Policies and Procedures**

Subject: Report Writing	Policy Number: 4.13
Issue Date: 07/30/2007	Revision Date:

POLICY:

San Luis Police Department prepares written reports in order to better manage the department, document events, and support the criminal justice process through effective communications.

PROCEDURES:

Written reports:

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

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

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

Notebook System:

All officers and specialized employees of this department may carry and use a notebook. Guidelines for this notebook system are:

1. Write name, badge or identification number on the notebook for verification that the book contains your original notes. This also serves as a means of identification if the notebook is lost.
2. Keep all notes in the notebook, not on loose scraps of paper.
3. Notes taken must be neat and accurate to aid in completing reports.

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4. Pages should be kept intact. These pages are kept in sequence of date and time with daily inquiry activities included.
5. Information from separate investigations or inquiries is not placed on the same page. This causes confusion.
6. Take complete notes at the time of the incident or inquiry. Too much information is preferred to insufficient information.
7. Upon completion of written report, the officer may destroy any and all notes pertaining to the case.

Report Preparation:

Reports prepared by employees and officers of this department:

1. Contain correct information based on accurate notes;
2. Are brief and explicit, including relevant information regarding the elements of the crime;
3. Clearly communicate ideas;
4. Answer the following questions:
 - a. **Who** was involved?
All persons involved are identified by their role, as suspects, victims, witnesses, etc. Obtain first, middle, last names, possible aliases, home and work address, telephone numbers, dates of birth, other identifiers and race.
 - b. **What** happened?
Exactly what type of offense was committed, what means of transportation, tools, or equipment was apparently used. What was the actor's *modus operandi*? Did the actor use direct attack, or were his tactics more indirect or crafty.
 - c. **When** did it occur?
Record the crime discovery time and the time the crime is likely to have occurred. Use terms such as *recent*, and look for other clues to time of death. Conversely, if rigor mortis has set in, and blood is dry, it has been *at least hours*. Also indicate the time witnesses and victims are contacted, and arrests made.
 - d. **Where** did it happen?
Location is to be as exact as possible. If unable to obtain an address, record the nearest intersection or permanent landmark. Describe the area as *business, residential, open country, apartment complex*, etc. Look for evidence that the crime could have started somewhere else, and ended up at the *reported location*.
 - e. **Why** did this incident occur?
Was the apparent motive or purpose of the crime *revenge, monetary or personal gain, thrill, drug-related, accidental*, etc.?
 - f. **How** did it happen?

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Based on reasonable observations at the scene, and information provided by witnesses, explain *how entry was made, how property was obtained, or how the suspect chose and approached the victim.*

5. Avoid inappropriate language, such as slang or jargon, unless quoting a suspect, witness or victim;
6. Never use radio codes, numerical designations or other terms particular to law enforcement in report narratives;
7. Print or write legibly, except for officer's signature;
8. Be objective and unbiased, recording information whether positive or negative;
9. Contain correct grammar and spelling;
10. Place events in chronological order; &
11. Keep a copy of the report for future reference.

Report Style:

Good reports, even technical reports contain a lot of facts, but should be easy to read and understand. Remember, the reports you write today will be seen by a jury tomorrow, and you will be judged by the way you write, what you say, and the way it is stated.

1. Write the *way you talk* in a normal conversation. Add details, the way you speak. Avoid writing *Unit 16 approached the door and spoke to Suspect #2.* Instead use, *I walked to the door and spoke with Mr. Doe.*
2. Write in the *first person singular.* Use *I* or *me*, not *Officer Johnson.*
3. Write in the past tense, if it happened in the past not *Approaching the car I see the gun in the back seat.* Instead *I walked along the driver's side of the car and saw the gun in the back seat.*
4. Carry and use a dictionary and a thesaurus. Using the right word to describe your meaning is important.
5. Use everyday words and avoid unfamiliar wording.
6. Avoid using police jargon.
7. Be very careful about using the word *suspect.* Are they really suspects or simply individuals? Suspects must be suspected of something and read their Constitutional Warnings. Get their names and use them in the report.
8. Lastly, read over your report when you are finished. Ask yourself, would a regular citizen clearly understand this report. If the answer is *no*, a jury will not understand it either. Redo it!

Offense Reports:

Offense reports are designed to:

1. Provide a means whereby officers can conduct and record a *preliminary investigation* of a criminal offense;
2. Provide complete and accurate information for follow-up investigation and prosecution;

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3. Provide patrol officers and investigators with certain decision-making points that enable them to identify follow-up investigative needs;
4. Improve control of the report flow process within the department thereby improving report access and statistical recording; &
5. Aid other officers in the collection of *crime data, patterns, suspect information, and determine modus operandi*, etc.

Offense reports must be completed for all criminal acts and suspected acts. These reports clearly and concisely report elements of the crime by answering critical *who, what, when, where, how, and why* questions. It is the responsibility of the first officer arriving on the scene to complete the first handwritten copy.

Offense reports are timely written, either during or shortly after the shift on which the incident was reported. Preferably as soon after the incident has occurred and before another incident occurs that may require another report. The information is fresh on the officer's mind. Officers turn in the report to their supervisor for evaluation, approval, and further action by the department. Once approved, the supervisor passes the report to distribution, and notifies the dispatcher for entry or clearance with NCIC and state reporting systems.

Arrest Reports:

Arrest reports accurately records the circumstances surrounding the taking of physical custody of a *suspect* or *escapee*. The arresting officer completes the report and includes sex, race, and date of birth, other identifiers, age, home address, specific charge, and probable cause for the arrest. Supervisors review the arrest report for clarity, completeness and accuracy, and once satisfied, forward the report for action. If a final disposition is reported, the supervisor updates the indexed arrest record. Arrest files are alphabetically filed in the departmental arrest index.

Supplementary Reports:

Supplementary reports are used when additional information is discovered through an investigation. The officer who discovers this new data is responsible for the supplementary report. The updated portion is attached to the related report with a supplement number and date. Every officer arriving at or entering onto a major crime scene must complete a *supplemental report* detailing the reason for their response, and the actions taken once arriving at the crime scene. These supplemental reports contain the same level of detail as contained in the original *offense report*, but as observed by the officer completing each supplemental report.

Case Files:

Case files are primarily designed to assist investigators by collecting all documents relating to a criminal or intelligence case into one location. Case files often consist of the following items:

1. Contents sheet
2. Original offense reports

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3. Investigator's field notes	11. Crime scene photos
4. Complaint reports	12. Suspect photographs & data
5. Supplementary reports	13. Latent Prints
6. Arrest reports	14. Criminal profiles
7. Accident reports	15. Statements
8. Property receipts	16. Record checks and NCIC inquiries
9. Vehicle tow slips	17. State reports
10. Autopsy reports	

File Maintenance:

This department maintains a comprehensive report filing system. This system includes:

1. Reports are filed and indexed as data is received and approved by supervisors.
2. Case files remain *opened*, until the case is solved by *arrest and accepted by the prosecutor for prosecution*; or, the *statute of limitations* has expired.
3. Some cases may not have enough information for further investigation. These cases may be placed in an inactive file or cold case file and may be reactivated at a later date.
4. When a case is closed, all unneeded copies are destroyed.
5. Master index card is prepared listing each report and filed. When a file is updated such information is entered into the case file and on the offense index card.

Radio Dispatch Logs:

Radio dispatch log entry's are recorded on all alleged or reported crime, and in some cases, are the only record of law enforcement action taken. The requirements for a radio dispatch log entry include, at a minimum, the:

1. Date and time of the initial report of the incident;
2. Name, address, and telephone number of the officer, citizen, victim or complainant requesting service;
3. Supplemental reports or calls for services;
4. Any reported injuries or deaths;
5. Nature of the incident; &
6. Date, time, and type of action taken by the officer.

Confidentiality of Records:

Law enforcement records contain critical and potentially life threatening information. Such mundane information as *complainants address, location and phone number; trial and appearance dates; potential witness lists*; and *status of a case* if released into the wrong hands can cost an officer or resident their life.

Police reports and files are reported, collected, and disseminated on a need-to-know basis. Just because an officer or employee is an employee of the department does not mean that he or she needs or should know vital information about an open case or a case pending for trial. As a result:

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1. Case information may not be discussed or released outside of those officers and employees having a strict *need-to-know*.
2. An officer or employee may not release to non-law enforcement personnel case information until after verification of a *need-to-know* is established.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Traffic Stops & Enforcement	Policy Number: 4.14
Issue Date: 07/30/2007	Revision Date:

POLICY:

The San Luis Police Department aggressively enforces traffic laws in an effort to improve safety in our community, and ultimately reduce the occurrence of traffic accidents and deaths.

DEFINITIONS:

Racial profiling: The interdiction, stopping, detention, or other unequal treatment of any person based on race, ethnicity, gender, or any combination thereof. Race, ethnicity, gender, religion, political affiliation, or any combination of these will not be a factor in determining reasonable suspicion for a stop, or for determining probable cause for an arrest. The primary factor to consider is whether *an observable offense was committed*.

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

PROCEDURES:

Officer Sets The Example:

Police officers are always being observed as they go about their duties. The public watches every action. As a result, officers will:

1. Obey all traffic laws, including posted speed limits;
2. Be courteous and polite to motorists and pedestrians;
3. Drive defensively;
4. Yield right of way; &
5. Use emergency lights and siren only during emergency response, vehicle stops, pursuits, or to warn of hazards.

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While on patrol traffic enforcement duties, officers of this department patrol their assigned area while paying particular attention to zones that may need a greater concentration of enforcement. Officers also conduct conspicuous stationary observations in which their parked patrol vehicles serve as reminders for drivers to comply with traffic laws. Officers may not leave their assigned patrol areas without prior authorization from their supervisor.

Those officers assigned to SLPD traffic enforcement shall pay extra attention to this function. These specialized officers should only respond to other than traffic calls when an emergency arises and no other officer is available.

Stopping Traffic Violators:

There are no “routine traffic stops.” The following are intended to reduce the safety risks for the officer, the violator, and other users of the roadway. Under ideal weather conditions, the department officers will:

1. Notify dispatch of the intended location of the traffic stop, the license number, vehicle description, and number of occupants observed in the vehicle, when possible.
2. Safely position the patrol vehicle behind the violator’s vehicle;
3. Gradually change lanes to the right side of the road, on multi-lane roadways, to insure the safety of the violator and other drivers;
4. Attempt to stop the violator in an appropriate location, on the right side of the roadway, or off the road, so not to impede traffic;
5. When possible, position the patrol vehicle on a left oblique angle, two feet outside, and to the left, with the front wheels turned all the way to the left and approximately 12 feet in length behind the violator’s vehicle;
6. Give the responsibility of radio communication and observation of the scene to the backup officer, if one is available;
7. Instruct the violator to move to a safer location if necessary, either verbally or by public address, if stopped in an unsafe location;
8. Prohibit movement of the vehicle if the driver is impaired;
9. Exit the patrol vehicle and watch for any suspicious movement or actions of the violator;
10. Approach the violator’s car with caution - take your time and do not be predictable to the violator:
 - a. Looking into the rear seat area, if there are only occupants in the front seat of the vehicle; &
 - b. At a point near the leading edge of the left front door, if there are occupants in both the front and rear seat.
11. Require all occupants to remain in the vehicle, unless there is reasonable suspicion to believe that occupants may pose a threat to the officer

Types of Enforcement Actions:

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The first level of force while performing street or foot patrol *is mere officer presence*. Reasonable citizens are typically more cautious when uniformed officers are nearby. The more we patrol and are highly visible, the more likely we are to deter crime while reassuring the public that we are protecting their interests and ready to provide assistance.

Officers may exercise one of three options regarding traffic violations:

1. *Warnings* – Should be written and verbal only when an emergency arises. A warning may be issued, at the officer's discretion, when:
 - a. Minor traffic violations have been committed;
 - b. The suspect driver has an emergency; or
 - c. A violation is committed due to ignorance of local ordinances that may be unique or unknown to the driver.
2. *Traffic Citations* – should generally be issued for moving or non-moving violations that hinder safe and effective flow of vehicular or pedestrian traffic.
3. *Arrest* - Officers make a physical arrest when:
 - a. *Subject is driving while intoxicated, or driving under the influence of alcohol* or other intoxicants has occurred;
 - b. A felony has been committed; or
 - c. The officer has *articulable reason* to believe that the person may not comply with the summons.
 - d. The driver has an outstanding confirmed warrant; and /or
 - e. The officer has observed any arrestable crime committed in his presence.

Specific Traffic Violations:

Department officers follow the listed guidelines when deciding whether or not a traffic citation is warranted:

1. *Speeding violations* – A *citation* may be given to anyone who violates the posted speed limit. The decision to cite a violator may depend on the location of the violation, previous accident history of location, and directed patrol emphasis.
2. *Equipment violations* – A *repair order* is normally given unless the violation is repetitive or flagrant.
3. *Multiple violations* – Traffic citations may be issued for each violation, however the more flagrant violation is generally cited and warnings issued for the remainder.
4. *Newly enacted laws* – A grace period of three months is generally recognized for newly enacted laws during which only a warning is given. After the grace period, officers must use discretion.
5. *Revoked or Suspended Driver's License* – A driver may be arrested when an

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officer has stopped a vehicle and identified the driver as driving with a *revoked* or *suspended* license.

6. Vehicles should be impounded in accordance to A.R.S. § 28-3411.

Issuing Traffic Citations:

After stopping a suspect traffic violator, officers are to:

1. Be alert for the unexpected;
2. Be confident that observations of traffic violations are accurate;
3. Present a professional image in dress, grooming, language, bearing, & emotional stability;
4. Have all necessary equipment and forms available to conduct the stop in an efficient proper manner;
5. Decide on the probable enforcement action before making initial contact based upon the violator's driving behavior, rather than their attitude;
6. Greet the violator with an appropriate title and in a courteous manner;
7. Inform the violator what traffic law has been violated and the intended enforcement action;
8. Ask the violator for a driver's license, vehicle registration, and proof of vehicle insurance;
9. Ask the driver if they are *aware of why they were stopped*, allowing the driver to discuss the violation while maintaining a positive attitude;
10. Use discretion and take action, explaining to the violator exactly what he is supposed to do in response to the action and how the action will affect him;
11. Complete the citation form to include description of the vehicle and driver, However, do not consider or record *gender*, *race*, or *ethnicity* of the person being stopped, beyond that information required on the citation or by other requirements; and make good notes in the appropriate area of the citation for future court testimony;
12. Be alert to any emotional stress exhibited by the driver;
13. Return violator's driver's license, registration, insurance information, and a copy of the traffic or warning citation, if issued;
14. Resolve any stress or physical impairment that prohibits the driver from operating vehicle on the road;
15. Confirm that the driver and passengers are wearing seat belts;
16. Assist the violator in safely re-entering traffic;
17. Do not follow the violator;
18. Turn in all citations after completion of a shift (officers must complete the reverse side of the yellow copy); &
19. Appear in court if required, prepared to support your actions in compliance with agency policies and procedures.

As a practical matter, ask the offender . . . *if they have a viable reason for what they did?* This opens up the opportunity for rapport building and can present the officer with and opportunity to explain why the action was dangerous, or what could be the negative

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results of this type of action.

Officer Responsibility - Traffic Citations:

When issuing a traffic citation, the officer notifies the motorist of:

1. Court appearance schedule;
2. Whether court appearance is mandatory;
3. Whether the fine can be prepaid to the court prior to court on entering a *guilty plea*; &
4. Any other necessary information.

Officers must be mindful of drivers who are not familiar with the State or jurisdiction in which they are driving, regarding *normal procedures* for resolving a ticket. **Under no circumstance will officers accept money, valuables, or favors from motorists for any reason, to include pre-payment of fines or tickets unless specifically ordered by a court.**

Stops at Night or During Inclement Weather:

Night and inclement weather traffic enforcement operations are especially hazardous to officers and citizens. Distances are hard to judge, images are not clear, and closure rates of moving vehicles are difficult to determine. People have a tendency to focus on the emergency lights of the vehicle and often hit the patrol vehicle; especially those under the influence of alcohol. Officers take the following cautionary steps when working traffic under these conditions:

1. Keep the patrol vehicle head lights on low beam for the safety of oncoming traffic;
2. Avoid pointing headlights into oncoming traffic;
3. Use spotlights or "take-down" lights to illuminate the offender vehicle;
4. Wear reflective vests, straps, or brightly colored inclement weather gear when outside of the patrol vehicle;
5. Carry and use a handheld flashlight for supplemental illumination; &
6. Avoid looking into headlights or other bright lights to protect night-vision.

High Risk Stops:

Special procedures are followed when stopping the vehicle of known or suspected felons to include:

1. Notifying the dispatcher immediately of location, description of the vehicle and occupants, and backup;
2. Waiting for the arrival of backup support, before initiating the stop;
3. Stopping the suspect vehicle, using necessary emergency equipment to warn other traffic, in a location which presents minimal danger to others;
4. Having a firearm or other weapon easily accessible and ready for immediate use;
5. Exiting the vehicle quickly, but remaining behind the door or other cover for

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- protection;
6. Announce by P.A. system who you are and that they are suspects in a felony crime. That any overt actions on their part will be considered as a threat and they must obey your commands precisely;
 7. Commanding occupants, by public address system or by voice, to get out of the vehicle individually, into a safe area and into the appropriate search position;
 8. Positioning yourself to reduce the potential for being struck by any vehicle;
 9. Having support officers provide cover while arresting and searching the suspect(s);
 10. Direct your suspects, one at a time to an area of cover and concealment for all officers before searching and cuffing. Make sure other officers maintain a visual of the suspect vehicle at all times while securing each suspect;
 11. Avoiding other officers lines-of-fire; &
 12. Focusing all lights, including spotlights, on the interior of the suspect vehicle,
 13. Always use the “plus one” factor. Clear the vehicle in a tactful manner for hidden suspects still in the vehicle.

Radar:

Radar is an important tool in verifying speed limit violations. Several guidelines must be followed in order to effectively use radar, including:

1. AZ POST Training and certification in the use of the specific radar equipment used by the agency;
2. Understanding the effective range of the radar unit so visual observations can support the speed meter reading;
3. Understanding outside variables that can effect a radars reading and display;
4. Establishing in court:
 - a. The time, place, and location of the vehicle that was checked, the identity of the operator, the speed of the vehicle, and the visual speed estimate and radar speed of the vehicle;
 - b. That the radar unit was operated properly, and tested for accuracy prior to the stop; &
 - c. That speed limit signs were posted in the zone in which the violation occurred.
5. Maintaining proper care and maintenance off the radar unit.

DUI Enforcement Procedures:

Apprehension of persons suspected of *driving while intoxicated* or *under the influence of alcohol or drugs*, the following guidelines apply:

1. Detecting driving behavior indicative of impairment, including:

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- a. Sitting through a green light;
 - b. Weaving;
 - c. Excessively crossing the center-line or driving on road shoulder;
 - d. Driving excessively slow or fast;
 - e. Disregarding stop signs, signals, or the normal flow of traffic; &
 - f. Improper turns.
2. Using extreme caution when stopping a suspected intoxicated driver. When making contact:
 - a. Be polite and business-like professional;
 - b. Get violators out of the vehicle and to a safe location, carefully observing actions and statements;
 - c. Obtain the violator's driver's license or other identification; &
 - d. Request field sobriety tests, and related tests for proof of impairment of suspected drivers.
3. Arresting the violator on the basis of the Officer's observations:
 - a. When a suspect is injured during a traffic accident and alcohol or drug use is indicated, request the suspected violator submit to a blood test by hospital staff within two hours of the accident;
 - b. At the point where the officer has *articulable probable cause* to believe a DUI offense has been committed, read the suspect the proper forms; &
 - c. Complete forms for the type of incident and indicate the results of any tests that have been administered on the forms.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Roadway Incident Traffic Control	Policy Number: 4.15
Issue Date: 07/30/2007	Revision Date:

POLICY:

Traffic control safety procedures are employed at roadway incidents in order to improve safety for victims, responders, other motorists, and pedestrians. Long lines of vehicles crossing into Mexico are also considered roadway incidents. Law enforcement, fire, rescue, EMS, and public works should cooperate and follow safe Highway Incident Work Zone procedures.

BACKGROUND:

Approximately twenty [20] percent of all reportable traffic incidents are secondary in nature, with most of these being near the end of the traffic queue. Secondary collisions and injury in high-speed traffic are often more severe than the original incident.

Emergency responders have a significantly high risk of being struck by a passing vehicle while performing their duties. Vehicle crashes is a leading cause of on duty death among law enforcement officers and a major cause among fire-rescue personnel. In 1997, nearly forty [40] percent of all law enforcement officers who died in the line of duty died in traffic related incidents. The longer an incident is in place, the longer responders and the public are at risk.

For many years the City of San Luis has experienced a large amount of vehicles crossing into Mexico during evening hours. This causes a major traffic congestion which requires a large number of skilled officers to assist with minimizing the inconvenience to drivers and allow our roadways to be safe and accessible to emergency vehicles.

Traffic incidents can be very complex, requiring coordination between responding agencies, each having specialized responsibilities. Responders are subject to tunnel vision regarding their primary objectives and may overlook safety issues. Some consideration must be given to traffic, not just from the perspective of *how traffic affects the incident*, but also *how the incident affects traffic*. In this role, our agency plays a very important part.

DEFINITIONS:

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Advance warning: Notification to approaching motorists to transition from normal driving status to that required by traffic control measures ahead of them.

Advance warning area: The section of roadway where road users are informed about upcoming work zones or incident areas. An advance warning area may vary from a single sign or rotating strobe light on a vehicle to a series of signs or flagmen. The advanced warning area may need to change. As traffic begins to back up, the advanced warning will need to be extended. Take special notice to areas that have hills or curves prior to the crash scene and also where traffic has already begun to slow down. Many secondary crashes occur due to no advance warning.

Block: Positioning a fire apparatus, police vehicle, wrecker, or other vehicle on an angle to the lanes of traffic thereby creating a physical barrier between upstream traffic and the work area.

Buffer zone: Space between moving vehicular traffic and personnel in the work zone.

Class III visibility garments: High visibility protective garments designed for use by workers exposed to high-speed traffic hazards. Officers will wear their issued traffic vest and orange gloves while conducting traffic operations under these conditions.

Clearance: Act of removing wreckage, debris, or other impediments that disrupt the normal flow of traffic, and restoring the roadway capacity to its pre-incident condition.

Downstream: The direction traffic moves as it travels away from the incident.

Incident: Any non-recurring event that causes a reduction of roadway capacity or an abnormal increase in demand. Such events *include traffic crashes, disabled vehicles, spilled cargo, highway maintenance and reconstruction projects, and special non-emergency events such as traffic into Mexico.*

Incident area: A roadway section where temporary traffic controls are imposed in response to a *road user incident, natural disaster, or special event.*

MUTCD: Manual on Uniform Traffic Control Devices, published by the U.S. Department of Transportation Federal Highway Administration.

Queue: Traffic [vehicles] that accumulate upstream from the incident waiting to pass the

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incident site. This could also affect the upstream traffic as well if traffic is being alternated through the designated area.

Shadow: Protected area that is shielded by the block.

Taper: Act of merging lanes of traffic into fewer moving lanes.

Work zone: Physical area of a roadway within which law enforcement, fire, rescue, EMS, towing services, road crews, and others, perform their tasks.

Transition zone: Lanes of a roadway within which approaching vehicles change speed and position to comply with traffic control measures.

Upstream: Direction traffic is moving as vehicles approach the incident scene.

PROCEDURE:

Incident Command:

Traffic Incidents are managed under the Incident Command system. The first on-scene response units to traffic incidents are usually law enforcement officers. The initial on-scene emergency responder is the *Incident Commander* [IC] until this responsibility is transferred.

Who is in Charge Here?

All the entities that may respond to a critical incident, especially involving a traffic crash where many may respond, need to develop a respect for each others job; preferably by nature of importance and then by nature of need. Such as the first on scene unit should asses the need for medical assistance for the injured and provide a safe area first to give aid. When EMS arrives, the IC should assist them to insure all injured have been removed.

At the command of the investigating officer's, then the towing companies begin there work. Towing companies may need assistance with traffic issues until the roadway is completely reopened. This should be handled by the appropriate law enforcement agency. Just be mindful that the incident command may change roles, and sometimes back and forth. Cooperation and understanding are essential.

Transfer of the IC duties and responsibilities may be considered as additional resources arrive at the scene. All roadway scenarios are different, so determining to whom and when IC transfer of duties should take place is difficult to put into definitive terms. However, the initial IC should consider the following questions:

1. What is the primary safety issue at the scene?

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2. Is there a senior or more experienced individual present to serve as IC?
3. What resources are at the location?
4. How can I best assist?
5. Are my technical or primary skills needed, thereby distracting me from IC duties?
[i.e. - If the incident is primarily a medical emergency, the officer who was first on the scene may be an EMT and may be needed to treat the injured, and not reasonably capable of performing IC duties]

The IC designates a *traffic control officer* [TCO] for incidents occurring on two-lane highways. A TCO should also be designated for incidents along two-lane streets or highways when terrain, weather conditions, road geometrics or other conditions result in insufficient sight distances to allow motorists to observe the incident and react safely.

The TCO may be a member of law enforcement, fire, rescue, or public works trained in Highway Incident Work Zone management. All responders must clearly understand that the IC is the designated commander at this incident and cooperate with his requests and instructions.

The IC should stage unneeded resources away from traffic hazards, and **return any unnecessary units to service as quickly as possible**. These actions minimize the number of personnel and vehicles at the scene, and time of exposure to traffic hazards.

Size-up:

The first on-scene unit from the SLPD must complete an initial evaluation of traffic hazards, and the service resources needed to efficiently manage the incident. This *size-up* is then broadcast to all responding resources. The report must be concise, but include:

1. Exact location;
2. Number of vehicles and victims involved;
3. Who or what persons, property, or environment is at risk;
4. Presence of *entrapment, fire, leaking fuel, spill, power lines, Hazardous materials, etc.*;
5. Whether evacuation of the area is necessary;
6. Whether fire, rescue, EMS, Haz-mat, or other special resources are needed;
7. Best route of approach for additional resources; &
8. Parking and placement instructions for responding units.

If the incident involves commercial cargo vehicles or if hazardous materials are otherwise suspected, the officer must:

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1. Locate the four digit placard on the truck or containers and report this information to the dispatcher for relay to the fire department;
2. Determine and report the composition of the spill;
3. Clear the area of any persons not requiring medical assistance.
4. Not allow anyone, other than responding personnel, access to the scene; &
5. Refer to the Department of Transportation "Emergency Response Guidebook" for further immediate actions.
6. Move to a safe distance and preferably down wind.

Universal Vehicle Traffic Safety Protocols:

While at the scene of an incident, all emergency responders must:

1. Never trust oncoming traffic;
2. Never step in front of a moving vehicle;
3. Not conduct non-emergency activities between vehicles parked end-to-end;
4. Avoid turning their back to approaching traffic;
5. Wear appropriate safety equipment, to include:
 - a. *Class III visibility garments* for law enforcement personnel; &
 - b. NFPA approved turnout gear & helmet for firefighters.

Vehicle Placement:

Vehicles arriving at an incident site may be used to protect the site and the responders, deliver equipment, or perform recovery and *clearance*. Vehicle placement is critical to ensure the smooth flow of traffic around the site and safety of those working the incident. In general, vehicles are positioned to protect the scene and provide access to needed equipment while minimizing the number of lanes occupied by the responding vehicles and personnel.

Unless conditions at the scene warrant alternative procedures, the following *guidelines* apply in regards to vehicle placement, to include:

1. Emergency response vehicles must park on the shoulder if:
 - a. Traffic lanes are not blocked by wreckage; or
 - b. Lane closure is not necessary for responder safety.
2. If necessary to close a lane of traffic, create an initial *block* with police [preferred] or other emergency vehicle.

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3. If necessary to close the entire road, determine the alternate route especially to needs of large size vehicles. Set up roadblocks at those roads to be used to reroute traffic and assist motorist with directions. Additional units may be required to assist with rerouting the traffic trapped in between the roadblocks.
4. Position the first-arriving fire apparatus immediately *downstream* of the police vehicle to create a *shadow* area for operating personnel and subsequent EMS unit arrival and departure. Position the apparatus to protect the pump operator from traffic and allow visibility between the pump panel and the scene, if possible.
5. Turn off sources of vision impairment to approaching motorists at night including vehicle headlights. Remember, emergency vehicle lighting provides warning to approaching vehicles but provides very little positive traffic control. Excessive lighting from numerous response vehicles, especially at night, can confuse motorists and even degrade scene safety by focusing attention toward vehicles and away from personnel.
6. Reserve space for towing units *downstream* from the incident so that additional lane blockage may not be required.
7. Additional fire apparatus or public works vehicles may be placed in the *buffer zone upstream* from the initial *block* to provide more protection for responders.

Traffic Control:

An essential part of fire, rescue, spill clean up, and enforcement activities is the efficient and safe control of road users through the incident area. The primary functions of temporary traffic control at an incident area are to move road users safely and expeditiously through or around the incident, and to reduce the likelihood of secondary crashes and injury. Closing or keeping traffic lanes closed greatly increases the risk of secondary incidents occurring. Five [5] minutes of lane closure can result in a fifteen [15] minute traffic interruption.

The MUTCD includes the elements of temporary traffic control, *Flagger* procedures, and utilization of traffic control devices. The MUTCD recognizes that the transient and unpredictable nature of many incidents, and states, "*For unexpected incidents, particularly those of an emergency nature, temporary traffic control devices on hand may be used for the initial response as long as they do not themselves create unnecessary additional hazards.*"

There are two critical locations for traffic control with each incident. They are:

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1. Incident scene – area at which emergency responders must provide direction in order to move traffic safely past the incident and protect responders working on the incident. If available, traffic cones should be positioned to create a *transition zone* whenever traffic lanes are re-directed or closed. Cones should be placed approximately ten [10] feet apart. If cones are unavailable, roadway flares, and other devices may be deployed. The *taper* should begin at the *block point* and extend 150 feet *upstream* from the first emergency vehicle. Personnel should deploy and remove the warning devices while facing traffic.
2. End of the traffic *queue* - area beginning at the incident and, sometimes, extending back for miles. The length of the *queue* depends on the volume of traffic, the number of lanes blocked, and the attraction of the incident scene to passers-by ["rubbernecking"]. Drivers approaching the end of a short *queue* may see the incident. However, drivers approaching the end of a long *queue* may be taken by surprise by suddenly slowing or stopped traffic.

On-scene personnel have very limited perception of the full impact of the incident. As the *queue* of high-speed traffic grows, so does the likelihood of secondary crashes. It is important to monitor the end of the traffic *queue* and move the first traffic control and warning to approaching motorists as the length of the *queue* grows. As you can always use additional traffic controllers, put arriving personnel to work in this capacity. However, in order to efficiently and safely control a traffic scene, department personnel must **NEVER**:

1. Let wreckers stack up or *block* lanes of traffic. Use them as warning devices and stand-bys for removing vehicles, or send them away.
2. Use flares [fusees] at incidents involving fuel spills or hazardous materials until authorized to do so by incident command.
3. Hold flares in their hand. Place them on the road surface. Flares eject drops of molten material that will penetrate clothing.

Traffic Warning Units [Flaggers]:

Personnel should be positioned at the head of the *queue* [closest to the incident scene] to direct and control traffic, and at the *upstream* end of the *queue* to warn traffic to slow down as soon as they are available. Flaggers should be visible to approaching motorists from a distance, in feet, at least ten [10] times the posted speed limit [i.e. - the traffic control point should be visible to oncoming interstate traffic traveling at 70 mph for 700 feet]. Flagger positions may need to be greater depending upon terrain such as hills or curves. Flaggers positioned at the end of the *queue* should ensure that traffic back up does not interrupt traffic at intersections with cross streets or railroad crossings.

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As practical matter, the flagger can be placed at a distance that is equal to the width of the road x the posted speed limit. For example, A two-lane road at 48 feet in width with a posted speed of 55 mph requires 2,640 feet distance for the flagger. The more lanes of traffic and the higher the speed limit the more distance is needed.

Select a location highly visible to approaching drivers. Avoid the shade if possible, and maintain color contrast between your garments and the work area behind you to the maximum extent possible. Flaggers should wear *Class III visibility garments*.

Flaggers should be equipped with radio communication in order to receive instructions for the TCO, and to alert on-scene personnel regarding conditions upstream, especially vehicles that refuse to yield to warnings.

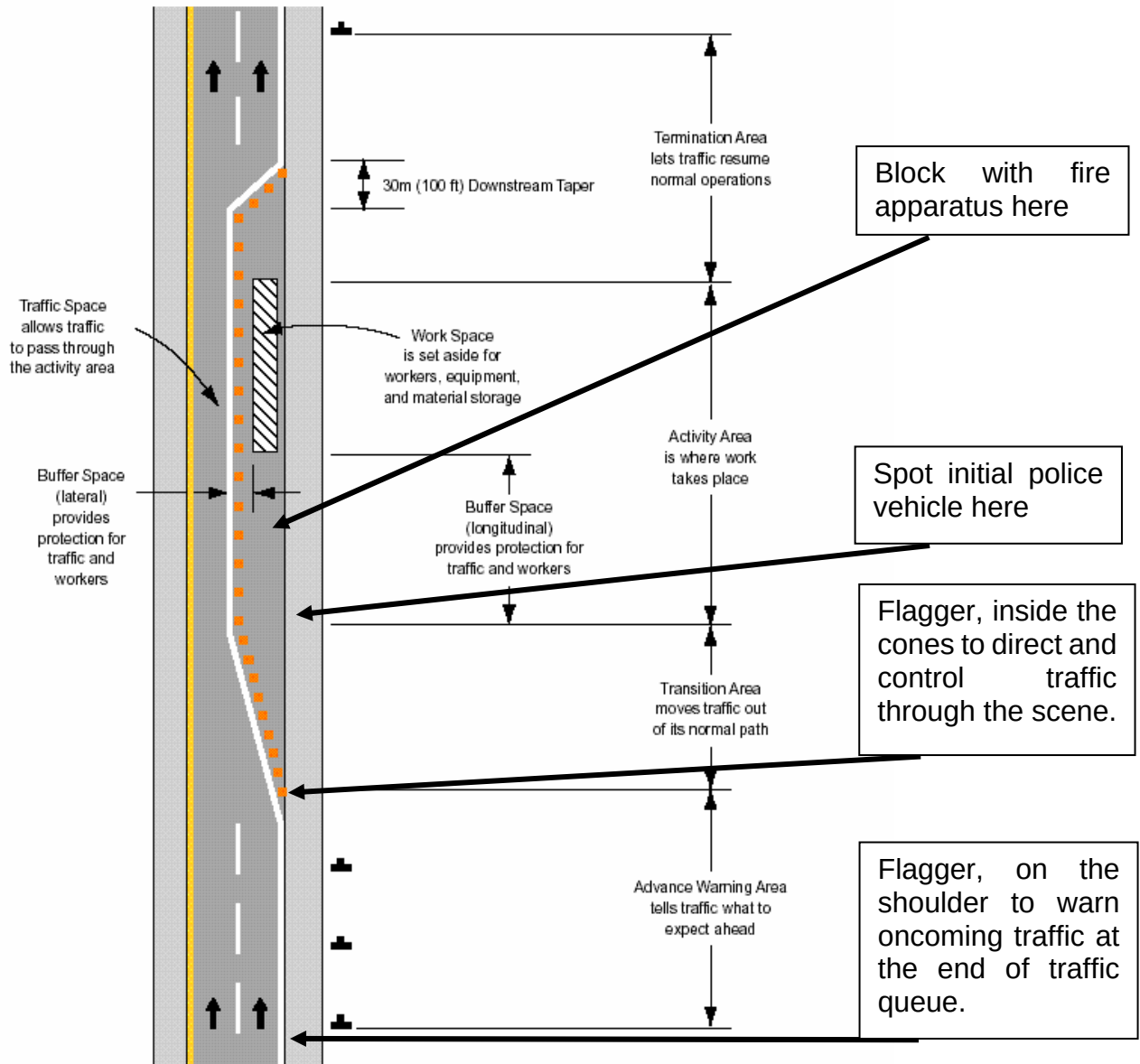
Flaggers should use STOP / SLOW paddles if they are available. Remember, motorists can be easily confused by flashlight and flag signals.

The two following diagrams represent traffic control plans for 4-lane and 2-lane highway incidents. Many additional diagrams for less frequently encountered scenarios are available in the MUTCD, section 6-H.

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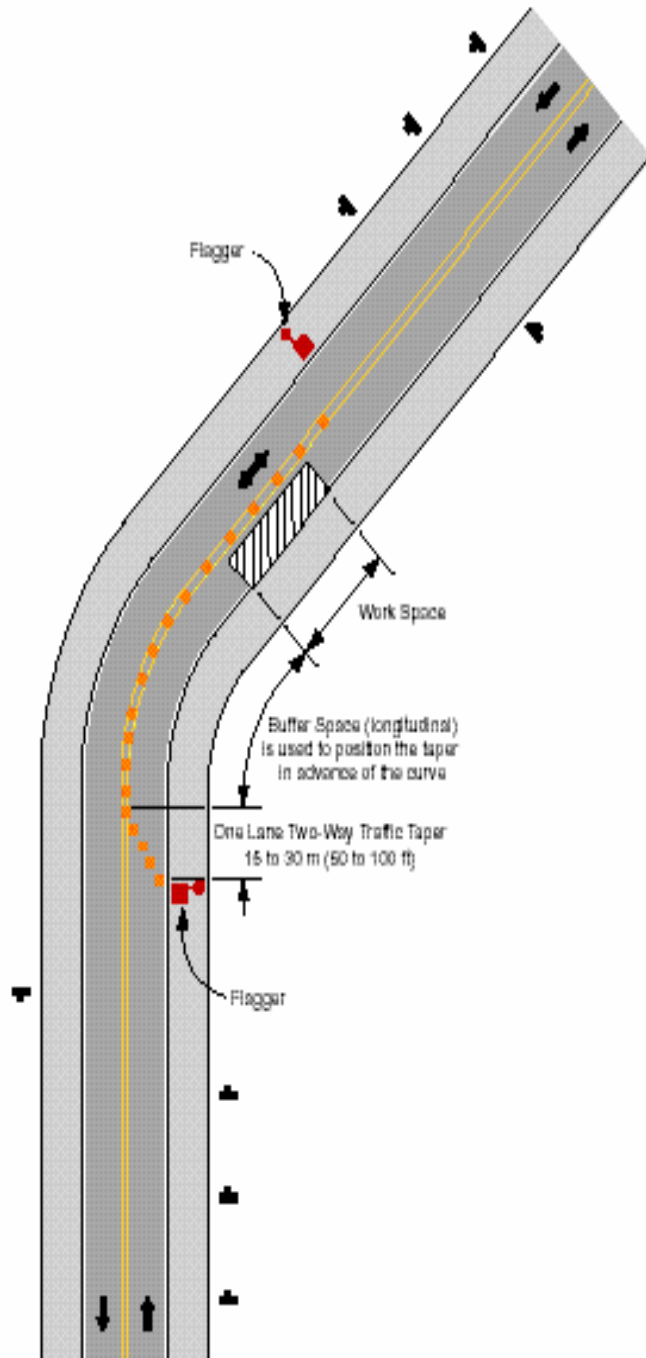
Highway Incident Work Zone for 5-lane highway (Main Street) with one lane closure.



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Highway Incident Work Zone for 2-lane highway with one lane closure



Flaggers must have some means of communication to ensure that only one lane of traffic flows at one time past the Incident Zone.

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Long-Term Incidents:

At major incidents involving *fatalities, severe or multiple injuries requiring extensive extrication, hazardous materials, vehicle fires*, etc., a full closure in at least one [1] direction of travel may be required. Closing a major highway is a last option and should be avoided, if possible, because of negative effects on safety and traffic flow, not just in the immediate area, but also on the surrounding roadway network and community.

When initial responders determine that an incident will have a major impact on traffic and cannot be cleared in thirty [30] minutes or less, **or** will require full closure, the public works department [for municipal and county roadways] or the State Department of Transportation [for State and federal highways] should be notified and consulted to evaluate alternatives and request assistance.

If full closure is required, vehicles, trapped between the diversion point and the incident site, are high priority. It may be possible to open the shoulder or a portion of one [1] lane for a brief period in order to let these vehicles pass the incident.

If motorists trapped between the diversion point and the incident cannot pass, a traffic control detail should be assigned to assist motorists. If possible, motorists at the upstream end of the *queue* should be allowed to reverse direction and travel to the diversion point to re-enter traffic. Personnel should also be assigned to advise motorists of the plan, and to determine if any trapped motorists need assistance.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Investigation of Motor Vehicle Accidents	Policy Number: 4.16
Issue Date: 07/30/2007	Revision Date:

POLICY:

The San Luis Police Department performs a variety of functions at traffic incidents including providing emergency service to the injured, protecting the accident scene, conducting accident investigations and follow-ups, preparing reports and taking proper enforcement action relative to incidents.

DISCUSSION:

The purpose of accident investigation is to determine the factors that contributed to and affected the crash, and utilizing that information to prosecute traffic law violators. In turn this information is used to develop other strategies that reduce the frequency and severity of accidents.

PROCEDURES:

Response to Motor Vehicle Accident Scenes:

Law enforcement officials of this department respond to any accident:

1. Involving death or injury;
2. Exceeding the reportable property damage amount established by the «state» legislature;
3. Involving a hit and run;
4. Caused by the use of either alcohol or drugs;
5. Involving hazardous materials;
6. Involving property, vehicles, equipment, or facilities of SLPD;
7. Creating major traffic congestion;
8. Resulting in vehicle damage that requires towing services; or
9. Assisting persons involved with information exchange.

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Officer Responsibilities – Motor Vehicle Accident Scenes:

When officers are dispatched to traffic accidents, they:

1. Give priority to accidents involving injuries over accidents involving no injuries;
2. Conduct a “windshield survey” as soon as they arrive on the scene and immediately report observations to dispatch. Information reported should include:
 - a. Number and types of vehicles
 - b. Extent of damage
 - c. Presence of fire or hazardous materials
 - d. Conditions and may pose hazardous to other responders such as power lines, etc.
3. Conduct an initial patient assessment to determine the number and extent of injuries and report to dispatch.
 - a. If there are no serious injuries or hazardous conditions that warrant additional units to continue “code” response, dispatch should be advised.
4. Provide basic emergency medical care to accident victims within the scope of individual officer training and skills;
5. Avoid moving victims from the accident scene unless immediate movement is necessary to protect the victim from further injury;
6. Summon additional help as required by the severity of the accident;
7. Notify the parents or legal guardians of any minors injured in the accident;
8. Protect physical evidence at the accident scene;
9. Preserve, collect, and process evidence including:
 - a. Examining and recording vehicle damage, and the effects of the accident on the surrounding environment; &
 - b. Taking appropriate photographs.
10. Establish a safe traffic pattern and flow around the accident scene; (refer to 4.17 Highway Incident Traffic Control)
11. Locate witnesses and record their statements;
12. Exchange information among all involved parties;
13. Avoid discussing possible civil action;
14. Remove possible vehicles from the roadway allowing for smooth traffic flow;
15. Take appropriate enforcement actions;
16. File the report within two (2) days following the investigation; &
17. Notify the public works department of any downed or damaged traffic control devices or signs and remain on the scene to direct traffic until appropriate repairs are made.

An officer should never recommend a towing service at the scene to anyone. If the persons involved are capable, give them the opportunity to choose their own towing company. If they are not from the area or cannot make a decision, the department

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should have an established “rotation towing roster.” Any towing service should be able to respond to the scene within a reasonable amount of time.

If a motor vehicle accident involving injuries occurs during the off-duty hours of the traffic enforcement unit, a stand-by accident investigator is dispatched to the scene and has the same responsibilities as the traffic enforcement unit.

Follow-up Investigations:

A follow-up investigation may be necessary in order to:

1. Collect supplementary scene data;
2. Obtain formal statements from witnesses;
3. Reconstruct the accident scene;
4. Submit evidentiary materials for laboratory examination; &
5. Prepare accident and/or offense reports to support criminal charges arising from the accident.

If a follow-up investigation does identify an offender or offense, an arrest warrant should be obtained.

Safety Guidelines – Motor Vehicle Accident Scenes:

In order to minimize the possibility of further injuries, it is the responsibility of all officers arriving on the traffic accident scene to maintain the following safety guidelines:

1. Park police vehicles without endangering pedestrians, motorists, or citizens. The police vehicle may be used as a shield for the protection of the officer and all accident victims.
2. If reduced visibility or darkness, wear a reflector safety vest. Flares are also available in each police vehicle for use in creating an illuminated warning pattern to alert other motorists (but flares should not be used if gasoline or other hazardous substances are present). The objective is to protect the scene and participants and to temporarily detour traffic safely around the scene.
3. The Fire Department should be called out:
 - a. In case of danger of fire from leaking ruptured gas tanks;
 - b. Where there is any major crash entanglement of two or more vehicles; or
 - c. If extrication of any person is required; or
 - d. Where there is any sign of hazardous materials having been transported.
4. Police vehicles should be equipped with a copy of the current Emergency Response Guidebook, which permits both rapid identification of vehicles designed to carry hazardous materials and hazardous materials placards. The Emergency Response Guidebook provides information concerning preliminary emergency procedures, evacuation distances, etc. The Fire Chief assumes

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control of any scene involving hazardous materials and all law enforcement officers provide support as required. Any investigation of the accident may only occur after approval by the Fire Chief.

5. Any property belonging to accident victims is protected from theft or pilferage, and brought to the SLPD, properly tagged and held for any accident victims unavailable to receive those items at the time of the accident.

General Guidelines – Accident Reports:

All officials of this department shall maintain the following guidelines regarding accident reports:

1. All motor vehicle accident reports of the department are open to public inspection at all reasonable times, within five (5) days of the date of occurrence.
2. An accident report is filed on all accidents occurring on public property within this jurisdiction including any highway, roadway, street or public parking lot maintained by the department
3. Accident reports may not be completed if property damage does not exceed the reportable amount established by the Arizona legislature, did not occur on a roadway or for any accident occurring on private property.
4. Accidents involving only property damage, occurring during extremely inclement weather, may be handled in the following manner by dispatch if approved by the Patrol Lieutenant:
 - a. The employee taking report records the name, address, operator license number, and telephone number of all involved drivers.
 - b. All involved parties are advised to file an incident report at the SLPD within forty-eight [48] hours of the accident.

Accidents Involving City Equipment:

All accidents involving city equipment must be investigated by a San Luis Police Officer. If a police vehicle is involved, a supervisor must be called to the scene of the accident, as well as Quality Assurance. The driver fills out an incident report, and forwards a copy to the Captain for approval. If approved, the report must be sent to the City Clerk's Office. For other city vehicles involved in motor vehicle accidents, the investigating officer is responsible for forwarding a copy of the report directly to the City Clerk.

In cases where the collision has involved an SLPD law enforcement vehicle, and it involves civilians and or private property, the supervisor on duty shall contact another law enforcement agency, having jurisdiction to investigate collisions, for the investigation. This eliminates the possibility of prejudice.

DUI Related Motor Vehicle Accidents:

When driving while intoxicated or driving under the influence [DUI] appears to be a causal factor in the accident, officers take immediate action. If the DUI suspect is still

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available he is arrested and taken to the police station for an intoxilyzer or blood test, unless medical treatment is required. If the DUI suspect has already been transported to a hospital an officer in accordance with state law and department policy shall attempt to obtain a blood sample from the suspect. If the officer is unable to obtain a sample he must ask an attending nurse if the hospital is going to perform a toxicology screen for treatment purposes. If so the medical records may be subpoenaed at a later date to determine the suspects B.A.C. level.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Emergency Vehicle Warning Devices	Policy Number: 4.17
Issue Date: 07/30/2007	Revision Date:

POLICY:

All San Luis Police Department officers adhere to statutory requirements regarding emergency vehicle warning devices. Such devices are employed only under prescribed conditions and circumstances and in ways that minimize the risk of accidents or injuries to employees or the public.

DEFINITIONS:

Emergency Vehicle: An authorized law enforcement vehicle equipped with emergency lights (red/blue/white), siren, and other emergency warning devices required by law and used for emergency response situations.

Emergency Warning Devices: Devices placed in/on each agency emergency vehicle that emit audible or visual signals in order to warn others that law enforcement services are in the process of being delivered.

PROCEDURES:

Assigning/Determining Response Modes to Calls for Assistance:

Field supervisors are responsible for monitoring response modes for calls for assistance and have the authority to upgrade or downgrade response modes.

When officers need to initiate emergency mode in response to sudden occurrences, they activate emergency warning devices and then inform communications personnel as soon as possible regarding:

1. The nature of the situation; &
2. The location and destination of the field unit.

When responding to emergency calls for service officers should respond in the following manner:

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1. Domestic Disturbances – Upon knowledge of the call the primary unit will respond code 3 when the domestic disturbance is physical and in progress. The supervisor on-duty may request a second unit to respond code 3 if needed. Other assisting units will respond “normal traffic” and arrive as soon as safest possible.
2. Injury Traffic Accidents – When responding to traffic accidents involving injuries only the primary unit will respond code 3. Other assisting units will respond “normal traffic” and arrive as soon as safest possible.
3. Other disturbances (i.e.: fights) – When responding to disturbances such as fights in progress, officers should respond “normal traffic” and arrive as soon as safest possible. Unless information is received that weapons are involved or other life threatening situations.
4. “911 Hang-ups” – Unfounded 911 calls are common in San Luis, officers should respond “normal traffic” and arrive as soon as safest possible unless information is received that a true emergency is occurring and requires the immediate attention of law enforcement, then the primary unit should respond code 3.
5. Other Situations – Other situations may arise where code 3 response is justified. When this occurs you must immediately report the situation in accordance to this policy.

Use of Emergency Warning Devices While in Emergency Mode:

1. Emergency lights and/or siren and other emergency signal devices are activated as required by law during every emergency response or pursuit. Officers must drive with due regard for safety of everyone (ARS § 28-775F).
2. Headlights are activated to augment the emergency vehicle’s visibility when operating in emergency mode.
3. Four-way flashers may not be used when the emergency vehicle is in motion because they may interfere with brake lights and turn signals.
4. The spotlight is primarily utilized to facilitate building and stationary vehicle checks and may never be directed at the windshield or into the vision of oncoming drivers.
5. Emergency signal devices may be deactivated at a distance from the scene (to be determined by the vehicle operator) as to not alert subjects of law enforcement proximity.
6. When emergency signal devices are deactivated, the operator of the emergency vehicle must comply with posted speed limits, obey all traffic control devices and signals, and proceed in a manner consistent with normal traffic flow.

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Use of Emergency Warning Devices While Conducting Vehicle Stops:

Audible and/or visible warning devices are used to make adequate notice of intent to stop a motor vehicle and to provide a safe environment for the vehicle operator, officer, and public.

Discretionary Use of Emergency Warning Devices:

Officers may activate emergency signal devices when required to assist in handling any perceived emergency situation. The officer advises communications personnel of the nature of the emergency and the emergency response mode that has been taken.

In other than emergency situations, when expediency is required to effectively eliminate a potential hazard to the public or fellow officers, law enforcement officers may activate emergency warning devices to allow orderly and safe transit through heavily congested roadways. Examples of permissible uses of emergency warning devices during non-emergency response situations include, but are not limited to:

1. Using emergency lights as “beacons” to protect disabled motorists; &
2. Using emergency lights when it is necessary to use agency vehicles as protective barriers.

Operators of emergency vehicles deactivate emergency warning devices as soon as possible.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Vehicular Pursuit	Policy Number: 4.18
Issue Date: 07/30/2007	Revision Date:

POLICY:

The Director of Public Safety has determined that high speed vehicular pursuits are *critical incidents*. The manner in which vehicle pursuits are undertaken, performed, monitored, terminated, and supervised is vital. Incorporated into this policy are performance restrictions to enhance officer and public safety, while officers carry out the law enforcement mandate. It is the policy of the Director to prohibit high speed vehicle pursuits except in *exigent circumstances*, and only when authorized by a supervisor on a case-by-case basis.

DEFINITIONS:

Authorized emergency vehicle: A fully marked police vehicle of this agency equipped with operable emergency equipment as designated by state law, including a siren and emergency signaling lights.

Boxing-in: A technique whereby two or more patrol units move into positions around the fleeing suspect vehicle, forcing a box. *Once the box is formed, all officer units slow, causing the violator in the box to slow as well.* This can also be considered a form of *rolling roadblock*.

Channeling: A form of boxing-in, or setting of conditions by emergency vehicles that directs vehicular traffic, or the suspect's vehicle, onto another roadway or into an area of limited escape. Depending on the form, this can also be considered a type of *rolling roadblock*.

Controlled contact: Often referred to as *Pursuit Intervention Technique* [PIT] or *Tactical Vehicle Intervention* [TVI], these tactics are an intentional act of making contact with a suspect's moving vehicle to force it from its course of travel. These are skilled maneuvers that require specific officer training. Generally, *controlled contact* is undertaken at lower speeds, and is frequently intended to cause the violator leave the roadway in a methodical manner. When performed correctly, the suspect's engine may stall out.

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Controlled deflation device: Sometimes called *spike strips* or *quill strips*. Tire deflation devices when properly deployed may help reduce the speed of the pursuit by disabling one or more of the suspect's tires. Tire deflation devices are not a guarantee, as certain vehicles now have *run-flat tires*.

High-speed vehicle pursuit: A vehicle pursuit where the suspect is traveling at speeds in excess of 20 MPH over the posted limit.

Motor vehicular pursuit: An active attempt by an officer in an authorized emergency vehicle to apprehend fleeing suspect(s), who know that an officer is trying to stop them, and who have given some indication of the intent not to stop or yield. The intent not to stop can be by increasing speed, bypassing traffic control devices, or by other means.

Offset Position: Moving the officer's unit approximately one-half the length of either side of the fleeing vehicle while continuing to trail. This offset position allows the officer to see oncoming traffic, and to expose emergency warning lights to the view of oncoming vehicles. From this position officers can more readily anticipate the suspect's actions, and possibly influence suspect turns at intersections.

Primary unit: The law enforcement unit that initiates a pursuit, or any unit that assumes control of the pursuit as the lead pursuit vehicle.

Public harm risk: The degree of risk to the public posed by the actions of a suspect, usually equated to the initial act giving rise to the pursuit, or subsequent actions of the fleeing suspect. Generally comprised of two elements: the risk inherent in crime(s) committed by the suspect, and the risk faced by the public should the suspect be allowed to escape and remain at large. This is different than the degree of risk to the public posed by criminal flight itself.

Pursuit Management Continuum: A specific type of resistance-control continuum or matrix, reflecting the relationship between pursuit causation factors and the tactics and techniques that may reasonably be used in the apprehension of the fleeing suspect. The continuum supports the decision-making process by outlining tactical initiation, continuation, and termination options and tactics.

Roadblock: Placing vehicles or objects in the path of a suspect's moving vehicle to encourage or force it to stop. Roadblocks are generally described as *stationary*, or *rolling* [moving]. *Stationary* roadblocks are set at a fixed point, and all elements or equipment are stationary. *Rolling* or *moving* roadblocks move with the flow of the pursuit with the intent of gradually reducing speed or changing direction, thereby supporting the eventual stop.

Secondary unit: Any law enforcement vehicle that becomes involved as a backup to the *primary unit*, and follows in the direct path of the pursuit or supports the *primary unit* at a safe distance.

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Trailing: This is the simple act of following along behind the suspect vehicle while giving both visual and audible indication that the violator should stop, and advising dispatch and other units of the suspect's location and actions. Trailing also provides some warning to other vehicles of the potential danger posed by the fleeing suspect. Care is taken to attempt to maintain a safe interval between the suspect vehicle and the following units.

Uncontrolled Contact: Sometimes referred to as *ramming*, this tactic represents a higher level of intentional contact between the suspect's vehicle and the officer's unit. *Uncontrolled contact* is frequently attempted at higher speeds than intentional collisions, is unpredictable, and presents a high degree of risk to the officers involved. Uncontrolled contact may constitute deadly force, depending on the circumstances of the incident.

Violent suspect: A known or suspected criminal actor who is perceived by the officer to have committed, or is likely to commit, a violent act against another by means of *deadly force*, to include use of a motor vehicle, while attempting to evade capture.

DISCUSSION:

Considering the Director's commitment to protecting the general public and specifically protecting innocent life, high-speed vehicular pursuits are *prohibited* and only undertaken with the expressed approval of a supervisor, on an *incident-by-incident basis*.

High-speed vehicular pursuit of fleeing suspects can present an unacceptable and unpredictable danger to the general public, officers, and suspects. Just as important is the possibility of unintended damage or injury to members of the public who are not involved in the pursuit. The threat to the public may continue even after a pursuit has been terminated unilaterally by officers. There are no easy answers when it comes to deciding when to initiate or terminate a high-speed pursuit. Although most pursuits end in an arrest, and without injury, it is impossible to predict the behavior of others, especially when they are behind the steering wheel of a vehicle. A suspect willing to travel at high speeds and exhibiting erratic and violent behavior is a serious threat to the general public, with or without the presence of the officer. Others may stop, slow down, and come into compliance at the first opportunity. Vehicle pursuit conditions are tense, uncertain, and rapidly evolving situations. Under such conditions officers should continually assess the risk to themselves and the general public. Wise and prudent officers terminate pursuits rather than continuing an unacceptable risk or threat to human life.

PROCEDURES:

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Officer Request to Initiate Emergency Vehicle Pursuit:

1. Only officers who have been trained in *pursuit driving* are authorized to request permission from a supervisor to commence a high-speed pursuit, or participate as a driver in a pursuit.
2. The decision to request initiation of a high-speed vehicle pursuit from the a supervisor is based on:
 - a. Officer's perception that:
 - i. a breach of the peace has occurred;
 - ii. there has been a moving and potentially hazardous traffic offense;
 - iii. a felony has just occurred, or is about to occur; or
 - iv. the actor is a violent suspect;
 - b. Suspect exhibits intention to avoid apprehension by refusing to stop when properly directed to do so; &
 - c. Officer's reasonable belief that the suspect, if allowed to flee, presents a potential danger to human life, or may cause serious injury.
3. In deciding whether to initiate a high speed pursuit, officers must consider:
 - a. Seriousness of the initial, and other observed offenses;
 - b. Road, weather, and environmental conditions;
 - c. Population density, and vehicular and pedestrian traffic;
 - d. Relative performance capabilities of the pursuit vehicle and the vehicle being pursued;
 - e. Presence of other persons in the police vehicle and vehicle being pursued;
 - f. Skill, training, and experience of the pursuing officer;
 - g. Alternative means and opportunity of apprehending the suspect; &
 - h. Officer's knowledge of the area and roadways.

Pursuit Officer Responsibilities:

1. Pursuing officer activates appropriate warning equipment, including audible siren and emergency signaling lights.
2. Initiating officer notifies the communications center (dispatch), and advises that a high-speed pursuit is underway. The officer provides communications center with the following information:
 - a. Unit identification;
 - b. Description and license plate number of the fleeing vehicle, if known;
 - c. Initial and subsequently observed offenses and reason for the stop;
 - d. Location, speed, and direction of travel of the fleeing vehicle;
 - e. Number of occupants in the fleeing vehicle, and descriptions, if known; &

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- f. Probable cause and reasons supporting the decision to pursue.
3. Failure to provide this information to communications may result in an immediate decision by a supervisor to order *pursuit termination*.
4. Officers must keep communications updated on the progress of the pursuit.
5. All emergency vehicle operations conform to traffic laws and regulations.
6. Officers must not drive with *reckless disregard for the safety and welfare* of others.
7. Unless circumstances dictate otherwise, a pursuit is limited to no more than two emergency vehicles; a *primary* and a *secondary* (back-up) unit. All other personnel must stay clear of the pursuit, unless instructed to participate by the controlling supervisor or primary pursuit officer. A third unit in the pursuit can be a K-9 unit, and does not require approval of a supervisor.
8. Any *primary* or *back-up* unit sustaining damage or failure of essential vehicular equipment during pursuit must discontinue pursuit. The withdrawing unit notifies communications so that another unit may be assigned to the pursuit.
9. *Primary* pursuit unit will become *secondary* when the fleeing vehicle comes under air surveillance or when another unit has been assigned or assumes *primary* responsibility.
10. When air surveillance is established, all units directly involved in the pursuit will disengage and follow the directions of the air unit, if communication is available.
11. A *primary* unit will become the secondary unit when the primary unit determines any conditions unfavorable for that unit to be the lead unit.

Communications Center Responsibilities:

1. Immediately advise a supervisor of essential information regarding the pursuit, and identify a *controlling supervisor, if available*.
2. If and when air support is on the scene, air support in essence, becomes the *eyes and mouth* of the pursuit, and ground officers become the *ears* of the pursuit.
3. Carry out the following activities and responsibilities during the pursuit:
 - a. Receive and record relevant incoming information about the pursuit and the pursued vehicle and suspects;
 - b. Request another Communications Officer to assist with recording the information and communications on other radio channels involved in the pursuit.
 - c. Control radio communications and clear radio channels of all non-emergency calls; instruct non-direct units to use a designated support channel.
 - d. Obtain criminal record and vehicle checks of the suspects;
 - e. Coordinate and dispatch back-up assistance as directed or requested;
 - f. Notify neighboring jurisdictions, when practical, that the pursuit may extend into their locality;

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- g. Place emergency medical, fire, or hazardous materials responders on stand-by for rapid response in case of injury to persons, fire, or hazardous materials incident; &
- h. Verify the location and type of termination.

Supervisor Responsibilities:

It is the responsibility of available supervisors to:

- 1. When made aware of the vehicular pursuit, determine who will be the controlling supervisor and notify communications;
- 2. Monitor incoming information and immediately make a decision of whether the pursuit should continue or be terminated;
- 3. Coordinate, direct, and reinforce use of proper procedures; &
- 4. Where possible, respond to the location where a pursuit is occurring, and to the location of the stopped vehicle, once the pursuit has ended.

Pursuit Tactics:

- 1. Officers will not normally follow the pursuit on parallel streets unless authorized by the controlling supervisor, or when it is possible to conduct such an operation without unreasonable hazard to other vehicular or pedestrian traffic.
- 2. When following the suspect vehicle, officers try to obey the *three to four second rule*, attempting to stay *at least three to four seconds behind the suspect vehicle*, as determined by estimating the passing times of fixed objects.
- 3. Patrol units with the most prominent markings and emergency lights are used to pursue, particularly as the primary unit.
- 4. Motorcycles may be used for pursuit only in exigent circumstances and when weather and related conditions allow. Motorcycles must disengage when direct support from marked patrol units becomes available.
- 5. A decision to discharge firearms at or from a moving vehicle is governed by the department's *use of force* policy [See: 05.01, Use of Force & Deadly Force].
- 6. Use of roadblocks is governed by the department's *roadblock* policy [See: 07.15, Roadblocks].
- 7. Officers must use appropriate safety tactics, and must keep in mind the necessity to use only *reasonable and necessary force* to take suspects into custody.
- 8. Secondary or back-up officers, if available, will affect arrests; the pursuing officer assumes the role of backup, if feasible.
- 9. If and when air support is on the scene, air support in essence, becomes the *eyes and mouth* of the pursuit, and ground officers become the *ears* of the pursuit.

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Pursuit Termination Tactics:

1. Any officer engaged in or supporting the pursuit may terminate the pursuit at anytime.
2. Generally, once started a high speed vehicle pursuit will be successfully terminated because of one or more of four means:
 - a. Violator decides to stop;
 - b. Officer termination due to unfavorable or extremely dangerous conditions as perceived by an officer;
 - c. Officer termination when suspect(s) is identified and may be arrested at a later date; and/or
 - d. Successful results from the deployment of termination tactics & techniques.
3. Primary pursuing unit and supervisor continually re-evaluate and assess the evolving pursuit situation, including initiating factors, and terminate the pursuit whenever he or she reasonably believes the risks associated with continued pursuit are greater than the public safety benefit of making an immediate apprehension.
4. In the event of a collision involving a vehicle or person, a back-up officer stops and renders assistance, including calling for medical assistance if necessary.
5. Intervention tactics short of deadly force [stop sticks, roadblocks, low speed tactical intervention techniques, low speed channeling (with appropriate advance warning), etc.] may be used when it is possible to do so in safety, and when the officers utilizing the technique have received appropriate training in applied tactic. Beyond the discussions contained in other portions of this policy, here are some performance issues to consider:
 - a. **Trailing** – [Or following] A unit in the direct path of the pursuit is actively involved in the pursuit. Since there is no specific speed that defines a pursuit, following a drunk at 35 mph, who refused to stop for an officer, and appears only to be trying to get home, is still a vehicular pursuit (maybe not a high-speed pursuit), but it falls under the definition.
 - b. **Roadblock** – An important tactic to consider. Will always be employed in conjunction with the department's road policy [See: 07.15 Roadblocks]. Basic considerations include:
 - i. Position so unit(s) is visible to suspect;
 - ii. Allow adequate space to stop the vehicle;
 1. Questions to ask before positioning a roadblock.
 - a. Have we picked a location limiting escape routes, i.e., side streets, etc.?
 - b. Is sufficient cover available for officers once a roadblock is in place?
 - c. Have we placed officer and public safety as a *top priority*?

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- c. **Channeling** – Can sometimes be effective in redirecting the escaping vehicle away from other traffic or congested areas, or influencing the pursued driver into other desired areas.
 - d. **Boxing-In** – Requires a high degree of training and communications. When using three law enforcement vehicles, the fourth side must be a natural or man-made barrier such as a guard-rail, fence, wall or tree line. The *boxing-in* tactic is usually most effective on slow moving vehicles. Boxing-in can be used effectively to slow the speed of a pursuit and bring it to a stop.
 - e. **Controlled Deflation Device** – *Stop sticks* and similar devices may not be used on fleeing motorcycles unless deadly force is otherwise authorized by the department's *use of force* policy [See: 05.01, Use of Force & Deadly Force]. Consider:
 - i. When deploying tire deflation devices maintain a position of cover anytime you employ a tire deflation device.
 - ii. Tire deflation devices may or may not reduce the speed or halt the pursuit. After deployment, the actor may decide to run on wheel rims, and some vehicles are equipped with *run flat tires*.
 - iii. Officer(s) deploying deflation systems must be trained to so and must immediately remove the system from the roadway after the suspect vehicle passes the deployment location. Failure to do so may cause following units and innocent travelers to suffer damage to their tires also.
 - f. **Controlled Contact** - Ramming, bumping, PIT, or TVI maneuvers or any other intentional contact between vehicles at high speed, is NOT authorized, except by a supervisor who is trained, and only if *deadly force* is otherwise justified by the department's *use of force* policy. Remember, contact between an officer's unit and the suspect's vehicle is either *intentional* or *unintentional*. Clearly, *ramming* is an intentional act. Ramming and PIT are intentional by the officer to accomplish some type of termination or re-direction of the pursuit.
 - i. PIT and TVI maneuvers are normally only effective between 25 and 45 MPH.
 - 1. Anything less than 25 mph won't work. There is not enough inertia to be effective.
 - 2. Anything over 45 mph is dangerous. The reactions of the two vehicles at greater speeds are unpredictable.
6. When any officer terminates, the officer will:
- a. Decrease speed to the posted limit or less;
 - b. Turn-off all warning equipment such as audible siren and emergency signaling lights;
 - c. Pull over to the side of the road and stop, or turn in a direction that is not in a direct path of the initial route of the pursuit.
 - d. Notify dispatch of the termination, location of the officer, and reason for the termination; &

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- e. With caution, resume other duties in a different or opposite direction, if reasonably practical.

PURSUIT MANAGEMENT CONTINUUM:

To better understand the dynamics of any motor vehicle pursuit, the policy of the Chief, the associated decision-making process, and tactical options look at a pursuit management continuum. Our Pursuit Management Continuum is based on several fundamental concepts:

1. Officers can disengage from pursuit or de-escalate the control mechanisms being used at any time they reasonably believe it to be necessary.
2. Control alternatives presuppose proper use of tactics, based on reasonable decision-making on the part of officers and supervisors, and not the worst possible result scenario or result. While it is possible to envision a scenario where lethal harm results from the application of lower level control methods, it is not the officer's intended result. The actual outcome should have nothing to do with the reasonableness or unreasonableness of an officer's actions. The questions should be:
 - a. Did the officer attempt to apply the technique or tactic correctly and judiciously; &
 - b. Were the officer's intentions in good faith?
3. Escalation and de-escalation of the continuum is keyed to the level of pursuit causation factors at work and the escalating risk factors. Officers evaluate the totality of the circumstances in which they find themselves when making decisions.
4. Officers should attempt to stay at, or below, the control level that matches the pursuit level [i.e., *Level Two Pursuit = Level Two Control*]. The suspect's deliberate escalation of the *pursuit level* typically causes officers to consider escalating the *control level*.
5. Decisions regarding the use of particular pursuit control tactics should not be based solely on the likely liability exposure, but should give significant consideration to the degree of risk faced by the involved officers, and the general public.
6. As with other tactical considerations, officers should only utilize tactics and techniques for which they have been trained.

Use of Force & Pursuit Management Continuum Relationships

To better understand the application of the Pursuit Management Continuum and how it can aid officers, review the Use of Force Continuum in 05.01 *Use of Force & Deadly Force*. The concept in each is to attempt an application of the least force necessary to bring the suspect into compliance.

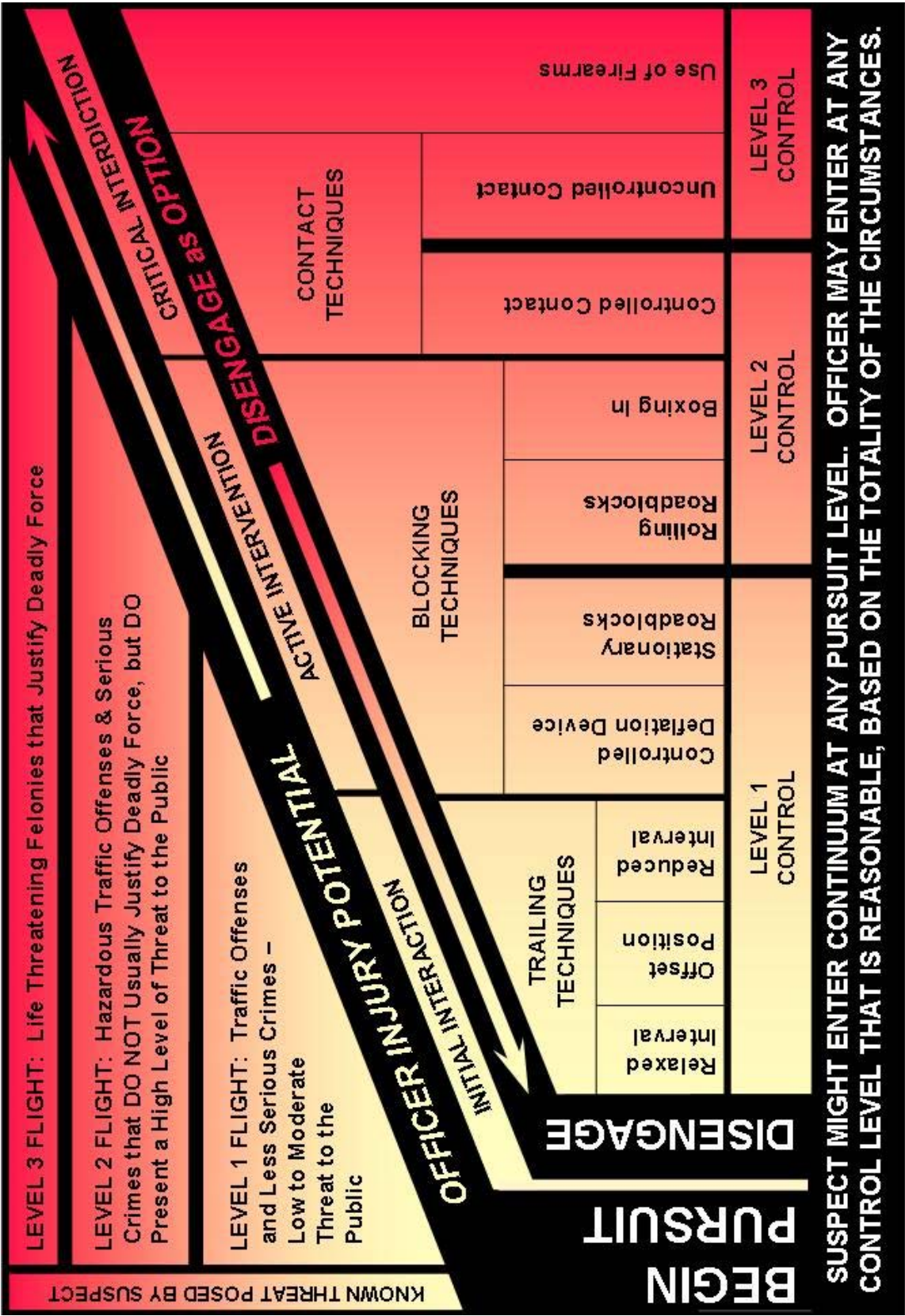
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Obviously no two scenarios are the same. A suspect might enter either the Use of Force Continuum or Pursuit Management Continuum at any level. Officers faced with each situation may likewise enter at any control level that is reasonable, based on the totality of the circumstances. Fortunately, for officers and the public, the great majority of offenders will safely yield at the mere presence of an officer. It is the criminal actor that does apply good reason and yield that makes the associated decision making process difficult and dangerous for officers and the general public.

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

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Pursuit & Control:

To better understand the *Pursuit Management Continuum* on the previous page it is important to understand that the degree of risk of public harm can be classified at three levels, as can the techniques and tactics employed to control pursuits. Pursuits at a certain level reasonably justify use of control techniques from the corresponding control level or lower [i.e., *Level Two Pursuit* = *Level Two & Level One Controls*].

The various control techniques can be grouped as to their general traits and common elements. These are:

1. **Initial Interaction** – Techniques that represent a relatively low risk of injury to the officers and the public. Often naturally occurring, these techniques do not require any special resources or personnel.
2. **Active Intervention** – Techniques that require additional personnel, specialized equipment or training, and/or advanced planning. These tactics represent a greater degree of risk to officers and the public. Additionally, these techniques usually constitute *seizures* under the Fourth Amendment of the U.S. Constitution.
3. **Critical interdiction** – Techniques that represent the greatest degree of risk to officers. These techniques approach and contemplate the use of deadly force, and should only be undertaken when high levels of control are necessary.

Control Levels:

1. **Level 1 Pursuit/Level 1 Control** – A pursuit initiated to apprehend an individual fleeing after committing a simple traffic offense or less serious crime. Pursuit for these offenses can be justified, yet many of the more hazardous pursuit tactics should not be used, due to the minimal potential for public harm. Techniques and tactics that are generally acceptable in these instances are:
 - a. Relaxed interval;
 - b. Offset position;
 - c. Reduced interval;
 - d. Controlled deflation devices; &/or
 - e. Stationary roadblocks.
2. **Level 2 Pursuit/Level 2 Control** – Pursuits that are initiated or continued for very hazardous traffic offenses such as driving while intoxicated, reckless driving, or felonies. Either the originating offense, or an offense that occurs during the pursuit, present a high level of danger to the public, but not so high that deadly force is routinely justified in the apprehension attempt. Level 2 control techniques are more aggressive in nature, and call for officer vehicles to move in front of a fleeing suspect. Techniques and tactics that are generally acceptable in these instances include Level 1 approaches, and:
 - a. Rolling roadblocks;
 - b. Boxing-in; &/or
 - c. Controlled contact.

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3. **Level 3 Pursuit/Level 3 Control** – These pursuits are initiated or continued following an officer's perception that a life-threatening felony has just occurred that justifies the use of deadly force in the apprehension of the fleeing suspect. Examples include armed robber, assault with a deadly weapon, attempted or actual assault with a motor vehicle, aggravated kidnapping, murder, etc. The offense may be the initiating cause for the chase or an observed suspect behavior during the chase. Level 3 control techniques can be extremely hazardous to the officers that attempt them, and the general public, and should only be utilized in emergency situations where a human life is already at great risk. In essence, Level 3 control techniques are almost indistinguishable from the use of deadly force; therefore, officers considering their use should ask themselves if the death of the violator is acceptable as an outcome to the event. Techniques and tactics that are generally acceptable in these instances include Level 1 and Level 2 tactics, and:
 - a. Uncontrolled contact; &
 - b. Use of firearms.

OTHER TACTICAL & OPERATIONAL CONSIDERATIONS:

Inter-Jurisdictional Pursuits:

1. Pursuing officers notify communications when it is likely a pursuit will cross into neighboring jurisdictions or across the city, county or state lines.
2. Pursuit into a bordering state conforms to the laws of both states and any applicable inter-jurisdictional agreements.
3. When pursuits enter other jurisdictions, officers are governed by the policies of their own agencies, known inter-local agreements, and state law.
4. If necessary, request communications operators in other jurisdictions use *plain talk*. There should not be any use of *ten codes*, *local jargon*, or other coded communications; as other officers involved in the pursuit may not understand or respond to an unfamiliar coding system.

After-Action Reporting:

1. All officers participating in a high-speed vehicle pursuit will file a written report, or supplement the report of the primary officer, on the appropriate form detailing the circumstances, their actions, and observations. An after action report is filed whether an apprehension is made or not. Tracking all pursuits is an important element of the department's training and policy planning process.
2. A copy of the post pursuit report is forwarded to the command staff for an internal review.
3. Supervisors and the training officer determine whether policy was followed and identify training deficiencies or areas needing attention.

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Training:

Officers who operate emergency vehicles will receive initial and periodic update training on the agency's pursuit policy and safe driving tactics. Only those officers trained on tire deflation devices, PIT or TVI techniques, or other equipment or termination techniques are authorized to deploy or attempt these maneuvers.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Ride Along Policy	Policy Number: 4.19
Issue Date: 07/30/2007	Revision Date:

POLICY:

Civilian passengers are permitted in police vehicles only when specifically authorized for ride-along or when transported under official police business. Civilian observers may occasionally accompany law enforcement officers while on patrol in order to observe and learn about law enforcement procedures and practices. Civilian observers must be authorized by the Administrative Lieutenant or designee. Employees who violate this policy are subject to disciplinary action and assume responsibility and personal liability for their actions.

DEFINITION:

Public Information: Information that may be of interest to the general public regarding policy, procedures or events involving the department or other newsworthy information that is not legally protected, does not unduly interfere with the mission of the department, infringe upon the rights of a defendant or compromise the legitimate safety and privacy interests of officers, victims, witnesses or others.

PROCEDURES:

Authorization Process- Ride Along:

Any person or group wishing to participate in this program is referred to the Administrative Lieutenant or designee for processing of a "Ride Along Program Application" and a "Ride Along Program Release of Liability Form". Both the application and form are processed, and based on information developed. The applicants are notified as to whether or not they are qualified to participate. In most situations, law-abiding citizens wishing to participate who have completed all necessary requirements are granted that opportunity. Convicted felons or suspects in criminal activity are not allowed to participate. A criminal background check is performed on all applicants to verify criminal record.

Civilian Rules- Ride Along:

If the civilian is approved to ride along with a sworn law enforcement officer, they are responsible for following a number of rules and regulations to ensure a safe and enjoyable experience. The civilian rider will:

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1. Not participate in the ride along program more than two (2) times in a calendar year;
2. Not ride with the same officer more than one (1) time in a calendar year;
3. Only ride with officers approved by the shift supervisor;
4. Not be allowed to exit the police vehicle, at any time, to assist the officer on a call, except in officer down situations; &
5. Never carry a firearm or any other weapon while on a ride along.

Officer Rules – Ride Along:

The officer is to:

1. Explain the hazards associated with riding in a police vehicle;
2. Explain radio safety equipment including emergency radio procedures;
3. Ensure that the passenger wears a seat belt;
4. Ensure that the passenger exits the vehicle in a relatively safe location prior to participating in high-risk activities such as high-speed pursuit or response to “shots fired” calls; and notify communications of the location the ride along was left so that some arrangements can be made to assist with alternative transportation
5. Explain that the passenger may be required to testify as a witness to criminal activity observed during the ride-along.

Media Ride Along:

Media representatives must complete a “Ride Along Program Application”, and a “Ride Along Program Release of Liability Form”. The Captain reviews both documents and approve or disapprove the applicant. If approved, individuals are allowed to ride along with a police officer approved by the shift supervisor.

Representatives of the media are prohibited from:

1. Entering private residences or any other location where there is a reasonable expectation of privacy. (Supreme Court case of Wilson v. Layne);
2. Assisting the officer on call except in officer down situations;
3. Carrying a firearm or any other weapon while on the ride along; &
4. Releasing any information, photographs, or videotape to the general public unless regarded as *public information* by the department.
5. *Showing the faces of juveniles unless they have been involved in a serious felony crime or otherwise authorized by a higher command.*

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Vehicle Maintenance	Policy Number: 4.20
Issue Date: 07/30/2007	Revision Date:

POLICY:

All vehicles operated by the San Luis Police Department are properly maintained, cleaned, and serviced.

PROCEDURES:

1. The shift supervisor ensures all vehicles (units) used during the shift are properly maintained. Any problems associated with any of the vehicles is documented on a Vehicle Check Form and forwarded to the police administration.
2. Damage to vehicles determined to be neglect will be investigated and those found responsible will be disciplined.
3. The shift supervisor distributes a Vehicle Check Form to all subordinates operating vehicles during the tour of duty.
4. Completed Vehicle Check Forms are to be filed in the binder assigned to each vehicle.
5. Vehicle Check Forms document information pertaining to the condition of the vehicle, including:
 - a. Mileage;
 - b. Condition of tires;
 - c. Tire pressure
 - d. Condition of exterior, (dirty, damaged, etc.);
 - e. Condition of interior, (dirty, damaged, etc.);
 - f. Gas;
 - g. Oil and other fluid levels;
 - h. Battery cables;
 - i. Battery water;
 - j. Exterior lights, (headlights, taillights, blinkers, parking lights);
 - k. Horn;
 - l. Emergency equipment, (emergency lights, siren, overhead speaker);
 - m. Spotlights;
 - n. Spare tire;
 - o. Communications equipment, (police radio);
 - p. Fire extinguisher;

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- q. Prisoner passenger area; &
 - r. Any property (contraband or other) located in the vehicle, where the item(s) was located, and a brief summary of property disposition---placed in evidence---secured by senior officer, etc.
6. A comments section on the form is for the purpose of explaining any problems, mechanical or other, associated with the vehicle.
 7. Following inspection, any defects, including body or interior damage, must be properly documented and reported immediately to the supervisor prior to beginning the tour of duty.
 8. Each officer searches the vehicle they operate prior to the start of a shift, and after any person is placed in or transported in the vehicle.
 9. The shift supervisor is responsible for assuring that all vehicles are washed and cleaned regularly. This shouldn't be necessary every day, but the vehicles should always be neat in appearance.
 10. The shift supervisor is responsible for assuring that all preventive maintenance, oil change, brakes repaired, etc. is accomplished on any vehicle that needs service.
 11. Police administration is made aware of any problems with vehicles by reviewing every vehicle check sheet form forwarded to his or her attention.
 12. The supervisor on each shift is responsible for making sure vehicles are decontaminated (properly cleaned with necessary bio-hazard chemicals) after incidents in which the vehicle becomes contaminated. NOTE: A vehicle is considered contaminated at any time an individual, prisoner or non-prisoner, releases bodily fluid, (blood, urine, vomit, feces, etc.), into the vehicle interior.
 13. The Captain must assure that OSHA, (Occupational Safety and Health Administration), guidelines are followed when contaminated vehicles are cleaned.
 14. The following procedures must be followed when cleaning a contaminated vehicle:
 - a. Proper protective equipment must be used by the person(s) involved in the cleaning task. Equipment must always include a pair of disposable gloves, and depending on the circumstances, may sometimes require the use of a gown, a mask, and protective eyewear.
 - b. Anti-bacterial soap is provided for hand washing, and individuals involved in the cleaning effort must use the soap when the cleaning is finished.
 - c. All disposable cleaning materials must be disposed of according to OSHA regulations that specify the use of containers labeled a "biohazard". The purpose of the container is to warn employees, or any other person(s) of the potential danger associated with the waste, and that the container should be handled with care.

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**San Luis Police Department
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Policies and Procedures**

Subject: Death or Serious Injury Notification	Policy Number: 4.21
Issue Date: 07/30/2007	Revision Date:

POLICY:

San Luis Police Officers follow established procedure to notify relatives, and responsible adults in cases of death or serious injuries to members of the public or officers.

PROCEDURES:

Preparation – Notification:

The following guidelines apply when next of kin or responsible adult notifications are to be made:

1. Verify and confirm the identity of the deceased and their next of kin.
2. All notifications must be made in person, with the exception of serious injuries where delay might prevent the family from arriving at the hospital before the injured person's death.
3. Try and separate small children to another room. Inform the surviving spouse and then assist with the notification to the children.
4. Officers must provide immediate assistance to survivors without regard to time spent at the notification site.
5. Prior to contacting those to be notified, the assigned officers must gather and become familiar with information concerning the deceased or seriously injured person, to include:
 - a. Details of the event; but not the graphic details of the victims injuries.
 - b. Name, age, identification details, and home address of the victim;
 - c. Location of the body, if deceased; &
 - d. Pertinent information regarding who and where contacts can be located.
6. The order of priority for notifying the family is: *spouse*, followed by *parents, brothers* or *sisters*, and then any *children*. Other relatives or responsible adults shall be notified if immediate family members are unavailable.
7. The party's *pastor, priest, or spiritual advisor* shall be notified if readily available and maybe have them present at the time of notification. If the agency's chaplain is available, they may also be of assistance at notification.
8. When another law enforcement agency is to make the notification, request:

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- a. Notification be made in person; &
 - b. Verification when notification has been completed.
- 9. Officers should gather information regarding relatives to aid in communication in case relatives to be notified are:
 - a. Elderly;
 - b. Disabled or have medical problems;
 - c. Visually or hearing impaired; or
 - d. Not fluent in English.
- 10. Officers may not use the name of the deceased or seriously injured person over the radio or release the name to news media. The agency will designate a Public Information Officer for that purpose or a senior officer will release the news, but not until assured that relatives have been notified.
- 11. A male and female officer should be assigned to a death or serious injury notification if possible.
- 12. Personal effects of the deceased may not be delivered to survivors at the time of death notification.

Making Notification:

Once preparation for notification has been completed, the notification officers maintain the following guidelines regarding the actual notification:

- 1. Upon arrival at the residence or place of business, the notification officers will:
 - a. Check accuracy of the chosen notification site;
 - b. Request to speak to the next of kin;
 - c. Identify themselves by name and agency;
 - d. Verify the relationship to the deceased or seriously injured person; &
 - e. Ask permission to enter the residence or location, and move to a place of privacy.
- 2. Reasonable effort is made to make the death or serious injury notification in the privacy of the home or location away from public view and hearing.
- 3. Prior to making notification, officers should bring family members together if possible.
- 4. There are no easy ways to deliver this message. Be empathetic and sympathetic but be direct. Don't try to smooth what can't be.
- 5. Address relatives in a straight-forward manner and:
 - a. Avoid graphic aspects of the incident;
 - b. Avoid the use of law enforcement jargon; &
 - c. Refer to the deceased by first name.

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6. Be prepared for unexpected responses from survivors to include hysteria and possible verbal or physical attack.
7. Provide survivors with sufficient time to regain composure before proceeding.
8. Avoid using such phrases as *I know how you feel* or *I know how hard this is for you*.
9. Provide survivors with pertinent information including:
 - a. Disposition of the body;
 - b. Location of personal effects;
 - c. Identification requirements/procedures; &
 - d. Notification officers' *names, agency and contact numbers*.

Providing Assistance and Referral:

Notification officers may not leave upon completion of the notification until the following has been achieved:

1. Next of kin has received adequate support. The notification officers consider:
 - a. Emotional reaction and the physical condition of the next of kin;
 - b. Availability of other adults in the home;
 - c. Whether infants or small children are receiving proper attention;
 - d. Condition of the home environment (i.e.- evidence of excessive alcohol use or drug use, lack of means of financial support, shortage of food, problem with shelter, etc.); &
 - e. The availability of a support system (for example: *friends, family, close neighbors, access to clergy, means of transportation*).
2. For those in need of shelter, transportation, food, or other support, provide numbers for local assistance agencies.
3. If requested, officers may provide confirmed additional information regarding the incident, if known at the time.
4. Remain alert to the possible need for medical assistance. When officers are aware of serious medical conditions in advance of notification, they should place a local medical response unit on alert.
5. Before leaving, the notification officers should be reasonably assured that survivors could take care of themselves and those they are responsible for.
6. Reasonable efforts are made for lone survivors to obtain support from family, friends, co-workers, neighbors, family clergy or counselors.
7. Conduct a follow-up contact within 24 hours with any survivor when there is a concern for the survivor's well being.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Use of Force	Policy Number: 4.22
Issue Date: 07/30/2007	Revision Date:

POLICY:

Officers shall not use any more force than is reasonably necessary to accomplish their lawful purpose. Officers are permitted to use whatever force is reasonable and necessary to protect others or themselves from bodily harm. The U.S. Supreme Court has held that the reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene rather than with the 20/20 vision of hindsight. Allowances must be made for the fact that officers are often forced to make split-second judgments about the amount of force that is necessary in a particular situation in circumstances that are tense, uncertain, and rapidly evolving.

PROCEDURES:

1. While the use of reasonable physical force may be necessary in situations that cannot be otherwise controlled, force may not be resorted to unless other reasonable alternatives have been exhausted or would be clearly ineffective under the particular circumstances.
2. The use of any force is usually reactionary in that the officer is responding to the subject's actions. The officer's goal may then change in response to the subject's action. Progression of control options will normally proceed from verbal commands through to use of deadly force, as shown on the Control Options Chart, however, officers may immediately use any authorized option, if justified.
3. The use of force by an officer must be objectively reasonable. This means that in determining the necessity for force and the appropriate level of force, the officer shall evaluate each situation in light of the known circumstances including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the danger to the community.
4. Every instance in which a person involved in any police incident is injured (or thought to be injured) regardless of the severity of the injury or the injuries result in death shall be recorded on the appropriate report.

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5. These policies are for departmental use only and do not apply in any criminal or civil proceeding. The Department policies should not be construed as a creation of higher legal standards of safety or care in an evidentiary sense with respect to third party claims. Violations of these policies will only form the basis for departmental administrative sanctions. Violations of the law will form the basis for civil and criminal sanctions in a recognized judicial setting.
6. All sworn employees shall be issued copies of these orders and provided training in the use of force prior to being authorized to carry a firearm or other weapon.
7. Uniformed officers shall carry all forms of weapons for which they have been trained including OC spray, baton, taser and a firearm.
8. Non-uniformed officers participating in raid situations shall carry a baton, OC spray, and a firearm.

B. Options to Use of Force

1. For the purpose of this policy the following definitions shall apply:
 - a) Control Options – All methods for controlling subjects that include both force and verbal commands.
 - b) Force - Includes all methods of control, as indicated in the Control Options Chart, excluding verbal commands,
 - c) Imminent Danger – “Imminent” does not mean “immediate” or “instantaneous,” but that action is pending. Thus a subject may pose an imminent danger even if he is not at that very moment pointing a weapon at the officer. For example, imminent danger may exist if officers have probable cause to believe any of the following:
 - (1) The subject possess a weapon, or is attempting to gain access to a weapon, indicating an intention to use it against the officer or others; or
 - (2) The subject is armed and running to gain the tactical advantage of cover; or
 - (3) The subject with a capability of inflicting death or serious physical injury, or otherwise incapacitating officers without deadly weapon, is demonstrating an intention to do so; or
 - (4) The subject is attempting to escape from the vicinity of a violent confrontation where he inflicted or attempted to inflict death or serious physical injury.
 - d) Necessary – In evaluating the necessity to use deadly force, two factors are relevant:
 - (1) The presence of imminent danger to officer or others; and
 - (2) The absence of safe alternatives to the use of deadly force.
 - e) Reasonable Belief – Means that the facts or circumstances the officer knows, or should know, are such as to cause the ordinary and prudent officer to act or think in a similar way under similar circumstances.

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- f) Safe Alternatives – If a *safe alternative* to the use of deadly force is likely to achieve the purpose of averting an imminent danger, deadly force is not *necessary*. Among the factors affecting the ability of officers to safely seize a suspect, the following are relevant:
- (1) Response to commands: Verbal warnings prior to using deadly force are required *when feasible*, i.e., when to do so would not significantly increase the danger to officers or others. While compliance with officers' commands may make the use of deadly force unnecessary, ignoring such commands may present officers with no safe alternative.
 - (2) Availability of cover: *Availability of cover* may provide a tactical advantage. An armed suspect attempting to gain a position of cover may necessitate the use of deadly force; conversely, an officer in a position of cover may gain additional time to assess the need to use deadly force without incurring significant additional risks.
 - (3) Time constraints:
 - (a) The delay between a suspect's actions and an officer's reaction can determine whether a hesitation in the use of force will place the officer or others at an unacceptable disadvantage;
 - (b) The time delay between the use of force and the stopping of the suspect's actions may also play a critical role in determining whether there is a safe alternative to the use of force.
- g) Serious Physical Injury - The impairment of physical condition which creates a substantial risk of death or which causes serious and permanent disfigurement or serious impairment of health or loss or protracted impairment of the function of any bodily organ or limb.

C. Authorization to Use Force

1. Non-Deadly Force

- a) Non-deadly force refers to a tactic that, when properly applied, has a minimal risk of causing serious injury or death.
- b) Only those techniques taught by the academy and the Department arrest and / or defensive tactics instructors should be used.
- c) Officers may use that force which is reasonably *necessary* to accomplish their lawful purpose. The lawful purpose for which officers may use force along with the appropriate control options, are listed on the Control Options Chart.
- d) While the use of reasonable physical force may be *necessary* in situations that cannot be otherwise controlled, force may not be resorted to unless other reasonable alternatives have been exhausted or would be clearly ineffective under the particular circumstances.

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2. Deadly Force

- a) Deadly force is any tactic or use of force that is likely to cause death or serious physical injury.
- b) In situations where the officer must overcome an attack that the officer reasonably believes would produce serious physical injury or death to the officer or another person, the officer may resort to any method to overcome the attack. Once the situation has stabilized and the threat of serious injury or death has past, the officer must once again immediately resort to approved non-lethal force tactics.
- c) In defense of self or another:
 - (1) Deadly force may be used when the officer *reasonably believes* that it is necessary to defend oneself or another from what the officer *reasonably believes* is the infliction or threatened infliction of serious physical injury or death.
- d) Fleeing felon
 - (1) Deadly force may be used when the officer *reasonably believes* that it is *necessary* to prevent the escape of a fleeing subject and the officer *reasonably believes* that:
 - (a) The subject has committed a felony involving the infliction or threatened infliction of serious physical injury or death; and
 - (b) The escape of the subject would pose an *imminent danger* of death or serious physical injury to the officer or another person.

D. Issuance of Orders and Training in Use of Force

- 1. Only officers demonstrating proficiency in the use of Department-authorized weapons are approved to carry such weapons. At least annually, all personnel authorized to carry weapons shall receive in-service training on the use of force and deadly force policies and shall demonstrate proficiency with all approved lethal weapons the officer is authorized to use. In-service training for less-than lethal weapons (baton, pepper spray, etc.) shall occur at least biannually.
- 2. Training must be monitored by a certified weapons instructor in the areas of proficiency being instructed. Training and proficiency shall be documented by the instructor and maintained by the program coordinator prior to the officer resuming official duties.
- 3. Officers failing to qualify or demonstrate proficiency with an approved device, weapon or technique are not authorized to utilize that device, weapon or technique until proficiency is demonstrated. Remedial training and/or re-evaluation shall be scheduled by the program coordinator.
- 4. Training for defensive tactics instructors shall be provided, internally or externally, on an biannual basis, or as needed.

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E. Duty to Render Aid

1. Officers shall ensure that any person injured or thought injured from force shall receive the appropriate first aid and/or professional medical attention. The officer will:
 - a) Render the necessary first aid.
 - b) Call paramedics (when necessary).
 - c) Transport to a medical care facility (when necessary).
2. The injuries or possible injuries and the treatment administered will be included in the report.

F. Chemical Agents

1. Oleoresin Capsicum (OC), pepper spray and CS/CN may be used as a means of obtaining control over subjects. OC will be issued upon completion of approved OC training and shall be carried by all field officers. The carrying of OC will be optional for non-uniformed personnel.
 - a) CS/CN are only authorized for personnel trained in its use and deployment. Standard procedures for application and decontamination shall be followed.
2. OC is derived from pepper oils and is an irritant and an inflammatory. The use of OC shall be in accordance with required training. Approved OC spray is a 10% concentration expelled in a stream.
3. In most cases, OC is an effective control method against drug abusers, intoxicated subjects and psychotics. It can be effective on vicious dogs and other animals.
4. Avoid spraying the product near or at an open flame.
5. OC should be sprayed at a distance of two or more feet. This will allow the product to atomize in the air and will provide maximum effects on the respiratory system. A one-second burst applied directly to the face, even with glasses, will usually result in the immediate closing of the eyes. If sprayed within two feet, the product will still affect the eyes and skin. Repeat applications may be made if reasonable and necessary.
6. The effects of OC are temporary. The eyes can generally be opened in 2 to 10 minutes and the respiratory effects will gradually diminish over a 10 to 30 minute time frame. The effects of the skin will usually dissipate within 45 to 60 minutes and some redness will remain for up to 2 hours with people who have sensitive skin.
7. When a subject is sprayed, handcuffed, and brought under control, the following treatment will be administered to help alleviate the effects of OC unless the subject refuses treatment or remains combative to the point that treatment could present a danger to the person administering treatment:
 - a) Remove the subject from the area of exposure and place them in fresh air and out of direct sunlight.

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- b) Attempts should be made to maintain the subject in a free standing or upright seated position. Avoid laying suspects on their stomach or restraining their legs behind their back. While studies have revealed no specific evidence that OC has caused or contributed to in-custody deaths, some extra precautions are warranted in certain cases. Suspects that display the following symptoms or actions shall be closely monitored; obesity, large stature; bizarre behavior due to psychotic delusional, agitated, or stimulant drug-induced mental states; heart disease; failure to be subdued by OC; or involvement in a violent struggle or other high-exertion activity. These subjects should be kept in an upright position. These persons shall be closely monitored.
 - c) Reassure the subject that the effects of the product are temporary and the discomfort will diminish in a short period. Under no circumstances should the subject be left alone.
 - d) When possible, flush the subject's face with cool water and/or apply a wet towel to the face. Ice applied to the face will also assist in diminishing the discomfort. If burning persists, soap and warm water should be used followed by cool water and/or ice. Normally, the paramedics will handle this function. If the exposure has been severe, it may be necessary to transport the subject to the emergency room for appropriate treatment. Although there is no history of side effects in the use of OC, medical attention should be given if a subject's symptoms have not dissipated within one hour, excluding redness to the skin.
 - e) The officer should avoid touching his eyes, nose, mouth and other sensitive skin areas until he is able to wash his hands.
- 8. Any officer discharging OC, except during training, shall submit a written report of the circumstances. All first aid and medical treatment shall be documented in the report.
 - 9. If OC is discharged inside a building or vehicle, the officer will ensure that the responsible party for the building or vehicle is notified that OC was used inside it. The officer will inform them of the effects of OC and decontamination procedures. If a responsible party cannot be located, proper notification of the OC discharge will be made by affixing an OC door-hanger to the outer doors of the building or vehicle.

G. Tactical Size Oleoresin Capsicum Spray

- 1. Supervisors are authorized to carry Department-issued tactical sized OC spray. Supervisors may give tactical sized OC spray to an officer to deploy in a tactical field force situation.
- 2. Officers using tactical size OC spray will direct a one-second burst into the face of the suspect from a minimum distance of 15-feet. Decontamination procedures for tactical size OC spray are the same for those used for the two-ounce size.
- 3. Officers using tactical size OC spray in a riot control situation should direct the spray face level, from a minimum distance of 15-feet, into the crowd until the desired effect is achieved.

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H. Impact Devices

1. The use of impact devices shall be in accordance with the required training programs and only by personnel who have successfully completed the required training.
2. Officers will use only the amount of force that is reasonable and necessary to gain control or compliance from subjects.
3. Officers will not purposely:
 - a) Strike the head, throat, sternum, spine, lower abdomen, kidneys or groin of a violator with an impact device or any other solid object.
 - b) Use an impact device or other solid object against a violator's throat for choking purposes.
4. Only the side-handle, straight, or expandable baton and kinetic energy projectile are approved impact weapons. Use of a flashlight as an impact device is discouraged, but if necessary, may be utilized if used in the same manner as trained with the side handle, straight, or expandable baton.
5. Officers will ensure that any person injured or thought to be injured receive the appropriate medical attention. The injuries or possible injuries and the treatment rendered will be included in the report.
6. Less lethal munitions fired from a 12-gauge shotgun may only be used by qualified officers of the Department. These items, such as beanbag rounds and baton rounds, shall only be used in accordance with this policy.

I. Use of Tasers

1. Officers are permitted to carry and use only tasers that have been authorized by the Department. The use of tasers shall be consistent with Departmental training and is authorized in circumstances when the officer reasonably believes it meets the degree of force necessary to overcome actual or anticipated resistance by the suspect.
2. The potential exists for tasers to cause serious physical injury when striking the eyes, neck, head, breasts and/or groin areas. Officers should avoid intentionally targeting those areas of the body unless the situation dictates a higher level of force is justified.
3. Officers should warn the suspect of his intentions to use the taser when feasible. Before deploying the weapon, the officer should announce his intentions to others present by shouting the word "taser." Use of tasers is authorized for, but not limited to, the following situations:
 - a) Persons refusing to obey an officer's commands through active resistance;

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- b) Aggressive persons who are combative and present a physical danger to himself, the officer, or any other person;
 - c) Prisoners who attempt to escape, injure themselves, or damage property;
3. Officers are responsible for ensuring their tasers and batteries are in working order before the start of their tour of duty. During formal inspections commanding officers shall inspect their officers' tasers for damage and low batteries.
4. After the taser is used, officers shall ensure that the subject's injuries are treated in a manner consistent with the manufacturer's recommendations and Departmental training as soon as practical. Emergency treatment (SLFD or hospital emergency room) need not be sought unless the subject requests treatment or was struck with the taser's probes in the head, neck, breasts, groin, buttocks, or other sensitive areas. In such circumstances, officers will not remove the probes, but shall ensure that emergency medical personnel perform the removal. Additionally, officers must contact EMS without delay to request advanced life support (ALS) assistance in situations where the subject displays any of the following unusual reactions:
- a) Subject complains of chest pains.
 - b) Through observation or complaint, subject experiences shortness of breath.
 - c) Subject is or was unconscious as a result of the use of the taser.
 - d) Subject is possibly under the influence of drugs.
 - e) Subject displays a continued state of agitation after the application of the taser.
- d) Subject falls while being tased and is injured as a result of the fall.
4. In such situations, officers shall obtain the names of the EMS personnel treating the subject and ensure that this information is recorded in the Incident Report. If the person displays such reactions but refuses treatment from EMS, officers shall immediately transport him to the Yuma Regional Medical Center for treatment by emergency room personnel. After removing the probes from a subject, the officers shall collect the probes by putting them in a proper sharps container and taken to the SLPD for disposal. Officers must turn in a used taser cartridge to the Evidence Room before a new cartridge will be issued to them. If a subject displayed unusual reactions as a result of being tased, the cartridge shall be turned into the Evidence Room as evidence. After an officer uses his taser, the patrol lieutenant, as a normal procedure in a use of force investigation involving tasers, shall download the data from the taser onto a department computer using the Dataport software. The downloaded information shall be printed and attached to the Administrative Internal

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Report. If an officer is suspected of misusing his taser, his supervisor may retrieve the weapon from the officer and request that the patrol lieutenant download the data onto a computer using the Dataport software. The downloaded information shall be stored as a Department record and evidence.

J. Use of Firearms

1. Officers shall exhaust all other reasonable means of apprehension and control that would be reasonable and effective in the particular situation before resorting to the use of firearms/deadly force.
 - a) Officers shall not unnecessarily or unreasonably endanger themselves in applying the firearms regulations to actual situations.
2. Firearms may be discharged in the performance of police duty only under the following circumstances:
 - a) When the officer reasonably believes it is necessary to defend himself or another person from what the officer reasonably believes to be the use of, or imminent use of, deadly physical force.
 - b) To affect the arrest or prevent the escape from custody a person who the officer reasonably believes has committed a felony involving the use or threatened use of deadly force, and there is an imminent and great risk that the person will cause death or serious injury if apprehension is delayed. Officers will not shoot unless all other available means to capture the felon have been exhausted.
 - c) At an approved range during a training exercise.
 - d) When destroying seriously wounded or dangerous animals where other disposition is impractical.
3. When the shooting of a suspect appears imminent, officers will, if feasible, first issue a verbal warning.
4. Firearms utilized for the discharge of less lethal munitions may be used by authorized personnel when practical to do so.
5. The intent of an officer discharging his firearm at an assailant is to stop or incapacitate the subject from completing a potentially deadly act.
6. Officers are prohibited from:
 - a) Unnecessarily drawing, displaying or carelessly handling a firearm at any time. The exhibition of a firearm will require circumstances that create a reasonable belief that the use of the firearm may be imminent.
 - b) Firing warning shots at any time.
 - c) Using a firearm when it creates a substantial and unjustifiable risk of injury or death to bystanders.

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7. Officers will not shoot from or at a moving vehicle except under the following circumstances:
 - a) When the occupant of the vehicle is utilizing deadly force against officers or other person.
 - b) As a last resort to prevent death or serious physical injury to the officer or other persons.
 - c) As a last resort to apprehend a felon who has just committed a felony resulting in death or serious physical injury and the subject's escape would pose an imminent danger of death or serious physical injury to the officer or another person.
 - d) Officers shall take into account the location, vehicular and pedestrian traffic and any hazard to innocent persons before firing at a moving vehicle.
8. Weapons will not be fired solely to disable a moving vehicle.
 - a) Officers will not deliberately place themselves in the path of a moving vehicle or one capable of immediate movement.
 - b) This is generally considered tactically unsound unless executed as part of a tactical plan that is intended to enhance safety.
 - c) This is not intended to prevent officers from moving in front of or around vehicles during the execution of routine traffic duties, such as directing traffic.
 - d) Officers are reminded of the serious risks involved in reaching in or leaning into a running vehicle with an occupied driver's seat.
 - e) Exigent circumstances must exist before an officer may reach or lean into a running vehicle with an occupied driver's seat.

K. Unintentional Discharges

1. All unintentional discharges of a duty weapon shall be reported by the affected officer to his/her supervisor.
2. The only unintentional discharges that will be administratively investigated will be those that involve departmental weapons and/or ammunition and any weapon unintentionally discharged by an employee.
3. An internal administrative investigation may be initiated if any other order violations are present in relation to an accidental discharge.

L. Removal from Regular Duties

1. Any employee of the Department that is involved in a use of force incident that results in serious injury to the employee, or the life-threatening injury or death of another person, or any discharge of a firearm in self-defense or in the defense of another person shall:

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- a) Be immediately removed from regular duty and placed on administrative leave with pay, pending the completion of the investigation and findings of the administrative review.
- b) If involved in a Class I or II shooting, be relieved of their duty weapons and duty belt by the appropriate detective.
- c) The on-scene shift supervisor, investigations supervisor, officer's supervisor, patrol lieutenant, while on scene, review the incident and based on the situation, determine if a replacement weapon can be issued to the involved employee(s) immediately.
- d) Attend a debriefing session with a licensed psychologist or psychiatrist (as determined by the Captain) within 48 hours from the time of the incident, unless otherwise directed by the Captain. The appointed psychologist or psychiatrist shall advise the Captain in writing when the employee:
 - (1) Can return to full-duty status. No further counseling is required.
 - (2) Should be placed on temporary light duty and attend additional counseling session(s).
 - (a) All information with regard to the officer's debriefing session, except duty status, shall remain confidential under the doctor-patient relationship. The only exception to the guarantee of confidentiality is an indication by the officer to the psychologist of any immediate physical danger to self or others. In that event, the Captain shall be notified or action taken to ensure protection of those concerned. Any costs incurred as a result of the debriefing session will be paid by the Department.
 - (b) The purpose of this policy is twofold:
 - (i) To protect the community's interest when officers may have exceeded the scope of their authority in the use of force.
 - (ii) To shield officers who have not exceeded the scope of their authority from possible confrontations with the community and minimize further psychological trauma to the officer.
 - (c) Once the Department psychologist has determined that the employee is fit to return to duty and the administrative and criminal investigations have preliminarily revealed a justified shooting or deadly force incident, the officer may return to duty after the Director or his designee has signed a written "Fit for Duty" letter.

M. Reporting Use of Force Incidents

- 1. The Department will carefully examine all incidents wherein its personnel have applied force as defined in Section M.2 to ensure that each event is properly documented and investigated for the following reasons:
 - a) To ensure the community that the Department policies are being followed.

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- b) To ensure proper documentation in case of a civil action against the Department and officer(s).
 - c) To evaluate the training needs of the Department. Unauthorized or indiscriminate use of physical force may result in disciplinary action.
2. All incidents involving the use of force in the following categories will be documented in a report and on Use of Force/Pursuit Review Form, and reviewed by the city attorney:
- a) Chemical agent, when sprayed on or at the person.
 - b) Taser, when used or deployed toward a person.
 - c) Baton, when the person is struck or jabbed.
 - d) Striking, when a suspect is struck with an open or closed hand or any other object.
 - e) Apprehension by a canine when suspect is or alleges to be injured.
 - f) Display of a firearm.
 - (1) An exemption to reporting the display of a firearm shall be when an officer displays his firearm during a vehicle, structure, or area search where no encounter with a person takes place during the search. Encounter is defined as to meet or come upon someone.
 - (2) When an individual is encountered, a report need not be completed, but the officer will provide a complete description of the incident in the "Description of the Incident" portion of the Use of Force/Pursuit Review form.
 - g) Any employee's action that results in, or is alleged to have resulted in, any injury or death of another person.
 - h) Physical force, which is defined as being any action taken by an employee that has an eminent potential for injury or death to another person.
3. The Quality Assurance Coordinator shall be responsible for reviewing and analyzing the reports submitted, ensuring the proper documentation and utilization of force. The officer involved in the use of force incident is responsible for completing the Use of Force/Pursuit Review Form. The officer's supervisor will review and sign the form and ensure all required documents are attached. The completed form and a copy of the report shall be forwarded to the city attorney through the Quality Assurance Section.
4. An annual analysis of incidents involving use of physical force, as described in this section, shall be conducted each January. The purpose of this analysis is to reveal trends or patterns that may indicate policy or training modifications.

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N. Officer Involved Shootings

1. The following procedures shall be followed for the investigation of incidents involving the discharge of a firearm by any departmental employee, except for target practice, hunting, ballistics examinations or other authorized training situations. The procedures will also be utilized in the investigation of any use of force situations where serious injury or death occurs as a result of the use of force by a departmental employee.
2. All shooting and use of less lethal force incidents causing serious injury or death will be investigated by an internal investigation, a criminal investigation, or both as determined by the officer's section commander. An administrative investigation may be initiated at the same time as the criminal investigation and assigned to the Quality Assurance Section.
3. All Class I and II shooting incidents or use of less lethal force incidents causing serious injury or death occurring inside the city limits will be criminally investigated by the Investigations Section. The decision of whether to investigate criminally in regard to all other incidents occurring within the city will be determined by the section commander (patrol or administrative lieutenant) of the officer involved. In the event that a Class I or II shooting incident or use of force incident causes serious injury or death outside the city limits, the shift supervisor shall be responsible for establishing contact with the other jurisdiction to identify the protocol for investigation. A separate internal investigation will be completed by the Quality Assurance Section.
4. If both criminal and administrative investigations are involved, the criminal investigation will take precedence. Some phases of the investigation may be conducted dually and some phases may be conducted separately. While the detective conducting the internal investigation may observe all phases of the criminal investigation, the criminal detective will be excluded from the internal investigation.
5. All officer involved shootings will be investigated as follows:
 - a) Class I and Class II Shootings and Use of Force Incidents Resulting in Serious Physical Injury or Death
 - (1) Class I shooting is defined as any incident in which either of the following has occurred:
 - (a) A person is injured, killed or placed in immediate danger by a San Luis police officer's weapon being discharged.
 - (b) An attempt is made to shoot a person by a San Luis police officer discharging his weapon.
 - (2) A Class II shooting is any shooting or attempted shooting of anything other than a person whether or not that thing is actually struck.

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- (3) All incidents occurring in the city limits will be criminally investigated by the Investigations Section at the time of the incident. The Quality Assurance Section shall respond to begin the internal investigation.
- (4) The first uninvolved supervisor on the scene will be briefed by the involved employee(s). This information may be used to protect evidence, extend the crime scene attempt to apprehend any suspects, and/or request additional manpower. This briefing of the involved officer shall be limited to the essential facts needed to not compromise the criminal investigation.
- (5) Involved Officer's Responsibilities
 - (a) Secure any suspect(s) and suspect(s) weapons that may constitute an immediate hazard.
 - (b) Notify Communications of the incident and location.
 - (c) Determine the physical condition of any injured person(s) and render first aid when appropriate.
 - (d) Request necessary emergency medical aid and the on-duty shift supervisor.
 - (e) Take measures to protect the scene and evidence.
 - (f) Remain at the scene (unless injured) until the arrival of the detectives and the Quality Assurance Coordinator (officer may be moved to a staging area a short distance away).
 - (g) Protect his weapon and any other item of evidence for examination and only submit it to a member of the investigative unit.
 - (h) After providing the initial briefing to the first uninvolved supervisor, the involved officer(s) should not discuss the case with anyone except members of the investigative unit or the officer's attorney.
- (6) Communications Responsibilities
 - (a) Dispatch requested medical aid.
 - (b) Notify the highest-ranking uniformed supervisor.
 - (c) Dispatch additional officers to assist.
- (7) On-Duty Uninvolved Uniformed Section Commander/Supervisor's Responsibilities
 - (a) Proceed immediately to the scene.
 - (b) Take all necessary steps to secure the scene and document those entering the scene.
 - (c) Contact the investigations section and the Quality Assurance Coordinator and advise them of the details of the incident and request response to the scene.

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- (d) Conduct a preliminary field investigation; locate, keep separate and secure all witnesses to the incident until the arrival of the detectives. All involved officers and witnesses will be interviewed by the detectives.
 - (e) Assign an uninvolved officer to remain with the involved officer(s) until relieved by a member of the investigations section assigned to the investigation. The involved officer(s) should remain at the scene in a location that is sufficiently away from the scene to avoid further trauma or create a hazardous situation (hostile crowd).
 - (f) The commander shall have the discretion to instruct the officer to be moved to another location. Should the involved officer be transported from the scene, the assigned officer will accomplish that task. The involved officers will not be left alone and will not be permitted to drive themselves to other locations.
 - (g) Make the necessary notifications to:
 - (i) Administrative staff (Director and commanders)
 - (ii) Public Information Officer
 - (iii) Critical Incident Stress Management Team Leader
- (8) Criminal Investigator's Responsibilities
- (a) Respond to the scene immediately upon notification.
 - (b) Accept responsibility for scene security and take appropriate measures to protect the integrity of the scene and preservation of evidence.
 - (c) Make the necessary notification to the City/County Attorney's office.
 - (d) Have all involved officers photographed in the condition and current attire they were in at the time of the incident.
 - (e) Separate, secure and interview all on-scene witnesses, including all officers who were present but not involved in the actual shooting or physical altercation that caused injury. These interviews will be video/audio recorded.
 - (f) Examine the weapon(s) of all officers present at the time shots were fired, including secondary weapon(s) and any weapons in police vehicles. All weapons that have been fired shall be seized for examination along with the officer's duty belt, concealed holsters and all unspent ammunition in the officer's possession. Whenever possible, the officer should be removed from the scene prior to seizure of the officer's weapon(s).
 - (g) Firearms will be inspected by a qualified armorer for that weapon to determine if the weapon is functioning within factory specifications and to determine that no unauthorized alterations have taken place.

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- (h) If more than one weapon was fired, and ballistic examination needs to be completed to determine which weapon caused the death or injury, the weapons, casings and/or recovered projectiles will be sent to the appropriate lab to conduct that examination.
- (i) The detective may call out a firearms instructor to respond to the scene of a Class I or II shooting in order to determine if the incident conforms with training and to determine future training needs.
- (j) Examine and seize any other item(s) used by officer(s) during the incident:
 - (i) Baton.
 - (ii) OC spray containers.
 - (iii) Flashlights.
 - (iv) Other items used as weapons.
- (k) Be responsible for the crime scene to ensure that it is fully documented by photographs, diagrams and that all of the evidence collected in accordance with accepted procedures.
- (l) The criminal detective(s) will conduct a preliminary interview of the officers directly involved in the shooting or use of force that caused the injury or death. A portion of this interview process will include a "walk through" of the scene if possible.
- (m) The involved employee will be allowed to contact a family member or friend. Departmental transportation may be provided for the friend or family member to join the officer.
- (n) The employee will be allowed to contact an attorney, if desired, as soon as requested and when it can logistically be accomplished.
- (o) The employee may also contact or have time with a member of the Critical Incident Stress Management team when appropriate and time allows in the investigative process.
- (p) Upon completion of the pre-interviews the assigned detective, the investigations section supervisor, the County Attorney, and the uninvolved on-scene uniformed commander will conduct an on-scene critique to discuss the facts and circumstances of the case to determine the applicability of Miranda warnings with respect to the involved officer(s).
- (q) If Miranda warnings are to be issued to the subject officer(s), the detective will read the Miranda warnings to the involved officer(s) as soon as possible after the decision that Miranda is or may be necessary before any further statements are obtained from the officer(s).

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- (r) A detailed interview with all involved officers will be completed at the station and will be audio recorded. The interview may be videotape recorded if deemed appropriate.
- (s) All involved officers who discharged weapons will be requested to submit to blood and/or urine testing administered by qualified medical personnel. Other officers who were involved in the incident may be requested to submit to blood and/or urine testing.
- (t) Prepare a report and provide complete copies of the entire investigative report to:
 - (i) San Luis City Attorney's.
 - (ii) Yuma County Attorney's Office.
 - (iii) Use of Force Review Board.
 - (iv) Training coordinator.
- b) Officers involved in Class I or II shootings will be relieved of their duty weapons and duty belt by the appropriate detective.
 - (1) The on-scene shift supervisor, the investigations supervisor, the employee's supervisor, Field Operations commander will, while on scene, review the incident and based on the situation determine if a replacement weapon can be issued to the involved employee(s) immediately.
 - (2) The patrol lieutenant or his designee will be responsible for maintaining replacement weapons for this purpose.
 - (3) The Department armorer will certify weapons of similar make and model allowed to be carried as primary weapons, and provide them to the Investigations supervisor.
 - (4) The weapon will be complete with spare magazines and Department-issued duty belt equipment.
 - (5) Once the decision to issue a replacement weapon is made, the patrol lieutenant will arrange for a weapon to be assigned to the employee after the employee has qualified on the weapon.
 - (6) The Director, or his designee, shall notify the involved officer of the findings rendered by the Yuma County Attorney as soon as possible.
- c) Class III Shootings
 - (1) Class III Shootings are defined as the discharge of a weapon to destroy a dangerous or threatening animal.
 - (2) Involved Officer's Responsibilities
 - (a) Notify Communications of the incident and location.
 - (b) Secure the scene.

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- (c) Request a report number be initiated.
- (d) Complete a report with all the details of the incident which includes:
 - (i) Reason for the shooting.
 - (ii) The owner's name, and how and when they were notified.
 - (iii) The weapon used to perform the shooting, who has responsibility over the weapon, and the number of shots taken.
 - (iv) Where the shooting took place and the disposition of the animal.
 - (v) Any property damage caused by the shooting.

(3) Officer's Immediate Supervisor's Responsibilities

- (a) Respond to the scene.
- (b) Ensure that no injuries or damage has occurred by the discharge or utilization of the weapon.
- (c) Initiate an administrative investigation and forward it to the Quality Assurance Section.
- (d) Situations involving the shooting of a dangerous animal will be administratively investigated by the Quality Assurance Section prior to the report being forwarded to the Use of Force Review Board.
- (e) The shooting of a dangerous or threatening animal where citizens could have been placed in danger by the action of the officer will be investigated by the investigations section.

d) Class IV Shootings

- (1) Class IV shootings are defined as any unintentional discharge of a weapon which does not injure or kill a person, cause any damage, or place any person in immediate danger.

(2) Involved Officer's Responsibilities

- (a) Notify Communications of the weapon discharge/injuries.
- (b) Request the officer's immediate supervisor respond to the scene.
- (c) Secure the scene area.
- (d) Prepare a written report outlining the circumstances for the discharge or use of force.

(3) Officer's Immediate Supervisor's Responsibilities

- (a) Initiate an administrative investigation.
- (b) Conduct the administrative investigation and forward the report to the Use of Force Review Board. The report will contain the following:
 - (i) Location of the incident.

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- (ii) Date and time.
- (iii) Weapon used: make, model, caliber, serial number and ownership.
- (iv) Type of ammunition used and number of shots fired.
- (v) Reasons for the use of force.
- (vi) Photographs.
- (vii) Statements of witnesses.
- (viii) Other information unique to the investigation.
- (ix) Any related report numbers.

e) Class V Shootings

(1) Class V shootings are defined as the discharge of a weapon to destroy an injured animal.

(2) Involved Officer's Responsibilities:

- (a) Notify Communications of the incident and location.
- (b) Request a report number be initiated.
- (c) Complete a report with all the details of the incident, which include:
 - (i) Reason for the shooting, including how the animal was injured prior to the shooting.
 - (ii) The known owner's name, and how and when they were notified.
 - (iii) The weapon used to perform the shooting, who has responsibility over the weapon, and the number of shots taken.
 - (iv) Where the shooting took place and disposition of the animal.
 - (v) Any property damage caused by the shooting.

(3) Officer's Immediate Supervisor's Responsibilities

- (a) Prepare a Use of Force/Pursuit Review form and forward it along with a copy of the report to the city attorney.

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Control Options Chart

Officer's Original Goal	Subject's Actions	Officer's Subsequent Goal	Verbal Command	Soft Hands ¹	Soft Intermediate Weapon Control ² or Pepper Spray and Taser x26	Hard Hands ³	Impact Weapon Strikes	Deadly Force ⁴
Detain/ Arrest	Compliant	Detain/ Arrest	X	X				
	Passive Resistance (physical actions that do not prevent officer's attempt at control-may include verbal responses but no threats. Example: Sit-in protester)	Detain/ Arrest	X	X				
	Defensive Resistance (Physical actions which attempt to prevent officer's control, but no assault. Example: pulling away or running)	Detain/ Arrest	X	X	X			
Protect Subject	Attempt to injure self or suicidal	Protect Subject	X	X	X	X	X	
Detain/ Arrest	Active Aggression (Assault with non-deadly physical force)	Defend/ Arrest	X	X	X	X	X	
	Aggravated Active Aggression (Assault with deadly force)	Defend/ Arrest	X	X	X	X	X	X
Detain/Arrest	Dangerous fleeing felon ⁵	Detain/Arrest	X	X	X	X	X	X

("X" indicates an authorized option)

Note: The use of any force is usually reactionary in that the officer is responding to the subject's actions. The officer's goal may then change in response to the subject's actions. Progression of control options will normally proceed from left to right on this chart. However, officers may immediately use any authorized option, if justified.

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- Definitions:
- ¹Soft Hands – Techniques that have minimal chance of injury, for example: empty hand escort controls; pressure points.
 - ²Soft Intermediate Weapon Control – Examples: Come-along; control holds.
 - ³Hard Hands - Techniques that have more than a minimal chance of injury. Examples: Kicks, elbows; palm or knee strikes; punches.
 - ⁴Deadly Force –Section C.2.
 - ⁵Dangerous Fleeing Felon –Section C.2.d.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Post-Shooting Incident	Policy Number: 4.23
Issue Date: 07/30/2007	Revision Date:

POLICY:

Law enforcement duties can often expose officers and support personnel to mentally painful and highly stressful situations that cannot be resolved through normal stress coping techniques. Unless adequately treated, these situations can cause disabling emotional, mental, and/or physical problems. Officer-involved shootings resulting in death or serious bodily injury to citizens or fellow officers may trigger stress disorders. It is the responsibility of the City of San Luis to provide personnel with information on stress disorders, and to guide and assist in their prevention. It is the policy of this agency to take immediate action, after traumatic incidents, to safeguard the mental health of all involved personnel.

DEFINITIONS:

Post-Traumatic Stress Disorder: An anxiety disorder that can result from exposure to short-term severe stress, or the long-term buildup of repetitive and prolonged milder stress.

Officer-Involved Shooting Incident: A line-of-duty incident where a shooting causes death or serious bodily injury to an officer or other person.

PROCEDURES:

Handling of Officers at Scene of Shooting Incident:

The supervisor on the scene of the incident will:

1. Request necessary medical assistance;
2. Move the officer(s) involved to a quiet location where a peer counselor may be available;
3. Prohibit use of caffeine, other stimulants, or depressants by the officer(s) involved, unless directed by medical personnel;
4. Interview the officer(s) involved regarding facts of the incident, although a more detailed debriefing will be conducted at a later time;
5. Notify the officer(s) involved that an investigation will occur concerning the incident, and that they may seek legal counsel;

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6. Advise the officer(s) involved to refrain from discussing the incident with anyone, except a personal or agency attorney, union representative, or department investigator, until the preliminary investigation is concluded;&
7. Determine whether the circumstances of the incident require the officer's duty weapon be taken for laboratory analysis. When the duty weapon is taken, the supervisor will:
 - a. Discretely take custody of the officer's weapon; &
 - b. Replace the officer's weapon with another weapon, or advise the officer that it will be returned or replaced at a later time, as appropriate.
8. Allow the involved officer(s) to notify their families about the incident as soon as possible. When the officer(s) is unable to do so, an agency official personally notifies the family, and arrange for their transportation to the hospital.

Post-Incident Procedures:

All officers directly involved in the shooting incident are required to contact an agency-designated specialist for counseling and evaluation as soon as practical after the incident. Involved support personnel are also encouraged to contact the specialists after shooting incidents. After the counseling sessions, the specialist advises the agency:

1. Whether it is in the officers' best interest to be placed on administrative leave or light duty, and for how long;
2. When the officer's duty weapon should be returned; &
3. The best-continued course of action going forward.

The San Luis Police Department will:

1. Remove involved officers from their duties, pending evaluation, while maintaining their availability for any necessary administrative investigations;
2. Encourage the families of the involved officers to take advantage of available counseling services;
3. Investigate the incident as soon as practical;
4. Brief other agency members concerning the incident to minimize rumors. Agency members are encouraged to show the involved officers their concern;
5. Respond to media inquiries, and release information regarding the incident as described in the Media Relations procedures; &
6. Require each officer directly involved in the incident to re-qualify with their duty weapon prior to re-assignment to duty.
7. Will re-evaluate the officer's demeanor and mental stability on a casual basis at least once a year or as deemed necessary,

Officers should:

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8. Have phone calls answered by someone else for several days, if their names are released to the public.

Daily Stress Recognition:

Post-traumatic stress disorders may not arise immediately, and officers may attempt to hide problems. Supervisors are responsible for:

1. Monitoring the behavior of unit members for symptoms of the disorder; and
2. Ordering officers to seek assistance or counseling from a mental health specialist upon a reasonable belief that stress may be disrupting job performance.
3. Other officers who work with an officer that has been involved in an on duty shooting should be aware of any changes in the behavior. This behavior change should be relayed to that officer's supervisor. Changes may be small and over a long period of time.

Training:

The San Luis Police Department provides employees with training pertaining to post-traumatic stress disorders on a regular basis. Supervisors are responsible for making information about the agency's peer counseling group and mental health services available to officers.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Blood Borne Pathogens & Other Infectious Diseases	Policy Number: 4.24
Issue Date: 07/30/2007	Revision Date:

POLICY:

The San Luis Police Department minimizes the risk of exposure to blood borne pathogens and other infectious diseases through the establishment and maintenance of recognized protocols and safety procedures.

DEFINITIONS:

Bodily Fluids: Blood, semen and vaginal fluids or other secretions that might contain these fluids such as saliva, vomit, urine or feces.

Exposure Control Plan: A written plan developed by this agency and available to all employees that details the steps taken to eliminate or minimize exposure and evaluate the circumstances surrounding exposure incidents.

Personal Protective Equipment: Specialized clothing or equipment worn or used by members for protection against the hazards of infection. This does not include standard issue uniforms and work clothes without special protective qualities.

Universal Precautions: Procedures promulgated by the Centers for Disease Control (CDC) that emphasize precautions based on the assumption that all blood and bodily fluids are potentially infectious.

PROCEDURES:

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

AIDS, hepatitis B, and other serious diseases can be contracted through exposure to infected blood and several types of bodily secretions. Employees of this agency are continuously provided with information and education on prevention of these diseases, provided up-to-date safety equipment and procedures that minimize their risks of

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exposure and to institute post-exposure reporting evaluation and treatment for all members exposed to these diseases.

Disease Prevention and Control Guidelines:

1. This agency subscribes to the principles and practices for prevention of HIV and HBV exposure as detailed in the "universal precautions" prescribed by the CDC and the federal regulations of the Occupational Safety and Health Administration. Where otherwise not detailed in this policy, officers are guided by those practices and procedures.
2. Officers should assume that all persons are potential carriers of HIV or HBV.
3. No officer may refuse to arrest or otherwise physically handle any person who may carry the HIV or HBV virus when appropriate protective equipment is available.
4. Officers must use protective gear under appropriate circumstances unless its use would prevent the effective delivery of health care or public safety services or impose an increased hazard to the officer's safety or the safety of others.
5. Leather gloves or their protective equivalent must be worn when searching persons or places or when working in environments such as accident scenes where sharp objects and bodily fluids may be expected.
6. Searches of automobiles or other places should be conducted using a flashlight, mirror or other devices where appropriate. After a cautious frisk of outer garments, suspects should empty their pockets or purses and remove all sharp objects.
7. Needles must not be recapped, bent, broken, removed from a disposable syringe or otherwise manipulated by hand.
8. Needles must be placed in, puncture-resistant, leak proof containers provided by the agency that are designated for biohazardous materials when collected as evidence, disposal or transportation purposes.
9. Officers must not smoke, eat, drink or apply makeup while on active crime or accident scenes where bodily fluid spill could be expected.
10. Any evidence contaminated with bodily fluids must be completely dried, double bagged and marked to identify potential or known communicable disease contamination.
11. Officers must not pick their noses, rub their eyes, or place their fingers in their mouth or ears, until after they've washed their hands.

Custody and Transportation of Prisoners:

1. When appropriate protective equipment is available, no officer may refuse to interview, assist, arrest or otherwise physically handle any person who may have a communicable disease. Should an officer be involved in an incident where proper safety materials are not available; the officer immediately contacts the shift supervisor and request assistance.

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2. Officers must not put their fingers in or near the mouth of any conscious person. Officers utilizing protective gloves can, in life threatening situations, insert their finger into the mouth of an unconscious person to attempt to clear a blocked airway. This action should be performed in accordance with prescribed foreign body airway obstruction procedures.
3. When possible, persons with body fluids on their body or clothing are transported in separate vehicles from other individuals. The individual may be required to wear a suitable protective covering if he is bleeding or otherwise emitting bodily fluids.
4. During a transfer of custody, officers must discreetly notify support personnel that the suspect/victim has body fluids on the person or that the suspect/victim has said that he or she has a communicable disease. Care must be taken to insure that the information is given only to those who have a need to know.
5. When possible, suspects taken into custody with body fluids on their body or clothing, and not in need of medical attention, must be isolated from other persons in a designated holding area posted with an "Isolation Area-Do Not Enter" sign until clean up has been completed and a change of clothes has been provided.
6. Officers document on the appropriate arrest or incident form when a suspect taken into custody has bodily fluids on his person, or has stated that he has a communicable disease.

Housekeeping:

1. Supervisors and their employees are responsible for the maintenance of a clean and sanitary workplace and conduct periodic inspections to ensure that these conditions are maintained.
2. Supervisory personnel determine and implement written schedules as appropriate for cleaning and decontamination based on the location within the facility or work environment, the type of surface or equipment to be cleaned, the type of soil present and the tasks and procedures to be performed in the area.
3. All equipment and environmental and work surfaces must be cleaned and decontaminated after contact with blood and other potentially infectious materials.
4. Protective coverings used in laboratory, evidence custody or enforcement operations for covering surfaces or equipment are removed or replaced as soon as possible following actual or possible contamination.
5. Bins, pails and similar receptacles used to hold actual or potentially contaminated items are labeled as biohazardous. These receptacles are decontaminated as soon as feasible following contamination and then inspected and decontaminated on a regularly scheduled basis.
6. Broken and potentially contaminated glassware, needles or other sharp instruments must not be retrieved by hand but by other mechanical means and may not be stored in a manner that requires that they be retrieved manually.

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7. Officers must remove clothing that has been contaminated with bodily fluids as soon as practical and with as little handling as possible. Any contacted skin area must be cleansed in the prescribed fashion.
8. Contaminated laundry and personal protective equipment must be bagged or containerized at the location where it is used in departmentally approved leak proof containers.
9. Personnel working within this agency's criminalistics laboratory adhere to departmental policy and procedure as well as laboratory policy and procedure.
10. Only employees specifically designated by the Administrative Lieutenant may discard actual or potentially contaminated waste materials. Disposals conform to established federal, state and local regulations.

Disinfection of Skin Surfaces:

Any unprotected skin surfaces that come into contact with bodily fluids must be thoroughly washed as soon as possible with hot running water and soap for at least one [1] minute then rinsed with an antiseptic solution before drying. Alcohol or antiseptic towelettes or anti-bacterial gel may be used when soap and water are unavailable. Disposable gloves should be removed inside out, with the contaminated side not exposed, and then the hands and forearms washed. Skin surfaces are washed, showering if necessary, and mucous membranes flushed as soon as feasible following the removal of any clothing. Hand lotion should be applied after disinfection to prevent chapping and to seal cracks and cuts on the skin. All open cuts and abrasions must be covered with waterproof bandages before reporting to duty. Other items such as handcuffs, etc., should be disinfected with a bleach solution (1 part bleach to 9 parts water), rubbing alcohol, or commercial disinfectant. Contaminated shoes and boots, including soles, should also be disinfected with an approved disinfectant. Extreme care should be taken to assure that contaminated footwear is not worn home or taken into a work area.

Disinfection of Vehicle Surfaces:

Vehicle surface areas are disinfected whenever bodily fluids are spilled or after individuals with bodily fluid contamination are transported in a departmental vehicle. A supervisor is notified and the vehicle taken to the service center as soon as possible. Affected vehicles must be immediately designated with the posting of an "Infectious Disease Contamination" sign upon arrival at the service center and while awaiting disinfection. Service personnel must remove any excess bodily fluids from the vehicle with absorbent cloths, paying special attention to any cracks, crevices or seams that may be holding fluids. The affected areas should be disinfected using hot water and detergent or alcohol and allowed to air dry. Vehicles taken to a service center for scheduled washing and routine maintenance will, as part of that routine, be cleaned in the interior with an approved disinfectant. Non-disposable equipment and areas upon which bodily fluids have been spilled must be disinfected as follows:

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1. Excess bodily fluids should be wiped up with approved disposable absorbent materials.
2. A freshly prepared solution of one part chlorine bleach to 10 parts water or a fungicidal/ micro bactericidal disinfectant must be used to clean the area or equipment.

Supplies:

The department is responsible for purchasing, storing, and issuing communicable disease prevention supplies to all personnel within the police department. Officers are responsible for notifying the shift supervisor for the replacement of any item. All department and emergency service vehicles are continuously stocked with:

1. Disposable coveralls, aprons, and shoe covering in appropriate sizes;
2. Disposable latex gloves and leather gloves;
3. Puncture resistant containers and sealable plastic bags;
4. Barrier resuscitation equipment, protective eye goggles, and surgical face masks;
5. Disposable towelettes (70% isopropyl alcohol);
6. Waterproof bandages;
7. Absorbent cleaning materials;
8. "Do Not Use - Possible Infectious Disease Contamination" signs;
9. Biohazard disposal bags;
10. Portable metal mirrors; &
11. Non-porous tongs.

Vaccination, Exposure, Evaluation and Treatment:

1. All members of this agency who may be at risk for occupational exposure to the hepatitis B virus are provided with the opportunity to take the HBV vaccination series at no cost within 10 working days of assignment to an occupationally exposed duty. The vaccination is provided unless the officer has previously received the vaccination or medical reasons contradict the procedure.
2. Any person who has unprotected physical contact with blood or other bodily fluids of another person while in the line of duty is considered to have been potentially exposed to HBV and/or HIV.
3. In cases of exposure, a supervisor is contacted who will complete appropriate duty injury and medical forms and take appropriate steps to document the means and circumstances under which the exposure occurred.
4. Immediately after exposure, the officer proceeds to the designated health care facility for tests of evidence of infection and treatment of any injuries.
5. This agency ensures continued testing of the member for evidence of infection and provides psychological counseling as determined necessary by the health care official.

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6. The members receive a copy of the health care provider's written opinion within 15 days of the evaluation and information on any conditions resulting from the exposure that require further evaluation or treatment.
7. Unless disclosure to an appropriate departmental official is authorized by the officer or by state law, the officer's medical evaluation, test results and any follow-up procedures remain confidential.
8. Any person responsible for potentially exposing a member of this agency to a communicable disease is encouraged to undergo testing to determine if the person has a communicable disease.
9. The person is provided with a copy of the test results and a copy is provided to the exposed agency officer. The officer is informed of applicable state laws and regulations concerning the disclosure of the identity and infectious status of the source individual.
10. Criminal charges may be sought against any person who intentionally exposes a member of this agency to a communicable disease.
11. Officers who test positive for HIV or HBV may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public or other members of this agency.
12. This agency makes all decisions concerning the employee's work status solely on the medical opinions and advice of the agency's health care officials.
13. The agency may require an employee to be examined by the department health care officials to determine if he is able to perform his duties without hazard to himself or others.
14. All members of this agency treat employees who have contracted a communicable disease fairly, courteously and with dignity.

Legal Rights of Victims of Infectious Disease:

1. When an officer mentions in a report that an individual has or may have a communicable disease, he writes "Classified - Contains Medical Information - Not Subject To Freedom of Information Act" across the top margin of the first page of the report. The shift supervisor ensures that the above statement is on all reports by signing his signature upon review.
2. The Supervisor making press releases makes certain the medical information is not given to the news media. Under the Arizona Freedom of Information Act (FOI), medical records are exempt from disclosure.
3. All requests, including subpoenas, for copies of reports marked "Classified - Contains Medical Information - Not Subject To FOI" is referred to the city attorney for authorization to release the document. Prior approval is obtained from the city attorney before advising a victim of sexual assault that the suspect has, or is suspected of having, a communicable disease.
4. All circumstances, not covered in this Policy, that may arise concerning releasing confidential or medical information regarding a victim, or suspected victim, or a communicable disease are referred directly to the Chief.

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5. Any employee who divulges confidential or medical information in regard to a victim, or suspected victim, of a communicable disease is punished in a manner authorized by law.

Record Keeping:

1. This agency's personnel function maintains an accurate record for each employee with occupational exposure that includes information on vaccination status; the results of all examinations, tests and follow-up procedures; the health care professional's written opinion; and any other germane information provided by the health care professional.
2. These health care records are retained in a secured area with limited access for the duration of the member's employment plus 30 years and may not be disclosed or reported without the express written consent of the member.

Training:

1. The training coordinator ensures that all members of this agency with occupational exposure are provided with a complete course of instruction on prevention of blood borne diseases prior to their initial assignment.
2. Affected employees receive annual refresher training and additional training whenever job tasks or procedures are modified in a manner that may alter their risk of exposure.
3. Trainees have access to applicable federal and state regulations pertaining to the regulation of blood borne pathogens.
4. The training coordinator completes records on member training to include dates and content of training sessions, names and qualifications of persons conducting the training and names of those persons successfully completing the training.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Off-Duty Conduct & Powers of Arrest	Policy Number: 4.25
Issue Date: 07/30/2007	Revision Date:

POLICY:

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

DEFINITIONS:

Off-duty: Not assigned or working a prescribed shift or duty. Further in the process of conducting personal business, leisure activities, or working for another person or business other.

Personally Involved: An officer is deemed personally involved when the off-duty officer, a family member, or a friend becomes engaged in a dispute or incident involving a personal matter with the person being arrested or any other person connected with the an incident, or the officer is accepting money for law enforcement or security duties from other than this department. This does not apply to situations where the police officer is a victim of crime.

DISCUSSION:

Off-duty officers are sometimes faced with criminal acts that they are neither equipped, nor prepared to handle in the same manner as if they were on duty. Off-duty officers taking action in response to an *on-view crime* may actually confuse on-duty officers arriving on the scene. This may lead to unnecessary injuries to officers or others. There have been many incidents where off-duty officers were mistaken for armed criminals. Off-duty officers should report observed crimes and allow on-duty officers to respond unless immediate action is needed to intervene to protect human life.

Peace officers performing official acts under *color or law, and applying reasonably good judgment* may be immune from civil liability or criminal prosecution. However, this conditional protection does not extend to acts intended to cause injury or damage, or to those actions that the officer knew, or reasonably should have known, were in conflict

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with the law or the established law. Officers must therefore use good judgment whenever there may be a perceived conflict of interest.

PROCEDURES:

Guidelines for Off-Duty Conduct:

Employees of the San Luis Police Department are considered *off duty* at any time other than during regularly scheduled working hours.

Employees are subject to call during their off-duty time, and are subject to emergency stand-by as deemed necessary by the Director or designee.

Off-duty officers may carry approved off-duty weapons as authorized in the *firearms* policy. Officers may only use these weapons in compliance with the *use of force* policy.

Off-duty responsibilities:

Off-duty SLPD officers have a responsibility to:

1. Immediately report any suspected or observed criminal activities to on-duty authorities;
2. Abide by all departmental *policies and procedures* when affecting an arrest, or intervening in an altercation;
3. Carry department credentials and badge at all reasonable times; &
4. Take immediate enforcement actions only to safeguard life or prevent felony property loss, or prevent escape of dangerous offenders.

Permitted Off-Duty Arrests:

Off-duty officers within the legal jurisdiction of this law enforcement agency may make arrests only when:

1. Not *personally involved* in the incident underlying the arrest;
2. There is an immediate need for the prevention of a serious crime or apprehension of a felony or violent suspect;
3. The crime requires a full custodial arrest;
4. In possession of appropriate police identification and badge; &
5. There are no on-duty officers present or capable of responding in a reasonable period of time.

Prohibited Off-Duty Arrests:

Officers of this agency may not make an arrest off-duty:

1. When personally involved in the underlying incident;
2. When engaged in off-duty employment and the officer's actions are only in

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furtherance of the interests of the private employer;

3. As enforcement of a minor traffic regulation, code, or administrative matter;
4. When he has custody of minor children and is responsible for their safety and protection.

Neighborhood Disputes:

Officers must not intentionally become involved in or attempt to intervene in neighborhood quarrels or disputes involving their neighbors, friends, or relatives. Such disputes are *conflicts of interest*. Officers should avoid these situations, and contact the dispatcher and request uniformed personnel who have no bias to the outcome of the situation.

Permitted Off-Duty Arrests When Working In Private Employment:

When engaged in off-duty employment not associated with the police department, the officer should not make arrests that solely, or primarily serve the interests of the employer as opposed to the public in general. Officers should refer to the *off-duty employment* policy. Officers that are working an off-duty detail, that is approved and sanctioned by the agency, have full arrest powers and should make a lawful arrest when necessary.

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**San Luis Police Department
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Policies and Procedures**

Subject: Secondary or Off-Duty Employment	Policy Number: 4.26
Issue Date: 07/30/2007	Revision Date:

POLICY:

It is the policy of the San Luis Police Department to limit the types of off-duty or secondary employment activities officers may undertake in order to maintain accountability, and avoid potential *conflicts of interest*.

PROCEDURES:

Prohibited Off-Duty Employment:

Employees of SLPD may not engage in secondary or off-duty employment that:

1. Represents a potential *conflict of interest* between the department and a private employer including, but not limited to:
 - a. Collecting debts, repossessing merchandise, or towing vehicles;
 - b. Conducting personal or private investigations through access of departmental information, files, or records;
 - c. Assisting in case preparation or investigation for any criminal defense or civil proceeding;
 - d. Working for any bail bond company
 - e. Working for any business or labor group on strike; or
2. Threatens the dignity of the department and the law enforcement profession including establishments which:
 - a. Sell pornographic books or magazines, sexual devices or videos, or provide entertainment or services of a sexual nature;
 - b. Sell, manufacture, or transport alcoholic beverages; or
 - c. Provide illegal gambling.

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Approved Off-Duty Employment:

Law enforcement officers may engage in off-duty employment in their official police capacity, which involves:

1. A contract agreement between the SLPD and a profit-making or not-for-profit government agency which may include:
 - a. Traffic control and pedestrian safety;
 - b. Crowd control or law enforcement services at special events;
 - c. Routine law enforcement for public authorities; &
 - d. Plainclothes assignments.
2. San Luis Police Department employees shall not be prohibited from holding public office as long as the position held is not "incompatible" with his/her duties or violates any state or federal law. For example, where a police officer is a member of the city council charged with overseeing the conduct of the police department, approving the department's budget, appointing and removing department heads, and creating and abolishing offices, the offices of police officer and council member are incompatible. On the other hand, where the offices are not incompatible, such as where a police officer is elected to a position not related to city government, his or her position as a police officer cannot be taken away on the basis of incompatibility or conflict of interests.

General Guidelines for Off-Duty Employment:

The following guidelines apply to employees and officers of the SLPD regarding off-duty employment:

1. Any employee considering off-duty employment must request permission in writing to the Captain, stating the working hours and duties of such employment. Such requests must be approved prior to the commencement of outside employment.
2. In order to be eligible for off-duty employment, a law enforcement employee must be in good standing with the department. Continued departmental approval of a law enforcement employee's off-duty employment is contingent on such good standing.
3. Officers who have not completed the probationary period, or who are on medical or other leave due to sickness, temporary disability or on-duty injury will not be eligible to engage in off-duty employment.
4. On days off, a law enforcement officer may work a maximum of twenty-four [24] hours of off-duty employment each calendar week.
5. Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the law enforcement officer's performance of duty.
6. No off duty employment should be longer in time than the officer's regular assigned shift.

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7. Law enforcement officers engaged in any off-duty employment are subject to call-out in case of emergency, and may be expected to leave his off-duty employment in such situations.
8. Permission for an officer to engage in outside employment may be revoked when it is determined to be against the interests of the department.

Workman's compensation, public liability benefits, and legal representation are not available to employees of the department as a result of off-duty employment, unless conducting official police business in a contract position between the department and another agency.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Use of Department Vehicles	Policy Number: 4.27
Issue Date: 07/30/2007	Revision Date:

POLICY:

The San Luis Police Department has established guidelines for the proper use, care and maintenance of all vehicles assigned to the department.

PROCEDURES:

Operation of Department's vehicles:

Vehicles owned by the city and assigned to the department are for official business only. This section does not preclude department's employees from using city vehicles for personal purposes incidental to official use (e.g., buying milk on way home from shift), but employees are prohibited from using city vehicles for general personal business.

Vehicles are operated by departmental employees only, except as necessary by mechanics or other service personnel performing maintenance or other work on the vehicle. For the purpose of this policy and procedure, Reserves and Volunteers, performing duties for, and at the request of the department, are *employees*.

Unless an exception is granted, the operator of a departmental vehicle notifies the telecommunicator via radio whenever the vehicle is in use and being operated for any purpose. The operator provides name/call number to the telecommunicator and provides any other information required by proper radio procedure.

Departmental vehicles are operated in accordance with all Arizona State traffic laws, San Luis City ordinances, and policies and procedures of the SLPD. Seat belts and shoulder straps must be worn by all operators and front seat passengers. Prisoners must be strapped in with seat belts whenever possible. Occupants also comply with state child restraint laws when feasible and applicable.

Except under extreme emergencies, departmental employees remove keys from the ignition and lock the doors on any unattended departmental vehicle. Canine Officers are, under appropriate circumstances, exempt from this provision.

Officers who are assigned vehicles on a 24-hour a day basis must arrange with their supervisor for the vehicle to be available for use by others when the officer is unavailable

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for duty. Officers with *take home vehicles* will not conduct personal business or leisure activities in assigned vehicles. Such actions reflect poorly on the authority of the officer and the department.

Inspection and Maintenance of Department's Vehicles:

Officers search their vehicles at the beginning and end of their shift for weapons, evidence, contraband, or any property left by prisoners or others.

Operators examine their vehicles at the beginning and end of their shifts for damage. Any damage observed is reported immediately to the supervisor. Any damage reported after the vehicle has been inspected and placed into service is considered to have occurred during the operator's tour of duty. Operators are responsible for the following:

1. Operators must check all fluid levels, belts and hoses before beginning a shift.
2. Employees report any vehicle that is unsafe or in need of mechanical repairs immediately to their supervisor, who take appropriate corrective action through the chain of command.
3. Employees assigned a vehicle are responsible for scheduling routine maintenance and service of the vehicle, including cleaning and washing of the vehicle.
4. Employees may not undertake any mechanical work on their own and must not alter or otherwise tamper with any of the vehicle's safety features.

Accidents Involving Departmental Vehicles:

All crashes involving SLPD vehicles are reported in compliance with applicable Arizona State Laws.

All crashes involving SLPD vehicles are reported to the department; however, the accident investigation is conducted by another law enforcement agency.

In the event the incident involves only department vehicles, and is so minor that, in the opinion of the supervising officer no investigation is necessary, the supervisor may elect to conduct their own investigation. In such cases, the accident report will be completed and submitted to the department within twenty-four hours.

Crashes determined to be *preventable* under the SLPD's Risk Management policy result in sanctions by the department to include the following:

1. Within a 12-month period a driver's first preventable crash results in a written warning or reprimand.
2. A second preventable crash within the 12-month period results in a one-month suspension of the driver's take home vehicle. Alternatively, the officer may pay the first \$500.00 of the deductible. The driver will attend a remedial driver's training.
3. A third preventable crash within the 12-month period results in a three-month suspension of the take home vehicle or unpaid suspension from duty.

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4. A fourth preventable crash results in the employee being assigned to a non-driving position or termination from employment.
5. The Director, in his discretion, may impose other sanctions.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Mentally Ill Persons	Policy Number: 4.28
Issue Date: 07/30/2007	Revision Date:

POLICY:

The San Luis Police Department responds to situations involving mentally ill persons in a safe and efficient manner. Care is given to protect the public in general, and officers and suspects in particular.

DEFINITIONS:

Mental Illness: An illness, disease, or condition, other than epilepsy, senility, alcoholism, or mental deficiency, that:

1. Substantially impairs a person's thought, perception of reality, emotional process or judgment; or
2. Grossly impairs behavior as demonstrated by recent disturbed behavior.

Substantial Likelihood of Serious Harm:

1. A person has threatened or attempted suicide or to inflict bodily harm on himself;
2. A person has threatened or attempted homicide or other violent behavior;
3. A person has placed others in reasonable fear of violent behavior and serious physical harm to them; or
4. A person is unable to avoid severe impairment or injury from specific risks, and there is a substantial likelihood that such harm will occur unless the person is placed under involuntary treatment.

PROCEDURES:

There is no reason to assume that mentally ill suspects are any less of a threat to officers, themselves, or the public at large. Extreme caution is advised.

Approaching Mentally Ill Persons:

After gathering as much information as possible about the individual, having or suspected of having a mental illness, two officers are dispatched to the scene. Upon arrival, officers should:

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1. Park at least one house or business away from the location of the alleged mentally ill person;
2. Establish an initial perimeter to prevent vehicular and pedestrian traffic through the area;
3. Walk slowly toward the scene from an angle rather than directly up to the front entrance, maintaining awareness of concealment areas for protection from gunfire;
4. Observe the scene for the following, to include:
 - a. Verbal threats;
 - b. Calls for help;
 - c. Recent property damage or damage being committed;
 - d. Presence of children;
 - e. Number of occupants;
 - f. Presence of animals; &
 - g. Possible weapons.

Communicating with Mentally Ill Persons:

Proper communication skills are key in de-escalating a situation involving an individual, having or suspected of having, a mental illness. Remember, your goal is to control the situation. Therefore, officers of the department will attempt to perform the following procedures when communicating with mentally ill subjects:

1. At least two officers are dispatched to the scene.
2. Upon arrival, only one officer communicates with the mentally ill subject and will:
 - a. Speak in a clear and simple manner;
 - b. Never be judgmental or taunting toward the subject;
 - c. Assure the subject of his safety;
 - d. Attempt to calm the individual by showing an understanding of his feelings;
 - e. Encourage communication and allow the subject to vent his emotions;
 - f. Ask one questions at a time and allow the individual adequate time to answer;
 - g. Maintain eye contact and repeat the question, if the individual is distracted or confused by any question;
 - h. If a weapon is present, express to the individual "I want to help you with your problem, but I can't until you put down the weapon";
 - i. Ask the subject to release any "detained" subjects [do not use the word "hostage"];
 - j. Ask the individual to repeat any instructions back to ensure comprehension;
 - k. Ask open-ended questions to avoid yes or no answers.
3. The other officer(s) or secondary officer, if available will try to;

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- a. Communicate with family, friends, or neighbors regarding the mentally ill person for additional data and medical history of the subject.
 - b. Remove friends, family, and neighbors from the scene if they are agitating the mentally ill person.
4. All officers attempt to:
- a. Maintain a non-threatening posture and voice;
 - b. Not deceive, stare, or ridicule mentally ill individuals;
 - c. Not take verbal abuse personally;
 - d. Avoid using force unless the individual becomes violent toward himself, officers, or others;
 - e. Keep their weapon side away from the individual and firearm holstered unless intent and justified in its use;
 - f. Work together to restrain the individual, if necessary.

Remember, hostility should not be met with hostility, but, rather, with carefully applied physical restraint. Mentally ill subjects do not react conventionally to orders. The use of a weapon must be restricted to defending your life and that of other persons. Think safety and treatment, not punishment and retribution. Mental illness sometimes creates a chemical imbalance in some individuals. This imbalance can cause adrenaline increases and enormous strength. Have enough officers readily available to assist with this type individual.

Indicators of Mental Illness:

At times, officers are faced with a situation in which no friends or family are available to provide insight into the medical history of the individual in question. Therefore, officers must have the ability to pick up on verbal, environmental, and behavioral clues, which establish the mental state of the individual in question. These indicators include:

1. Verbal Cues:

- a. Illogical thoughts such as loose associations, grandiose ideas, ideas of persecution, and obsessive thoughts;
- b. Unusual speech patterns such as nonsensical speech or chatter, word repetition, extremely slow or rapid speech; &
- c. Verbal hostility or excitement such as talking excitedly or loudly, threatening harm, and argumentative or belligerent hostility.

2. Environmental cues:

- a. Strange decorations or inappropriate use of household items;
- b. Pack ratting and accumulating trash or waste matter; &
- c. Strange attachment to childish objects or unusually shaped items.

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3. Behavioral cues:

- a. Wearing bizarre makeup, clothing, or clothing which inappropriate for the season;
- b. Strange posture or mannerisms such as constantly looking over their shoulder or maintaining an unusual position for a long period of time;
- c. Continuous pacing, agitation, waving of arms, hand gestures;
- d. Sluggish or repetitive movements;
- e. Responding to voices or objects that are not there;
- f. Confusion about or unawareness of surroundings;
- g. Lack of emotional response;
- h. Self-inflicted injury and/or property damage;
- i. Facial expressions of sadness or grief; &
- j. Inappropriate emotional reactions such as mood swings.

Custody of the Mentally Ill:

When confronted with an individual whose behavior expresses that of mental illness, officers of the department must seek the assistance of a licensed physician, psychologist or other health care professional through the current Arizona Department of Health Services contracted provider to determine the mental status of the individual.

The officer should call or caused to be contacted, the contracted provider and explain the situation. If such action is not practical or available the subject should be taken to the emergency room and evaluated in accordance with Title 36 of the Arizona Revised Statutes. Statements of the individual, witnesses, family members, or the physical appearance of the scene itself [broken dishes, windows, furniture, torn clothing, weapons, etc.] may be used to form a reasonable belief that the individual is mentally ill.

When a mentally ill person's behavior requires confinement in order to prevent him from harming himself, another person, or committing a crime, the officer will:

1. Take the individual into custody and immediately transport him to the nearest medical facility which receives mentally ill persons. Have a second unit to follow if the need is suspected of continued violence.
2. Explain to medical personnel the situation and request that the contracted provider be contacted; &
3. Request that the contracted provider make application for emergency admission and turn the person over to hospital authorities.
4. Try to explain the advantage of the person voluntarily seeking help, rather than involuntary.

Transportation of the Mentally Ill by SLPD Officers:

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Individuals taken into custody under the Emergency Commitment Law are transported to the hospital for evaluation. Hospitals receiving mentally ill persons have the responsibility to treat the patient for medical and psychological concerns. Officers are not required to accompany paramedics or maintain a presence at a receiving hospital, unless requested to do so by paramedics or hospital personnel. If an individual has not committed a crime and is not under arrest, he or she is free to leave once released from the hospital.

However, if an individual is transported to the hospital under an Emergency Commitment and has committed a criminal offense or a warrant check indicates an outstanding criminal warrant, the arresting officers must:

1. Charge the individual with a criminal offense and prepare an offense report;
2. If requested, provide hospital personnel with a copy of the offense report; &
3. Long form the charges and request an arrest warrant be issued.

If referred to a mental institution by hospital staff, Yuma County Sheriff personnel are responsible for transporting the individual to the institution.

Handling Calls to Mental Health Facilities:

If an individual has escaped from an institution and presents a danger to himself or others, officers prepare a missing persons report and fully cooperate with the mental health facility from which he escaped. If the mental patient has pending criminal charges, officers take action to apprehend the individual, return him to the institution, and criminally prosecute him once released from the facility. Additionally, if the patient sustains an injury during his escape, officers should initially transport the patient to the hospital for treatment and notify the reporting facility from which he escaped of his capture. The facility from which he escaped makes arrangements for the return of the individual.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Intoxicated Persons	Policy Number: 4.29
Issue Date: 07/30/2007	Revision Date:

POLICY:

All officers of the SLPD adhere to the following procedures when dealing with a person suspected of driving under the influence of alcohol or drugs.

PROCEDURES:

Stopping D.U.I. Suspects:

Based on *officer perception*, persons whose driving behavior is indicative of driving under the influence of alcohol or drugs, while on a public road or in areas that have ready access to a public road, are stopped for inquiry. Indications in the perception of the officer may include:

1. Sitting through a green light;
2. Weaving;
3. Excessively crossing the center-line or driving on road shoulder;
4. Driving excessively slow;
5. Driving excessively fast;
6. Failing to yield right of way;
7. Failing to turn lights on;
8. Failing to signal a turn;
9. Throwing objects from vehicle;
10. Playing loud radio or speaker systems;
11. Loud or boisterous vocal exclamation, or jesters;
12. Disregarding stop signs, signals, or the normal flow of traffic;
13. Improper turns;
14. Park or stopped in a potentially dangerous place or position; &
15. etc.

However, at times officers may be confronted with individuals whose personality or driving behavior suggest they are under the influence of alcohol or drugs, but, rather, are experiencing diabetic shock or other medical complications. Therefore, when stopping an individual suspected of driving under the influence [D.U.I.], the officer takes reasonable action to differentiate between intoxication and medical complications by:

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1. Checking for an alert bracelet, necklace, or I.D. card;
2. Looking for indications of medication, such as prescription bottles, wrappers, etc.; &
3. Asking the individual if a medical problem or emergency exists.

If the officer perceives that an individual's behavior is the result of a medical crisis or appears to be in imminent need of medical attention, the officer must:

1. Immediately call emergency medical personnel;
2. Forward medical alert items and/or medication to arriving emergency medical personnel;
3. Transport, have medical personal transport, or secure private or public transportation of the individual(s) to a hospital or other safe haven;
4. Not let the individual operate a vehicle;
5. Take action to secure the individual's vehicle [see section entitled *Securing Individual's Vehicle*]; &
6. Complete an incident report.

Arresting D.U.I. Suspects:

When, based on *the perception of the officer*, an individual is suspected of driving under the influence [D.U.I.] of alcohol or drugs, the officer must:

1. Advise the driver that he or she is being detained for suspicion of DUI;
2. Field investigation (i.e.: field sobriety tests and PBT);
3. If arrested, take action to secure the individual's vehicle [see section entitled *Securing Individual's Vehicle*];
4. Transport the arrestee to the SLPD; &
5. Process for DUI.

If the individual is legally intoxicated, the officer completes a D.U.I. citation and an incident report, with attached sobriety test results. The subject should then be booked into the Yuma County Jail or Yuma County Juvenile Hall, which ever applies. D.U.I. suspect may also be held in the department lock-up if the suspect will be initialed by the San Luis Municipal Court within 8 hours. Only a supervisor may authorize DUI suspects to be cited and released.

If the individual is found not to be intoxicated, and not charged with other offenses, the suspect is released from custody. If, in the officer's judgment the individual is not capable of operating a motor vehicle on the highway, or is otherwise at risk, the officer secures some means of transport to a reasonably safe haven.

Securing the Individual's Vehicle:

When an individual is detained on suspicion of driving under the influence [D.U.I.] of alcohol or drugs or referred to emergency medical personnel for a medical crisis, the

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involved officer takes reasonable action to secure the individual's vehicle. At the supervisor's discretion, the vehicle may be:

1. Released to a licensed and sober family member of the individual with the driver's consent;
2. Released to a licensed and sober passenger of the vehicle, with the driver's consent;
3. Towed;
4. Secured at the location where the individual was stopped with the driver's consent; or
5. Relocated and secured at a safe location, under exigent circumstances [i.e. – the vehicle is impeding the normal flow of traffic].
6. Complete a vehicle form. This is documentation to protect the officer and the SLPD. This report form includes a place for the officer to put the towing companies' name, location and phone number, the detainee is given a copy of this.

If there is no other option, call for another officer to stand by with the vehicle until the towing company arrives. The towing company will complete and sign their section of the vehicle form. The pink copy is to be given to the towing company. The yellow copy should be give to communications for them to record the final disposition of the vehicle.

Intoxilyzer and Blood Testing:

Arriving at the San Luis Police Department, the individual detained on suspicion of driving under the influence [D.U.I.] of alcohol or drugs must be read the Admin Per Se Affidavit, and undergo an Intoxilyzer test by a *certified Intoxilyzer operator* or a blood test to be drawn by a *certified law enforcement phlebotomist*.

If the arrestee refuses to submit to the tests as per the Admin Per Se Affidavit, the officer should follow the instructions listed on the same.

Following successful completion of the test, the officer must:

1. Sign the printout of the breath test results;
2. Enter the results of the test on the Admin Per Se; &
3. Provide a copy of the breath test results to the arrestee.

Individuals suspected of driving under the influence who have been rendered unconscious or injured as a result of a motor vehicle accident, or *pass out* undergo chemical testing by a law enforcement phlebotomist, licensed medical personnel or a laboratory technician, provided the arresting officer:

1. Completes necessary paperwork for obtaining the sample;
2. Observes an individual withdraw the blood sample;

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3. Observes a urine sample being obtained [unless a different gender as the arrestee]; &
4. Maintains the chain of custody of the sealed samples until analyzed.

If the individual is confirmed to be over the legal limit through testing for the consumption of alcohol while operating a motor vehicle, the officer completes a D.U.I. citation, transports the arrestee to the departmental jail or lockup facility, and completes an incident report, with attached sobriety test results. If, however, the individual is determined to not be legally intoxicated, the individual is immediately released, unless otherwise charged with a detainable offense.

Stopping & Handling D.U.I. Suspects That Are Law Enforcement Employees:

Experience teaches, that tenured officers will at sometime or another come in contact with an officer that is operating a motor vehicle under the influence of drugs or alcohol. It is the policy of the SLPD that law enforcement officers suspected of D.U.I. will be handled and processed the same as any other citizen, using the above process without exception.

In the unlikely event an officer is suspected of D.U.I. and is on-duty the officer will be disarmed if reasonably possible without confrontation, and held in place and the ranking supervisor on duty called to the scene. Upon arrival, the ranking supervisor will take over the investigation, and supervise the process D.U.I process.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Vehicle Roadblocks	Policy Number: 4.30
Issue Date: 07/30/2007	Revision Date:

POLICY:

The San Luis Police Department may conduct vehicle roadblocks to alter or stop the flow of traffic during an emergency, or during instances of compelling law enforcement or public concern. Roadblock applications include *prison or jail escapes, apprehending persons suspected of committing dangerous acts, natural disasters, or when the need for stopping vehicles is substantial and outweighs the inconvenience or intrusion to motorists.*

DISCUSSION:

Law enforcement officers assigned to patrol public roads, have a general duty to protect the public. As such, officers may from time to time set-up roadblocks in the furtherance of these duties.

Fourth Amendment guidelines regarding *search and seizure* generally require officers to have *reasonable individualized suspicion* to stop and spot check vehicles for the primary purpose to detect evidence of ordinary wrongdoing such as possession of illegal narcotics. In this regard, the United States Supreme Court has upheld decisions for vehicle roadblocks that *systematically and briefly* stop vehicles without individualized suspicion if the need is substantial and outweighs the intrusion to motorists. Such roadblocks are typically designed to intercept illegal aliens, check vehicle safety equipment, or to remove obvious drunk drivers from the road. Roadblocks conducted solely as *drug checkpoints* probably do not meet this test.

DEFINITIONS:

Authorized emergency vehicle: A vehicle of this agency equipped with operable emergency equipment as designated by Arizona law, including a siren and emergency signaling lights.

Channeling: A form of *boxing-in* or *rolling roadblock*, or setting of conditions by emergency vehicles that directs vehicular traffic or the suspect's vehicle onto another roadway or into an area of limited escape. Depending on the form, this can also be considered a form of *rolling roadblock*.

SAFETY CHECK ROADBLOCK ENFORCEMENT DATA

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Controlled deflation device: Sometimes called *stop sticks* or *spike strips*. Tire deflation devices when properly deployed may help reduce the speed of the pursuit by disabling one or more of the suspect's tires. Tire deflation devices are not a guarantee, as certain vehicles now have *run-flat tires*.

Motor vehicular pursuit: An active attempt by an officer in an authorized emergency vehicle to apprehend fleeing suspect(s), who know that an officer is trying to stop them and who have given some indication of the intent not to stop or yield. The intent not to stop can be by increasing speed, bypassing traffic control devices, or by other means.

Moving or rolling roadblock: A temporary operation in which law enforcement or other authorized personnel slow or impede the flow of vehicle traffic at or below the posted speed limit for the intended purpose of controlling the movement of a particular violator. This may be accomplished by partial blocking, channeling, moving roadblocks, or creating slow traffic.

Roadblock: Placing vehicles or objects in the path of a suspect's moving vehicle to encourage or force it to stop. Roadblocks are generally described as *stationary*, or *rolling* [*moving*]. *Stationary* roadblocks are set at a fixed point, and all elements or equipment is stationary. *Rolling* or *moving* roadblocks move with the flow of the pursuit with the intent to gradually reduce the speed or change direction thereby supporting the eventually stop.

PROCEDURES & TACTICS:

Vehicular Pursuit Roadblocks:

Due to the obvious dangers inherent in the use of roadblocks in pursuit situations, officers of the department utilize a stationary roadblock in direct support of vehicle pursuits only:

1. At the direction of the shift supervisor;
2. When the fleeing suspect has committed a violent prone felony; or the suspect has exhibited extreme disregard for the lives and safety of the public in general.;

The communications officer notifies support units of the reason for, and location of the supporting roadblock. He/she notifies the principal pursuit vehicles acknowledge, and seek acknowledgement of the road-block location. If pursuing units do not acknowledge the existence of the roadblock, the supporting roadblock should be abandoned. Vehicles other than department vehicles may not be used as roadblocks. No one may remain in vehicles that have been placed as part of a stationary roadblock. All officers at the scene of a pursuit road-block will take a position out of harms way. An escape route for all oncoming vehicles should be provided, to include the vehicle being pursued.

Moving Roadblocks:

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Officers may employ *moving roadblocks*:

1. At the discretion of the shift supervisor;
2. When the fleeing suspect has forced or attempted to force passage through a stationary or other roadblock;
3. The suspect has exhibits a wanton or potentially dangerous disregard for the safety of others; or
4. When the need to apprehend the suspect out-weighs the inherent safety risk to all.
5. Officers may only employ a *moving roadblock* if they are properly trained and certified to do so by the SLPD.

In order to reduce the chances of vehicle damage, injury to officers, or members of the public, officers may employ one or more of the following *moving roadblock* methods:

1. **Blocking:** In a pursuit of moderate speed, blocking can be accomplished by positioning a vehicle(s) in front of and/or behind the violator and another beside the violator. In this process, speed is gradually reduced until the violator is stopped. Officers use reasonable efforts to avoid actual contact with the violator vehicle.
2. **Creating slow moving traffic:** In a pursuit situation, slowing or impeding the normal flow of traffic may accomplish reducing the movement options of the wanted vehicle. In this process, department vehicles not involved in the pursuit; or other vehicles; enter the roadway ahead of the violator, and moderately slow vehicular traffic, forcing a reduction in speed of all following vehicles, including the violator and officers in pursuit. Officers should also refer to 04.18 Vehicle Pursuit. When this is determined to be the course of action, alternative plans of action need to be considered anticipating the suspect taking alternative actions. For example making a u-turn, crossing a median, or taking an alternative route.
3. **Channeling:** Is usually established by authorized emergency vehicles that are so positioned as to direct vehicular traffic or the suspect vehicle onto another roadway or into an area of limited escape. With a high emphasis on safety, non-emergency vehicles may be requested to provide assistance in exigent circumstances. As a practical matter large over-the-road trucks and their drivers are often willing to assist. This may also be accomplished by utilizing unmarked agency vehicles such as detective cars.

Records Maintenance:

Employees of the department maintain records regarding roadblocks. These files are normally used to:

1. Evaluate the effectiveness of tactics and equipment;
2. Set training curriculum; &
3. These records should be maintained as long as any associated criminal is active, and are disposed of in accordance with department archive procedures.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Sobriety Checkpoints	Policy Number: 4.31
Issue Date: 07/30/2007	Revision Date:

POLICY:

This policy provides the San Luis Police Department guidelines for the physical construction and operation of a sobriety checkpoint in order to maximize the deterrent effect and increase the perception of "risk of apprehension" of motorists who would operate a vehicle while impaired by alcohol or other drugs. It is the policy of the SLPD to implement a sobriety checkpoint program. This will be done as part of a comprehensive enforcement program. To ensure standardization of this program a clear and concise set of written guidelines has been developed governing procedures on how checkpoints will be operated within this jurisdiction.

DISCUSSION:

These guidelines suggest and describe operational procedures that the SLPD has considered in order to ensure that sobriety checkpoints are used legally, effectively and safely. This policy is consistent with those specified in recent court decisions, including the United States Supreme Court ruling in Michigan Department of State Police v. Sitz, upholding the constitutionality of sobriety checkpoints.

An effective sobriety checkpoint program consists of an ongoing program to deter impaired driving, judicial support, existing departmental policy, site selection, special warning devices, visible police authority, chemical testing logistics, contingency planning, detection and investigation techniques, operational briefings, comprehensive public information and education programs and data collection and evaluation.

PROCEDURES:

A. IMPLEMENTATION

To implement this policy the SLPD must:

1. Obtain approval in writing by the Director and the city attorney.
2. Satisfy federal, state and local legal requirements.

SAFETY CHECK ROADBLOCK ENFORCEMENT DATA

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3. Conduct checkpoints with a minimal amount of intrusion or motorist inconvenience.
4. Assure the safety of the general public as well as law enforcement officers involved.
5. Provide for an objective site selection process based on relevant data.
6. Provide for public information and education to maximize the deterrent effect and heighten awareness of the impaired driving problem.
7. Provide for a systematic procedure for data collection and after impact analysis report to monitor and ensure standardization and consistency of the sobriety checkpoint program.
8. Officer selection should be based on experience and training. Operational procedures will be covered during a briefing period prior to each checkpoint.
9. Coordinators must specify the method for selecting motorists to be contacted, (e.g., "every vehicle, every fifth vehicle," etc.) to ensure objectivity, this information must be disseminated during the briefing.

B. SITE SELECTION

SLPD personnel coordinating a sobriety check point must be able to objectively outline criteria utilized in the site selection process:

1. Alcohol/Drug related traffic experiences.
 - a. Unusual incidence of alcohol/drug related crashes.
 - b. Alcohol/drug impaired driving violations.
 - c. Unusual number of nighttime single vehicle crashes.
 - d. Any other documented alcohol/drug related vehicular incidents.
2. Select locations which permit the safe flow of traffic through the checkpoint.
 - a. Consideration should be given to posted speed limits, traffic volume and visibility.
 - b. Ensure sufficient adjoining space is available to pull vehicles off the traveled portion of the roadway.
 - c. Consider other conditions that may pose a hazard.

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3. The site should have maximum visibility from each direction and sufficient illumination. If permanent lighting is unavailable ensure that portable lighting is provided.

B. PERSONNEL

1. A sergeant (or higher) must always be present to provide on-scene supervision of the checkpoint.
2. The checkpoint will be staffed by a sufficient number of uniformed personnel to assure a safe and efficient operation.

C. ADVANCE NOTIFICATION

1. For the purpose of public information and education, the SLPD will announce to the media that checkpoints will be conducted.
2. The SLPD will encourage media interest in the sobriety checkpoint program to enhance public perception of aggressive enforcement, to heighten the deterrent effect and to assure protection of constitutional rights.
3. The SLPD will provide advance notification of the checkpoint to public safety agencies expected to be impacted.

D. MOTORISTS WARNINGS / SAFETY METHODS

1. Special care is required to warn approaching motorists of the sobriety checkpoint.
2. Basic equipment will include, but is not limited to:
 - a. Warning signs placed in advance of the checkpoint
 - b. Flares, fuses, or similar devices
 - c. Safety cones or similar devices
 - d. Permanent/portable lighting
 - e. Marked patrol vehicles
3. The use, placement and types of traffic control devices must comply with federal, state, or local transportation codes.

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E. CONTINGENCY PLANNING

Any deviation from the predetermined guidelines must thoroughly document the reason for the deviation. (i.e. traffic backing up, intermittent inclement weather.)

F. DATA COLLECTION AND EVALUATION

To monitor and ensure standardization and consistency of the sobriety checkpoint program a systematic method of data collection will be incorporated.

1. After action report may include, but is not limited to:

- a. Time, date, and location of checkpoint.
- b. Weather conditions.
- c. Number of vehicles passing through checkpoint.
- d. Average time delay to motorists.
- e. Predetermined order of selecting motorists.
- f. Number and types of arrests.
- g. Number of motorists detained for field sobriety testing.
- h. Identification of unusual incidents such as safety problems/other concerns.

2. To assist in determining the effectiveness of a checkpoint operation, a periodic impact analysis will include the following types of information.

- a. Crash rate reduction.
- b. Impaired driving offenses.
- c. Impaired driving convictions
- d. Public opinion survey to determine increased perception of detection and apprehension of impaired drivers.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Emergency Management	Policy Number: 5.01
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department plans for unforeseen events and circumstances. Meeting this objective is accomplished by supporting and maintaining emergency plans; training staff in their responsibilities and duties regarding these plans; and coordinating with local emergency service agencies.

PROCEDURE:

Emergency Services Coordinator:

The Director of Public Safety acts as the Emergency Services Coordinator (ESC) whenever the community Emergency Management Plan is activated during emergencies or drills. The Director is the primary liaison between the Emergency Operations Center (EOC) and the Agency. The ESC may report to the Emergency Operations Center during declared emergencies, or may work from the Agency or a field command post, depending upon the nature of the emergency according to the Emergency Management Plan.

The Incident Command system is used to facilitate communications and coordinate multi-agency response during major emergencies. All Agency employees must be familiar with and follow Incident Command procedures during declared emergencies.

Emergency Plans:

The Director is responsible for providing Agency input to the Emergency Manager and assisting with development and review of emergency plans, and integrating these plans into departmental policies and procedures. These plans involve:

1. Bomb threats;
2. Escape routes and movement;
3. Evacuation;
4. Hazardous Materials (Haz Mat) incidents;
5. Major fires;
6. Natural Disasters including floods, hurricanes and earthquakes;
7. Hazardous material Incidents;
8. Hostage situations;
9. Medical Emergencies;

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10. Employee Work Stoppage;
11. Major transportation accidents;
12. Interruptions in utility service; &
13. Any act of terrorism against any governmental agency of the United State of America and/or its people.

Contents:

Each emergency plan contains:

1. Discretionary reaction options for staff first becoming aware of the emergency.
2. Supervisory notification procedures, to include the telephone numbers in the department, at home, and pager number of:
 - a. Sergeants;
 - b. Lieutenants;
 - c. Captain & Director;&
 - d. Other personnel as specified in the individual plan.
3. Command responsibilities when supervisory personnel are unavailable, including:
 - a. The first arriving officer on the scene assumes the responsibility of command, and remains in command, until relieved by a superior officer or qualified personnel of another department, with training and special skills pertaining to the specific incident;
 - b. A senior staff member on duty assumes command of the emergency until the arrival of Director or designee; &
 - c. The Director or designee assumes charge for the duration of the crisis;
 - d. In the event of a prolonged crisis, a relief schedule for command staff will be established.
4. Establishing an emergency command post at the site which provides:
 - a. Radio and telephone to staff;
 - b. Sufficient space for tactical planning; &
 - c. A safe area.
5. Emergency staff call-up procedures. Off-duty officers may be called in when additional support is needed.
6. Time keeping procedures established early in the crisis. As soon as possible, staff are assigned specific duties in the emergency response.
7. Description of special equipment needs. Depending on the type of emergency, reliance on outside sources of equipment may be involved.
8. The designation of staging areas for equipment and personnel and a designated coordinator for each location. This will aid in organization and help eliminate a large gathering in one location.

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9. Description of special communication needs. Radio frequencies for local fire department and emergency services, monitors for civil defense or weather warnings are included.
10. Procedures for information release to the media. News releases are only done with the approval of the Public Information Officer.

A follow-up investigation and report is prepared for the Director and the Captain, including an assessment of the effectiveness of the plan and staff response.

Training:

SLPD employees receive disaster response instruction during:

1. Initial training;
2. Refresher training, not less than annually;
3. Updated training if response plan changes or is modified;
4. Specialty training for staff with critical roles; &
5. Joint or cross training with community and other government resources upon which the department will draw in an emergency.

Training for emergencies is based on the plans developed at the direction of the Captain, and carried out by the Training Officer.

Review of Plans:

Once developed, the plans are maintained in a ready status for reference, reviewed periodically for completeness and accuracy, and distributed to the:

1. Director;
2. Captain; &
3. San Luis Fire Department and Emergency Medical Service.

Employees are required to review emergency plans at least once a year for accuracy and updating. New employees must familiarize themselves with the plan and their individual roles.

Revision:

Emergency plans are “living” plans and must be updated at least annually, or based on changes in response requirements, changing conditions, or as circumstances [e.g., new phone numbers or staff changes] dictate. As political and crime indicators dictate, plans are adjusted and added in an effort to keep pace with evolving threats.

When changes are made, all personnel must be trained in the updated plans.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Emergency Call-Out Procedure	Policy Number: 5.02
Issue Date: 07/31/2007	Revision Date:

POLICY:

It is the responsibility of all San Luis Police Department officials to work jointly in response to emergency situation.

PROCEDURES:

Notification of the Director:

Communications notifies the Director or designee concerning any major incident to include, but not limited to:

1. A police officer involved shooting;
2. An escaped suspect;
3. Any serious physical injury to any officer or public employee;
4. Any homicide within the department's jurisdiction;
5. Any crime or incident involving a "gang" or other groups of people who have the potential for violating the law;
6. Any serious crime against a federal, state, or municipal government and/or employee;
7. Any crime in which an officer of SLPD is a suspect;
8. Any civil unrest, natural disaster, or major accident;
9. Any crime so unusual that it would shock the conscience of the public; &
10. Any time that the shift supervisor determines that it is necessary to have the Director present.

General Guidelines:

It is the responsibility of the shift supervisor on duty to utilize the services of specific departmental personnel, depending on the circumstances of an emergency situation, to include:

1. An investigations sections member or officer to investigate:
 - a. Homicides;
 - b. Felony Battery offenses;
 - c. Major Thefts or Burglaries;

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- d. Robberies; or
 - e. Rape or sexual offenses.
- 2. Patrol personnel for incidents involving, but not limited to:
 - a. Civil unrest;
 - b. A natural disaster;
 - c. Any major accident; or
 - d. A search for missing persons.
- 3. A tactical unit for incidents involving, but not limited to:
 - a. A hostage situation;
 - b. Civil unrest;
 - c. In search efforts following a major accident or natural disaster; or
 - d. To issue a high risk felony warrant.
- 4. Canine [K-9] personnel for situations involving, but not limited to:
 - a. Tracking suspects who have fled from major crime scenes;
 - b. Tracking suspects who have escaped from custody; or
 - c. Conducting drug searches.
- 5. Upon an emergency call-out all personnel are required to:
 - a. Provide an approximate response time.
 - b. Be properly equipped for the particular incident.
 - c. Notify of any special circumstances they may have. I/E Illness, altering medications, use of alcohol, etc.
 - d. Have had sufficient rest.
- 6. Notifying the Director:
 - a. The shift supervisor must determine the Director needs to be notified.
 - b. Call-out time must be documented by communications
 - c. The Director must be contacted via the chain of command.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Civil Disturbances	Policy Number: 5.03
Issue Date: 07/31/2007	Revision Date:

POLICY:

The manner in which law enforcement officers deal with unruly crowds and illegal gatherings has direct bearing on their ability to control and defuse the incident and contain property damage, injury or loss of life. Officers of the San Luis Police Department confronting civil disturbances follow the procedures of containment, evacuation, communication, use of force, and command and control as written in this policy.

DEFINITION:

Civil Disturbance: An unlawful assembly that constitutes a breach of the peace or any assembly of persons where there is imminent danger of collective violence, destruction of property, or other unlawful acts.

PROCEDURES:

The first officer to arrive on the scene of a civil disturbance does the following:

1. Observe the situation from a safe distance to determine if the gathering is currently or potentially violent.
2. Notify communications of the nature and seriousness of the disturbance, particularly, the availability of weapons and approximate number of participants. Request the assistance of a supervisor and any necessary backup and advise as to the present course of action. If approaching the crowd would not present unnecessary risk, instruct the gathering to disperse.
3. Attempt to identify crowd leaders and any individuals personally engaged in criminal acts.

The ranking officer at the scene is the officer in charge (OIC). The OIC or other highest-ranking officer assuming command at the scene takes the following steps:

1. Assess the immediate situation for seriousness and its potential for escalation. If the disturbance is minor in nature and adequate resources are available, efforts should be made to disperse the crowd.

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2. Establish the number of personnel and equipment necessary to contain and disperse the disturbance and relay this information to the communications center.
3. The OIC may request additional resources from other area law enforcement agencies.
4. Where necessary, ensure that appropriate notification is made to outside agencies to include the fire department, rescue squads, state and local law enforcement agencies, departmental officials, public information officer, the agencies legal advisor, and the local detention center.
5. Establish a temporary command post based on proximity to the scene, availability of communications, available space and security from crowd participants.
6. Establish an outer perimeter sufficient to contain the disturbance and prohibit entrance into the affected area.
7. Ensure that, to the degree possible, innocent civilians are evacuated from the immediate area of the disturbance.
8. Ensure that surveillance points are established to identify agitators, leaders and individuals committing crimes, and to document and report on events as they happen. Photographic and videotape evidence of criminal acts and perpetrators is generated whenever possible.
9. Ensure establishment and sufficient staffing of a press area.

Command Options:

When adequate personnel and resources are in place, the OIC establishes communications with leaders of the disturbance and discuss actions necessary to disperse the crowd. Should the crowd fail to disperse in the prescribed manner, the OIC should be prepared to implement one of the following options:

1. ***Containment and dialogue:*** The objective of containment and dialogue is merely to disperse the crowd. In doing so, the OIC should:
 - a. Establish contact with crowd leader(s) to assess their intentions and motivation and develop a trust relationship; &
 - b. Communicate to the participants that their assembly is in violation of the law and will not be tolerated, that the department wishes to resolve the incident peacefully and that acts of violence are dealt with swiftly and decisively.
1. ***Physical arrest:*** When appropriate, the OIC orders the arrest of crowd leaders, agitators or others engaged in unlawful conduct. In doing so, he :
 - a. Ensures the appropriate use of tactical formations and the availability of protective equipment for officers engaged in arrest procedures;
 - b. Ensures the availability of transportation for arrestees; &
 - c. Ensures that a backup team of officers is readily available, should assistance be required.

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1. **Non-lethal force:** When physical arrest of identified leaders and agitators fails to disperse the crowd, the OIC may use non-lethal force to accomplish these ends. In so doing, the OIC ensures that:
 - a. A clear path of escape is available for those who wish to flee the area;
 - b. The use of tear gas, smoke or other non-lethal devices is coordinated and controlled; &
 - c. Canine teams are restricted from all enforcement actions, except when their use would aid in the rescue of agency personnel.
1. **Use of deadly force:** The use of deadly force in the control and disbursement of civil disturbances as in other circumstances is governed by this department's use-of-force policy. Specifically:
 - a. Law enforcement officers are permitted to use deadly force to protect themselves or others from what is reasonably believed to be an immediate threat of death or serious bodily injury.
 - b. Particular caution should be taken when using firearms during civil disturbances— the arbitrary use of return fire in crowds is prohibited.
 - c. Where sniper fire is encountered or hostages taken, this department's policy on hostage and barricaded subjects will be followed.

Mass Arrest:

During the course of civil disturbances, it may be necessary to make arrests of numerous individuals over a relatively short period of time. In order for this process to be handled efficiently, safely and legally, the OIC should ensure that:

1. An arrest team is designated to process all prisoners for purposes of transportation;
2. An adequate number of vehicles are made available to remove the prisoners to the detention center;
3. An adequate secure area is designated in the field for holding prisoners after initial booking and while awaiting transportation;
4. All arrested individuals are searched, photographed and properly identified prior to transportation to the detention center for formal booking;
5. All injured prisoners are provided medical attention prior to being booked;
6. All arrested juveniles are handled in accordance with this department's procedures for the arrest, transportation, and detention of juveniles; &
7. All evidence and weapons taken from arrestees are processed in accordance with this department's policy on the preservation and custody of evidence.

Deactivation:

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When the disturbance has been brought under control, the OIC ensures that the following measures are taken:

1. All law enforcement officers engaged in the incident are accounted for and an assessment made of personal injuries.
2. All necessary personnel are debriefed as required.
3. Witnesses, suspects, and others are interviewed or interrogated.
4. All written reports are completed as soon as possible following the incident to include a comprehensive documentation of the basis for the department's response to the incident.

Debriefing:

Each supervisor conducts a debriefing with their respective squads or personnel. Each supervisor should then debrief the Command Staff of their assessments who then have their own internal debriefing for administrative reasons.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Strikes & Labor Disputes	Policy Number: 5.04
Issue Date: 07/31/2007	Revision Date:

POLICY:

San Luis Police Department officers assigned to strikes and labor disputes must deal fairly with the involved parties, while upholding their sworn responsibilities to protect life, property, and the rights of those involved. The parties involved in a labor dispute have responsibilities as well as rights. Strikers may assemble and demonstrate peacefully to bring attention to their cause, but they do not have the right to intimidate non-strikers, or to impede business and public passageways. Employers have the right to keep their businesses open and free from undue interference, intimidation, damage, or destruction.

PROCEDURES:

Command Authority:

Operational control of officers assigned to a labor strike is the responsibility of the Director, or his designee. The Officer-In-Charge (OIC) of the strike detail contacts the business and labor unions involved to:

1. Inform them the police agency is aware of the strike (or impending strike), and advise them of agency policy relating to the enforcement of law and protection of personal and corporate rights;
2. Emphasize to the union the importance of a peaceful demonstration, that their right to legally assemble and protest will not be interfered with, so long as it does not interfere with the legal right of the company to transact business; &
3. State the agency's position on warning and arresting demonstrators, and the need to maintain communication at all times between police personnel and strike leaders.

If insufficient officers are available to man the strike detail, permission may be sought from the Director, or designee, to request additional officers under this agency's mutual assistance agreement. In no case may non-sworn personnel be utilized for strike details.

In determining manpower and equipment needs, the OIC must consider:

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1. The number of pickets, their attitude, and organization;
2. The number of non-strikers, anti-strikers, and bystanders;
3. Whether the striking company will attempt to stay open, and whether non-striking employees will attempt to enter the premises; &
4. The cooperation demonstrated by all parties involved in the strike.

Duties and Responsibilities of Assigned Personnel:

It is the responsibility of officers assigned to labor strikes to:

1. Protect life and prevent personal injury;
2. Protect the statutory and constitutional rights of all parties involved;
3. Protect personal and public property;
4. Maintain public peace;
5. Refrain from fraternizing or engaging in any unnecessary conversation with picketers, management personnel, or bystanders;
6. Refrain from entering the company property except to conduct necessary police acts;
7. Keep arrests for minor law violations to a minimum, controlling such conduct through conversation with picket captains, union representatives, or management personnel;
8. Warn picket captains or management representatives that violations of the law will result in arrest;
9. Refrain from arresting picketers for verbal abuse, if unaccompanied by threats against officers. Language that incites violence or other unlawful acts will form the basis for physical removal and/or arrest of those responsible; &
10. Discourage picketers from drinking alcoholic beverages, and seek supervisory approval prior to arresting persons who fail to abide with open container, public consumption, public inebriation, or related laws.

Operation of Picket Lines:

1. Officers are obligated to protect persons engaged in expressing their right to peacefully picket and persuade others to honor their picket line, as long as such persons do not violate statutes such as trespass, disturbance of the peace, or disorderly conduct.
2. Non-striking employees, customers, and members of the public have the right to enter and leave the site of the strike.
3. Officers take all reasonable measures to protect the rights of the parties. Attempts by either labor or management personnel to prevent the free exercise of these rights will first be brought to the attention of the appropriate strike captain or management supervisor.
4. Officers advise persons attempting to cross hostile or potentially hostile picket lines of the possible danger involved, and if appropriate, attempt to dissuade them of such action, advising they must follow police instruction, if they choose to cross.

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5. Officers provide necessary breaches in picket lines to allow interested parties to cross, and personally escort pedestrian traffic across the line to a safe distance.
6. Vehicular traffic is provided access through picket lines after having been given appropriate warnings. The volume, rate of passage, and speed of vehicles crossing picket lines is determined by the OIC.

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**San Luis Police Department
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Policies and Procedures**

Subject: Hostage or Barricaded Subject	Policy Number: 5.05
Issue Date: 07/31/2007	Revision Date:

POLICY:

During hostage or barricaded subject incidents officers of the San Luis Police Department first consider the protection of innocent life, and second, bringing about a peaceful resolution to the situation without compromising justice.

DEFINITIONS:

Active shooter: A person who is actively attempting to fire upon or otherwise seriously injure or kill one or more hostage(s), citizen(s), or officer(s).

Barricaded Subject: Any individual who is reasonably believed to be a threat to commit serious bodily injury or death to hostages, officers or others in the community and who is in a stronghold position.

Hostage: Any person held by another against his will by force or threat of force, expressed or implied.

PROCEDURES:

Objectives:

During hostage or barricaded suspect incidents SLPD officers must:

1. Consider the lives and safety of officers, hostages, other involved civilians, and by-standers the primary factor;
2. Peacefully resolve the incident through communication with the suspect if possible;
3. Develop and maintain the ability to use alternative approaches to resolve incidents if communications fail; &
4. Make every reasonable effort to affect the safe release of the hostages.

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Patrol Officers:

Patrol officers responding to hostage or barricaded subject incidents generally may not initiate tactical actions other than those necessary to protect the lives and safety of themselves or others. The exception is in instances where an *active shooter* is encountered. In such cases the necessity for immediate action to protect innocent life is paramount. As with any life threatening situation, the level of force employed must be consistent with this department's use of force policy.

With the exception of active shooter incidents, once persons are moved to safety, officers must then:

1. Notify a supervisor of the incident and circumstances;
2. Contain and isolate the incident scene, establishing an *inner containment perimeter* to provide a reasonable degree of safety while maintaining contact with the incident scene;
3. As time and resources permit, establish an *outer containment perimeter* to control pedestrian and vehicular traffic into the area; &
4. Evacuate occupants of affected residences and businesses to a point beyond the outer perimeter.

Incident Commander (IC):

The first officer at the scene is in charge until command is transferred to a supervisor, then the ranking officer at the scene is in charge until specifically relieved by a superior. An Incident Command Center should be activated and the incident operates under the I.C.C. The incident commander must:

1. Evaluate the situation in an effort to determine how many suspects and/or hostages are involved, and if possible, determine how the suspect is armed;
2. Request assistance from the Special Operations Group [SOG], and the Hostage Negotiating Team;
3. Confirm that the SOG is responding, and determine the estimated time required for the unit to assemble and prepare for action;
4. Delegate the tactical mission to the commander of the tactical response team;
5. Develop a communications and negotiations process and an emergency response team reaction;
6. Establish an inner and outer perimeter, command post, tactical operations center, negotiations center and a staging area for officers and others arriving for assignment;
7. Notify the PIO;
8. Verify that traffic and crowd control is established, and that routes for emergency vehicles have been designated;
9. Make provisions for recording personnel assignments and developing a chronological record of events at the command center and tactical operations center;

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10. Ensure that necessary equipment from the fire department is made available at the staging area together with any other units or equipment such as canine teams, aviation, or marine units;
11. Ensure that emergency medical services are available at the site;
12. Request assistance or *standby* from support agencies such as fire/EMS as necessary or anticipated;
13. Identify and establish a staging area for support agencies and personnel to assemble. The staging area should be near the incident, but out of harms way;
14. Notify additional agencies with specialized teams in the immediate area, should the incident be prolonged and relief of personnel is essential to the operation; &
15. Contact the Federal Aviation Administration (FAA) and request for the airspace over the incident area to be closed to low-flying aircraft.

SOG Commander:

The commander of the tactical response team assists the IC by:

1. Determining equipment needs and assigning personnel to control and contain the inner perimeter;
2. Designating marksmen and entry teams if necessary;
3. Ensuring that personnel manning the inner perimeter maintain firearms discipline and are provided with periodic relief by appropriate tactical response team members;
4. Preparing appropriate logistical plans to include diagrams of the location in question;
5. Ensuring the establishment of a tactical operations center if necessary; &
6. Maintaining contact with and keeping the command post informed of all developments and operations.

Hostage Communications Team:

The individual in charge of communicating with the barricaded subject will:

1. Provide any requested assistance to the IC;
2. Provide trained primary and secondary negotiators and, if available and necessary, a negotiations investigator;
3. Obtain all pertinent information about the hostage taker, the hostages, hostage site and other barricaded subjects;
4. Designate a location to interview witnesses, released hostages, and others; &
5. Debrief hostages following the incident.

General Rules of Negotiation:

When the negotiator attempts to make contact with the barricaded subject, he should:

1. Avoid soliciting demands;
2. Listen carefully for clues regarding the subject's emotional state;

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3. Avoid bargaining or making concessions;
4. Reassure the subject that police will not storm the building;
5. Never offer the subject anything;
6. Minimize the seriousness of subject's crimes;
7. Never refer to people being held as "*hostages*";
8. Avoid tricks and try to be honest;
9. Never say "*No*" to a demand (you do not have to say "*Yes*", either);
10. Never make suggestions; &
11. Never use "*outsiders*" to talk to subjects.

Psychological Services:

Psychological services serves as a resource to the hostage communications team to:

1. Monitor communications between the negotiators and subjects and provide negotiators with assessments of effectiveness, recommended strategies, and other relevant information;
2. Assist in interviewing witnesses and debriefing hostages; &
3. Provide professional assistance to hostages, witnesses and others as may be necessary.

Use of Force:

Officers are authorized to use reasonable force, including deadly force, to stop active shooters or suspects who pose immediate danger to officers, hostages or the public. In exercising their discretion in these matters, officers are cautioned to conform their actions to the department's use of force, and less-lethal weapons policies and procedures.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Bomb & Mass Destruction Threats	Policy Number: 5.06
Issue Date: 07/31/2007	Revision Date:

POLICY:

All bomb and mass destruction threats received by the San Luis Police Department are always regarded as valid and responded to accordingly. Response may include deployment of personnel and resources and/or investigations.

PROCEDURES:

Prior Planning:

There are a number of factors that must be considered when planning a response to a bomb threat or disaster. The preservation of life and property is a primary objective of this agency, and is the most important consideration. There is no single course of action that will always be suitable. Each situation must be evaluated individually. Immediate and total evacuation of an area may appear to be the obvious solution; however, if handled incorrectly this can be both ineffective and dangerous. Some planning is necessary so that the response is orderly and efficient.

The Director of Public Safety responsible for coordinating emergency services and establishing a control center for planning and initiating any action relating to bomb threats or other threats. The Police Captain is the designated field commander for law enforcement and security purposes. In his absence, his designee assumes command until relieved.

Incident Command Center Responsibilities:

Access to the ICC is limited to authorized emergency personnel who have a specific function at the center, and a *need to know*. A number of duties and procedures are the responsibility of control center staff. These include:

1. Initiating a planned response to bomb threats and other potentially threatening disasters;
2. Notifying and coordinating the activities of other personnel;
3. Releasing authorized information to the news media;
4. Evaluating factors for evacuation, search, and continuation of business;
5. Vulnerability and accessibility of target area;
6. Probable risks involved;

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7. Determining potential courses of action including evacuation, selective evacuation, or no evacuation; &
8. Searches to be implemented.

Receiving a Bomb Threat:

A majority of bomb threats are made by telephone or fax, although bomb threats may occasionally be received in written note form or through the mail. All written material and any envelopes or containers should be treated as *physical evidence* and not subjected to any unnecessary handling.

Employees of the department who receive bomb or disaster threats by telephone must abide by the following:

1. Maintain a calm, professional demeanor;
2. Stay on the phone and fully engaged in the conversation with minimal distractions;
3. Seek assistance and response from another employee by typing all information in CAD or by waving a piece of paper or colored flag overhead;
4. Maintain contact with the caller talking as long as possible;
5. Complete the Threat Checklist, which asks the caller a number of questions;
6. Do not use radio transmission equipment, or cellular phones, until authorized by a supervisor;
7. Immediately complete and submit a report of the incident to a shift supervisor upon termination of the bomb threat; &
8. Do not use the telephone the call was received on until a communications technician has determined that the calling number cannot be identified.

Evaluation and Search:

Having evaluated the credibility of the threat, it is necessary to decide what action to take. This may include *search without evacuation, initiate a partial evacuation, or conduct a complete evacuation and search*. If the decision to evacuate is made, all non-essential persons must be evacuated to a location at least 300 yards from the area. Regardless of the extent of the evacuation, a physical search is always advisable.

Covert and Overt Searches:

Circumstances of a *partial* or *no evacuation* often necessitate a covert search. A covert search is conducted to avoid both panic and the interruption of business operations, and is normally executed by a few supervisory or management personnel, without arousing employee suspicions.

In the event of a full evacuation, an overt search is performed. This is accomplished by asking all persons in the building to first conduct a *360° search* of their immediate area before exiting the building. In conducting this *360° search* those in the building are to look for anything out of the ordinary and report it. They are not to touch, handle, or open any suspected or questionable device or package. Once the *360° searches* are

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completed all non-essential personnel must evacuate the building, without carrying any objects or personal effects out of the building.

If during the process of a search a suspect device, box, sack, or other container is located, *do not touch it*, and do not assume it to be the only device. Rather, clear and secure the area, notify the control center, and continue searching the entire facility for other devices. If a prolonged search is unavoidable, the search team should be given a break period every three (3) hours. Six (6) hours is about the maximum time a search team can function effectively. In the event no explosive device is found, the decision to reenter is influenced mostly by the confidence in the search procedure.

Building Search Procedures:

This department does not have a bomb disposal unit; rather, personnel and equipment from a professional EOD is called to the scene for the disposal of bombs or explosives. Be aware that Bomb Disposal Technicians do not conduct searches for potential bombs. They respond to suspicious packages or devices once they have been located, and render the item(s) safe. Department personnel are responsible for following a number of procedures for safely searching for a suspected bomb. These procedures include the following:

1. **Exterior or Public Area Search:** Search begins at ground level extending outward from the building to some natural divider (curb or wall, usually 25 to 50 yards or paces). Close attention should be given to piles of leaves and refuse, shrubbery, trashcans, parked vehicles, and any public access areas.
2. **Interior Search:** Special attention should first be given to utility rooms, waiting areas, rest rooms, and areas where access is unlimited. As a practical matter, search secured areas, where entry would be more difficult last. Begin at the lowest level and work upward, making a complete search before changing floors. It is important to check all items within a facility when conducting a bomb search. These items include, but are not limited to:
 - a. Underneath chairs;
 - b. In or on desks;
 - c. In trash cans;
 - d. Behind pictures;
 - e. In or behind cabinets;
 - f. Objects hanging on walls;
 - g. In light fixtures; &
 - h. Any item suspended from the ceiling (heater ducts, ceiling fans).
3. When first entering a room, remain completely calm and immobile. Listen for any unusual sounds. Many times such actions will pick up sounds indicating a device.
4. Never assume or advise that an area is completely safe and free of any devices.

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5. Do not medically treat injured persons at the scene except in unusual circumstances. Remove them as soon as possible to a secure location, at least 300 yards away from the incident location and turn them over to medical personnel.
6. Note license tags of all vehicles around or near the facility and initiate checks to determine if any of the vehicles are rented or stolen.
7. Photograph all casual observers or those that appear interested in the facility, and secure proper identification if possible.
8. If a suspected explosive device is found in an occupied building, evacuate the building immediately.

Action To Be Taken Upon Location of a Suspected Bomb:

If a suspected explosive device is located, leave it untouched. At no time will any unqualified officer attempt to move or render safe any suspected explosive device. Employees must evacuate at least 300 yards around the suspect device and request assistance from an experienced explosives agency or team. Upon arrival, the Bomb Technician and/or EOD (Explosives Ordinance Disposal Squad) instructions control operations as it relates to this incident location.

All responding emergency vehicles should be kept outside the perimeter. Private provider vehicles, such as those from gas, electric or telephone companies, should be assigned to a staging area if possible so they can be easily called upon as necessary.

Using caution, secure the scene so later it can be processed by evidence recovery personnel. Leave bodies of bomb blast victims who are obviously deceased in place, to allow for the collection of debris that may have forensic value.

Conclusion of a Bomb Threat:

After a building has been searched, the supervising officer at the scene will notify the owner or person in charge of the building of the results of that search, complete required reports, and return police personnel to routine duties. In the event of an explosion, minimal information is given to the news media, and then only through approved channels.

In the event of a death, no names are released until the next of kin has been officially notified.

Control of the crime scene transfers to the investigation division, who gathers any available evidence. The investigation division may request additional specialized assistance in completing their investigation as determined necessary by the senior staff supervisor on duty.

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Attachment I

Bomb Threat Questions

The following questions should be asked of anyone calling in a bomb or mass destruction device threat. Do not expect that the caller will answer every question you ask. If asked, but not answered, continue to ask additional question, and keep the caller talking as long as possible. Questions include:

1. When is the device going to explode?
2. Where is it now?
3. What does it look like?
4. What kind of bomb is it?
5. What type of explosive was use in making the bomb?
6. What will cause it to explode?
7. Did you place the bomb?
8. Why?
9. Where do you live?
10. What is your address?
11. What is your name?

During the progress of the call or immediately thereafter, try to answer the following questions yourself as best you can. Report the call to your superior.

1. Exact wording of the threat, colloquialisms, cursing, etc
2. Sex of caller
3. Race (sound of voice) dialect, accent,
4. Age, approximate (sound of voice)
5. Length of call
6. Any specifics about location of the threat (to indicate if the caller is an "insider, " employee, patron, etc. or if it is a "general or non-specific threat.
7. Any background noises heard
8. Name of person receiving the call
9. Number at which call is received
10. Time the call was received
11. Date the call was received

After the call is terminated. Do not use the telephone until a phone technician has determined that the calling number cannot be determined.

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**San Luis Police Department
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Policies and Procedures**

Subject: Crime Scenes	Policy Number: 6.01
Issue Date: 07/01/2007	Revision Date:

POLICY:

San Luis PD Officers must understand and follow established procedures to effectively protect, collect and preserve evidence of a crime and conduct initial investigative and other essential tasks at crime scenes.

DISCUSSION:

The actions taken by patrol and investigative officers at crime scenes often determine the course and success of criminal investigations. Initial responding officers play a critical role by protecting evidence, rendering emergency services, and initiating investigations. Remember that the public, the courts, and other law enforcement agencies judge our department by the manner in which we carry out what appear to be *mundane and routine* tasks at a crime scene.

The public is becoming ever mindful of the manner in which crime scenes should be handled and preserved. Key watchwords in crime scene management are . . . *get it all, get it right, get it recorded, and get it the first time*. Remember, there is no such thing as *going back to the crime scene*, after it is released back to the public.

PROCEDURES:

Initial Response:

Initial responding officers begin and continue the preliminary investigation until re-assigned by a superior officer, detective, or crime scene technician.

It is the responsibility of the initial responding officer(s) to:

1. Watch for individual suspects or vehicles that may be in flight while in transit to the crime scene;
2. Verify that a crime has been committed and relay essential information to communications upon arrival;
3. Administer first aid and/or summon emergency medical assistance if required and protect victims or others;

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4. Arrest suspects if possible. A decision to leave the crime scene to arrest or pursue a suspect is made based on weighing the immediate needs of victims and others against the safety of the public if the suspect were allowed to escape;
5. Provide communications with the following information for broadcast:
 - a. Nature of the crime committed;
 - b. Description of perpetrators, mode, and direction of flight;
 - c. Description of vehicles used by offenders and any accomplices;
 - d. Whether firearms or other deadly weapons were used and descriptions of same; &
 - e. Any support required at the crime scene.
6. Identify:
 - a. Determine the identities of any witnesses to the crime and request for them to remain at the scene until they can be interviewed;
 - b. The identities of any other persons who were present upon arrival at the crime scene;
 - c. The license tags of vehicles parked near the crime scene and remain aware of suspicious persons on hand at or near the crime scene.
7. Provide supervisors and investigative personnel with complete information about the offense, possible modus operandi, and the measures taken by officers and others.

Preservation of the Crime Scene:

In order to preserve evidence at crime scenes, first responding officers will:

1. Enter the crime scene only for purposes of aiding victims or bystanders in need of immediate assistance, apprehending suspects, or securing the area. Officers must avoid touching, walking upon, or moving objects, or otherwise altering or contaminating the crime scene.
2. Immediately activate a crime scene log of who enters and leaves and what time they enter and leave the secured crime scene area. Inform anyone entering the secured crime scene area that they will be subject to subpoena and testimony in court proceedings as to what their involvement was with in the crime scene.
3. Define the boundaries of the crime scene including all areas that may reasonably be searched for evidence.
4. Consider the nature and seriousness of the crime and if necessary:
 - a. Request backup assistance to restrict access to the crime scene and control any on-lookers;
 - b. Erect barricade tape, rope or cordon off, lock or otherwise secure the immediate crime scene and restrict access to defined crime perimeters; &

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- c. Record any alterations made at the crime scene due to emergency assistance to victims, the actions of persons reporting the crime, and handling of any items of evidentiary value or other actions.
5. Restrict persons from the crime scene who are not directly involved in the investigation. In the case of homicides or other major crimes the officer-in-charge (OIC) ensures that the identity of all persons entering the crime scene is recorded;
6. Approach homicides and other major crime scenes in a single defined line or path. This action limits destruction of footprints and other impressions, and contamination of scent trails that may be useful in canine searches.
7. The *place last seen* of a kidnapped or missing person should also be protected in a similar manner to the above.
8. Protect any areas or paths of travel that may be used in K9 tracking.

Collection of Evidence:

Initial responding officers at major crime scenes may not collect potential evidentiary value unless absolutely necessary to protect the evidence from damage or destruction, or unless directed by the OIC. If directed by the OIC, officers may:

1. Clearly and completely document the *chain of custody* of all evidence beginning with initial collection, packaging, and labeling at the crime scene.
2. Search the crime scene in a manner or method prescribed by the senior supervisor. Particular emphasis is placed on items that may help establish who, what, when, where, or how the crime was committed. This may include but is not limited to:
 - a. Objects found in unexpected or unusual locations; &
 - b. Weapons, tools, clothing, stains, blood spatters, fingerprints, footprints, tire or tool mark impressions, broken glass, fibers, soil or other items or substances.
3. Photograph, preserve, package, and label evidence.

Interviewing Witnesses:

Witnesses at crime scenes are identified and preliminarily interviewed as soon as possible. The neighborhood surrounding the crime scene should be canvassed promptly in order to identify additional witnesses or others who may have some knowledge of the crime or possible related events. All people who have gathered at a crime scene as spectators should be recorded as to who they are, address, description, phone numbers etc. Identification should be verified with some type of photographic identification. When possible, photograph or video record these people. Many times the perpetrator is identified through these recordings. When talking with these people, the use of a voice tape recorder of the conversation is helpful. Just inform them that they are being recorded. When video taping is done in a crowd, there is no right to

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privacy unless the video is used in a manner of public broadcast or exploitation.

The purpose of these interviews is to gather basic information about the crime at the earliest point possible in order to identify the perpetrator and establish the basis for the follow-up investigation. In addition to asking for positive details, officers ask potential witnesses such questions as . . . *is there anything unusual or different about this day or period?*

Crime Scene Reporting:

Officers conducting preliminary and follow-up investigations must complete appropriate reports in accordance with agency policy. At a minimum, reports include:

1. Date and time of arrival at the scene;
2. Any relevant weather or situational conditions such as the status of the crime scene upon arrival (e.g., fire, crowds, and initial observations);
3. How the crime was discovered and reported and the relationship of reporting individuals to victims or others if appropriate;
4. Identity of other officers or emergency personnel present upon arrival and those who responded to the crime scene thereafter;
5. Physical evidence discovered and the identity of the officers responsible for its collection (special note should be made of any valuables collected at the scene, such as currency or jewelry);
6. Name, address, and telephone number or other appropriate identification of witnesses to the crime;
7. Results of interviews with victims and witnesses to include in particular the identity or best possible description of suspects, method of operation, means of escape and any other pertinent identifying information;
8. Diagrams, sketches, photographs video tape or other similar information made at the scene or the identity of officers or civilians who made such recordings; &
9. Recommendations for further investigation such as the names of witnesses or others who may be able to provide additional information.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Robbery or Alarm Response	Policy Number: 6.02
Issue Date:	Revision Date:

POLICY:

Armed robbery and burglary are serious crimes that pose serious risks to citizens and officers. Officers of San Luis Police Department respond to reports of these crimes with urgency in order to maximize safety for employees, bystanders, and officers, and to enhance the probability of arrest.

PROCEDURES:

Burglar Alarm - Normal Response:

1. When burglar alarms from businesses or alarm companies are received:
 - a. Dispatch notifies the on-duty officers of the situation; do not notify the business or residence until the responding officers are on scene and advise request contact with the business or residence. In many instances the telephone line is directly connected to the alarm company or agency. Upon a call to the location there may be a *busy signal* as the line is tied up transmitting data to the alarm signal.
 - b. Two [2] units are to respond to the scene.
 - c. Officers first observe for suspicious activity, and then make a tactical approach to the building.
 - d. Officers may request communications to attempt contact by phone with the occupant of a home or manager of a business. If no crime is being committed, request that person to exit the building and make contact with an officer at a predetermined safe location.
 - e. Responding officers identify themselves and their agency, and determine whether there is a problem.
 - f. Officers may not delay response to burglar alarm calls, but should not respond in "emergency mode" unless there is a significant probability that the crime is in progress. Officers may deactivate their audible sirens within a reasonable distance of the location as to not notify the perpetrators of approaching authority.

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2. If there is no problem, the responding officers will:
 - a. File a report which states their name, the name, address, and telephone number of the business and why the alarm was activated; &
 - b. Not enter the business unless requested.

Robbery Alarm Procedure - Robbery in Progress Response:

The department response to reported robberies must follow these guidelines:

1. Three [3] units should respond to the scene, if available, in emergency mode by activating warning lights and siren until within sight or sound of the location. Each unit must maintain the following responsibilities:
 - a. The first unit observes the most logical point of escape.
 - b. The second unit observes a secondary point of escape.
 - c. The third unit remains a block away from the scene to assist any other units in stopping the suspects' vehicle, if escaping by motor vehicle.
2. Shotguns are recommended on these types of calls.
3. The dispatcher confirms whether an armed robbery is actually in progress by pre-arranged signal with the business employee if such arrangements have been made in advance between the agency and the business. If dispatch establishes communication by telephone, the business employee is told to stay on the phone.
4. Upon arrival at the robbery location, officers should remain hidden from view until the dispatcher confirms that the robber has left the premises. Many businesses including most banks train employees to get armed robbers out of the facility quickly and to lock the doors behind the subject(s) in order to prevent re-entry and reduce the potential for hostage situations. Officers may approach the building if there is a visible notice on the entrance indicating that the suspect has left the scene.
5. If no notice is visible, officers may not approach or enter the building until instructed to do so by an employee or dispatch communicating with bank employees.
6. No attempt will be made to arrest individuals until they have left the building.
7. Officer's arriving at the bank are responsible for:
 - a. Securing the crime scene, including all possible exits;
 - b. Identifying and obtaining information from witnesses; &
 - c. Informing other officers of information as it becomes available.
8. Responding officers should remember that suspects may have left the scene and employees are unable to communicate with the officers.
9. Responding officers immediately determine whether the suspect(s) left in a vehicle or on foot. If a vehicle was used, officers must obtain a description,

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direction of travel and occupant information. This information is given to the dispatcher for immediate broadcast. If the suspects left on foot, broadcast their description and last known direction of travel. Protect the escape route for K9 tracking.

10. An incident report is prepared on all calls made to any facility involving a holdup alarm wired direct into the agency.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Investigating Child Abuse	Policy Number: 6.03
Issue Date: 07/31/2007	Revision Date:

POLICY:

Reports of child abuse and neglect are investigated promptly and efficiently by the San Luis Police Department and appropriate measures taken consistent with the concept of *equal protection under the law*, and in the best interests of the child.

DISCUSSION:

Child abuse and neglect has been traditionally regarded as the principle responsibility of child protective services and social welfare agencies. However, research has demonstrated that a large percentage of repeat offenses, many of which involve serious injury or death to a child, involve *known repeat offenders*.

It is the position of San Luis Police Department that effective response to child maltreatment requires cooperative and coordinated efforts between social welfare and law enforcement agencies, and further, that under certain circumstances, arrest and criminal prosecution is an appropriate and preferred approach to the problem from a preventive standpoint. For these reasons, Child Protective Services and Amberly's Place Advocacy Center will be immediately contacted for calls of this nature.

DEFINITION:

Child Abuse: Any situation in which:

1. Parents, guardians, or other responsible adults have inflicted physical, mental, or sexual abuse upon a child;
2. Child has been exploited for sexual purposes through prostitution or pornography;
3. Child has been subjected to reckless endangerment that has or would likely cause physical or mental harm; or
4. Child has been subjected to emotional assault such as a close, sustained confinement.

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Child Neglect: Any situation in which parents, guardians, or other responsible adults have failed to provide:

1. For the physical needs of the child to include food, clothing, and shelter and that caused or would likely cause serious physical injury, sickness, or disability;
2. Medical care to treat or prevent serious physical injury, illness, or emotional disability; or
3. Emotional nurturing and stimulation that has or could likely cause emotional injury over time.

Abandonment: Leaving a child alone or in the care of another under circumstances that demonstrate an intentional abdication of parental responsibility.

PROCEDURES:

Reporting/Initial Complaint Response:

Instances or suspected instances of child abuse or neglect must be reported by public and private officials such as *physicians, dentists, school employees, clergymen, law enforcement officers, and others*. Amberly's Place Advocates and CPS officials will be immediately contacted. Officers record and respond to all reports of child abuse, neglect, and abandonment in the following manner:

1. A preliminary interview is conducted with the reporting individual, when known, to determine the basis for the report, to include determination of such factors as:
 - a. Physical condition of the child;
 - b. Description of the abusive or neglectful behavior;
 - c. Evidence of parental disabilities such as alcoholism, drug abuse, mental illness, or other factors that demonstrate or suggest their inability to care for the child;
 - d. Description of suspicious injuries or conditions;
 - e. Nature of any statements made by the child concerning parental maltreatment;
 - f. Evidence of parental indifference or inattention to the child's physical or emotional needs; &
 - g. Motivation of the person filing the report or furnishing the information.
2. When the source of the report cannot be identified and/or time is not of the essence, a report of the complaint is made to *AZ Child Protective Services* as prescribed by Arizona Revised Statutes. Where reasonable suspicion exists for further investigation, a coordinated investigative effort should be undertaken with the child protection services.
3. Immediate action is taken by officers when:
 - a. Complaint warrants arrest or criminal prosecution;

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- b. Child protective personnel are not available and time is of the essence;
 - c. Child is in danger and child protective personnel cannot enter the home;
 - d. Suspected perpetrator may flee;
 - e. Police presence is required to maintain order or to protect the safety of child protection personnel; or
 - f. When the child must be taken into protective custody against parental wishes.
4. The preferred means of removing a child from the home is by CPS officials. However, in cases of abandonment, severe abuse, or neglect, where the child is in *imminent danger of death or serious bodily harm* and *time is of the essence*, an officer removes the child from the home for purposes of *protective custody*. The assistance of Amberly's Place *SHALL* be sought when removing a child; they are authorized and trained to transport and care for the child for a reasonable amount of time.
5. In cases where protective custody is warranted and time permits, CPS is notified prior to the child's removal.

Background Investigation:

Investigating complaints of child abuse generally requires contact with several sources of information depending upon the nature of the complaint and the scope of abuse. In all but emergency situations, the following sources of information should normally be contacted prior to interviewing the family and/or the child:

1. **Medical personnel:** Family practitioners, emergency room staff and medical examiners often acquire information that confirms or suggests abuse which may include:
 - a. "Pattern" injuries that may be linked to specific objects used in an attack such as hot irons, coat hangers; fingertip marks caused by tight gripping; straight, curved, or jagged lesions indicating whipping; bite marks; and scald or peculiar burn marks;
 - b. Injuries to specific body parts such as the genitals, buttocks or rectum as well as trauma to the torso, upper arms and thighs in the absence of other common injuries commonly suffered by children in play accidents such as skinned knees, elbows, and forehead;
 - c. Signs of old injuries to various parts of the body in different stages of healing, particularly those that are not common to childhood;
 - d. Bone fractures in small children and related injuries that are inconsistent with the child's level of maturity and risk of injury, such as spiral fractures (suggesting vigorous shaking), fractures to the rear and upper skull (suggesting blows to the head), subdural hematomas without scalp contusions (suggesting violent shaking with resultant head whiplash), and

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- fractures of long bones and joints that are suggestive of violent pulling, twisting, or jerking of the extremities;
- e. History, pattern, or extent of injury that does not correlate with the alleged cause of death or means of injury; or
 - f. Inordinate delay in seeking medical attention, evidence of administration of home remedies for relatively serious injuries, history of prior visits to different emergency rooms, frequent changes of physicians and prior diagnosis of “failure to thrive”, and at autopsy, the presence of old injuries or other internal injuries that were not detectable through external examination.
2. ***Amberly’s Place or CPS:*** They may provide considerable insight into situations of suspected child abuse as many abusive families have had prior contact with local support agencies. These agencies may provide supportive information on:
- a. Family background;
 - b. Employment;
 - c. Economic and domestic stability; &
 - d. Previous contacts with child protective service or the center.
3. ***Schoolteachers:*** They also provide some insight into cases of suspected child abuse through records of the child’s attendance, grades, demeanor, socialization, motivation and perceived emotional stability. Several behavioral indicators suggestive of child abuse include:
- a. Recurrent injuries or complaints of parental physical mistreatment;
 - b. Marked changes in the child’s behavior or level of achievement;
 - c. Strong antagonism toward authority;
 - d. Exaggerated reactions to being touched;
 - e. Withdrawal from peers;
 - f. Assaultive or confrontational behavior;
 - g. Delinquent acts, running away from home or truancy; &
 - h. Refusal to dress for physical education or dressing inappropriately.

Family Interview:

Based on information generated in the background investigation, reasonable suspicion may exist to conduct an interview with the family and the child. The interview may comprise the following criteria:

1. If there is reason to believe that charges may be filed against the parents or others, interviews should be conducted at the San Luis Police Department and prior contact, when appropriate, should be made with the prosecutor’s office.
2. Child protective service personnel should participate with the investigator in the interview.

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3. The interview should be conducted in a non-accusatory, informal, fact-finding manner, and questions should be presented in an open-ended format to allow parents or others complete latitude in responding.
4. In determining whether to accept a parent's explanation, officers should consider the following questions:
 - a. Is it reasonable to believe that the child's injuries were self-inflicted or accidental given the child's maturity, manual dexterity and ability to walk or stand?
 - b. Was the parent's story consistent with other evidence?
 - c. Do parents claim ignorance of critical details of the incident?
 - d. Does the home appear to be clean and well maintained?
 - e. Does the family live a socially isolated environment without the support of neighbors, friends, or family?
 - f. Do the parents appear to support one another in a positive home environment?
 - g. Does there appear to be frequent or ongoing crises in the family?
5. Some parents may explain or excuse the incident as a *legitimate attempt to discipline the child*. Parents have the right and the responsibility to discipline their children, and may choose to use reasonable corporal punishment such as spanking, or paddling. However, in order to be reasonable and acceptable, the discipline should be:
 - a. Appropriate to the misbehavior involved but never involves serious injury;
 - b. Consistent with the child's ability to understand its relevance to acts in question; &
 - c. Administered with prudence and caution rather than recklessly, brutally, or without sufficient regard for the child's power of endurance.

Interviewing Children:

Officers conducting interviews with children in suspected child abuse cases should have at least completed the basic forensic interview course and follow these guidelines:

1. Follow established county-wide (Amberly's Place) protocols; interviews should be conducted at Amberly's Place.
2. Interview child separate from parents and avoid repeated interviews, whenever possible.
3. Have prosecutor and other investigators present in the monitoring room in the event they may have questions. (use ear piece intercom)
4. Avoid questions that can be answered with a "yes" or "no" response, and use open-ended questions.

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5. Does not use anatomically correct dolls, unless the officers or social worker have received extensive training in the use of these figures. Anatomically correct dolls may in and of themselves be suggestive and shocking to the child.
6. Conduct the interview with the child sitting in a casual and non-threatening manner rather than across a table.
7. Do not lead the child, or suggest answers, probe or pressure the child.
8. Do not express concern, shock or disbelief in response to answers.
9. Reassure the child that he/she is not to blame and is not in trouble for what happened or for being asked questions.
10. Interviews at Amberly's Place are all video/audio taped, retain the videotape for evidence. Simple audiotapes or simple written notes alone are acceptable in the absence of video.
11. When possible, have an officer of the same sex present or conducting the interview.

Physical Evidence:

Collecting physical evidence to document abuse is very important for prosecuting these cases. In this regard, officers should be aware of the following:

1. Color photographs of injuries should be taken and preserved for evidentiary purposes. Trained Amberly's Place medical personnel should take all photographs during a medical examination. All injuries should be described in writing and diagrammed.
2. X-rays should be taken if appropriate, and any that have been taken should be collected and preserved.
3. Photographs of home conditions bearing on the child's maltreatment should be taken.
4. Any instruments that were used in the physical attack should be identified and preserved as well as any clothing that bears evidence such as blood or semen stains.

Any other items that have bearing on the abuse or neglect, such as guns, knives, drugs, poisons or related items in possession of the suspected perpetrator, should be identified and collected.

All incidents surrounding any alleged child abuse or neglect should require a written, detailed, report.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Criminal Investigation	Policy Number: 6.04
Issue Date: 07/31/2007	Revision Date:

POLICY:

Complaints of major violations of the law require investigations that are conducted in-depth by San Luis Police Department with attention to detail regardless of whether the investigation is preliminary or of a follow-up nature.

PROCEDURES:

Preliminary Investigation:

The preliminary investigation begins when the first law enforcement unit arrives at the scene of a crime, or information is taken by an officer concerning a crime. The investigation continues until postponed or until transferred to another officer. The following officer responsibilities are part of the preliminary investigation and may vary according to the type of crime being investigated and the circumstances associated with the crime scene:

1. Provide aid to the injured;
2. Protect the crime scene to insure evidence is not lost or contaminated;
3. Determine if an offense has actually been committed, and if so, the exact nature of the offense;
4. Determine the identity of the suspect or suspects, and effect an arrest if it can be accomplished either at the scene or through immediate pursuit;
5. Furnish other field units descriptions, method and direction of flight of suspects, and other relevant information concerning wanted suspects or vehicles;
6. Obtain complete identification of all witnesses;
7. Determine what information is known by the victim and each witness;
8. Determine, in detail, the exact circumstances of the offense;
9. Arrange for the collection of evidence;
10. Obtain written and signed statements from victim(s), witnesses, and from the suspect(s);
11. Determine the necessity and degree of follow-up surveillance of the crime scene;
&
12. Accurately and completely record all pertinent information on the report forms.

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The initial stages of all preliminary investigations, including crime scene processing are conducted by patrol officers. The investigation of any serious crime is the responsibility of a criminal investigator.

As soon as a patrol officer concludes the preliminary investigation, the initial field report should be completed including all information obtained at the scene of the offense.

It is the responsibility of the patrol sergeant to ensure that an adequate and complete preliminary investigation has been made and to review, screen, and approve the officer's report. The confirmation of patrol sergeant's approval is required on each report.

Follow-up Investigation:

The follow-up investigation is an extension of the preliminary investigation. The purpose of the follow-up is to provide additional investigation in order to affect the arrest of an offender and/or recover stolen property. Officer's or detective's responsibilities of the follow-up investigation include:

1. Identifying and apprehending offenders;
2. Collecting, documenting, and preserving physical evidence, arranging for the analysis and evaluation of the evidence, and reviewing the laboratory analysis of that evidence;
3. Recovering stolen property;
4. Conducting additional interviews of victims and witnesses as required;
5. Interviewing and Interrogating suspects as required;
6. Obtaining additional information from law enforcement officers and informants;
7. Reviewing department records and coordinating with adjoining agencies regarding other similar offenses to determine if other crimes may have been committed by the suspects;
8. Reviewing all information contained in the case file (preliminary investigation and earlier follow-up reports) concerning this offense;
9. Recording information obtained and preparing supplementary reports as required;
10. Distributing information, as appropriate;
11. Planning, organizing, and conducting searches, if necessary;
12. Arranging for polygraph examinations;
13. Preparing a case file folder;
14. Checking the suspect's local police record and criminal histories; &
15. Preparing the application for warrants.

Assignment of Investigators:

In assigning investigators for follow-up, department management normally considers the following guidelines:

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1. Patrol officers normally conduct and complete the investigation of all non-criminal calls for police service and for misdemeanor or felony crimes not appropriate for referral to the criminal investigator.
2. A Criminal investigator conducts follow-up investigations when one or more of the following conditions exists:
 - a. Offense appears to be part of a pattern.
 - b. Where sufficient evidence is recovered that could lead to or identify a potential suspect.
 - c. When there is a known suspect to the crime.
 - d. When articles of a crime are known to be, and can be, recovered.
 - e. When follow-up investigations are required in widely separated locations outside this jurisdiction.

Relationships with County/City attorney:

The prosecuting attorney's office prosecutes felony and misdemeanor criminal cases in each court and for offenses committed in whole or in part within their jurisdiction.

Prosecutor offices usually manage a tremendous caseload. In order to support the prosecutor's staff, all personnel are required to:

1. Coordinate appointments in advance;
2. Be on time;
3. Have a subject for discussion planned in advance;
4. Present facts clearly, detailing the actual evidence or statements to support your contentions;
5. Clearly identify fact from your opinion; &
6. Keep conversations brief.

In every known contested case, misdemeanor or felony, the officer involved makes an appointment with the prosecuting attorney to discuss the case prior to trial.

During investigations, planning sessions, or pretrial stages, any questions of law or criminal procedure are addressed to the prosecuting attorney. Questions on law enforcement procedure are addressed to any member of the command staff (via the chain).

Any criminal cases referred to the prosecuting attorney which result either in a decision of *declined to prosecute* or *dismissed* due to *law enforcement mishandling* must be reported by the prosecuting attorney or staff to a lieutenant immediately so they can be carefully reviewed and the appropriate corrective action taken.

Serious Crimes - Criminal Investigator Response:

An SLPD detective is always on-call 24 hours each day to conduct the following investigations:

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1. Deaths or serious injury of a violent or suspicious nature;
2. Rapes or suspected rapes;
3. Armed robberies;
4. Burglaries where there is excessive or unusual loss (high dollar value, cash, jewelry, silver, etc.);
5. Major disasters (where investigators can assist in identification of victims);
6. Hostage situations;
7. Kidnappings, extortion;
8. Officer involved shootings;
9. Bombings; &
10. Any criminal offense or situation for which the on duty ranking officer or patrol sergeant believes a detective should be immediately assigned.

In the event the detective on call is unavailable, the investigations sergeant or the lieutenant is contacted immediately for further guidance. If requested by the assigned detective, the patrol sergeant directs available patrol personnel to assist with protection of crime scene, traffic, crowd control, witness canvas, etc.

Use of Crime Checklist:

Attached to this policy is a Crime Checklist that is used in addition to any other investigative tool or list in the conduct of the investigations. Investigators regardless of seniority or rank cover or attempt to cover each item on this list when conducting their investigations. Each item is addressed within the body of their written reports.

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CRIME CHECKLIST

The following is a crime checklist. It contains questions, which should be addressed during the criminal investigation, as well as specific questions relating to different types of crimes. These lists are not intended to be all-inclusive, but serve as guides in doing actual investigations, preparing reports, and in supervisory review of such reports.

General Investigative Questions:

Who is involved?

1. Who is the victim?
2. Who is the suspect?
3. Who is a witness?
4. Who reported the case?

What happened?

1. What took place?
2. What offense was committed?
3. What are the elements of the offense?
4. What was the object of the attack?

When did it happen?

1. When in time did the occurrence take place?
 - a. At what hour?
 - b. On what day?
 - c. In what month?
 - d. In what year?
2. Was it day or night?
3. Was it clear or cloudy?
4. Was it foggy, misty, raining, smoggy, snowing, hailing, sleeting, etc.?

Where did it happen?

1. Where did the offense occur?
2. Where was the object of the offense?
3. Where is the object of the offense now?
4. Where was the object of the offense found?
5. Where was the perpetrator of the offense?
6. Where is the suspect now?
7. Where was the suspect when apprehended?

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8. Over what area did the offense extend?
9. Where were the witnesses in relation to the crime scene?
10. Where are the witnesses now?

How did it happen?

1. How was the offense committed?
 - a. What preparation was made to commit the offense?
 - b. What was done to avoid detection?
2. How was the property or person attacked?
 - a. What method was used to induce the victim to give up his property?
 - b. What means were used to overcome resistance of the victim?
 - c. What means or instruments were used in the perpetration of the offense?
3. How did the offender act?
4. How did the victim act?
5. How did the situation assist in the commission of the offense?
6. How did the offender enter the crime scene?
 - a. What means were used?
7. How did the offender leave the crime scene?
 - a. What means were used?
8. Ensure each element of the offense is covered in reports, statements, etc.

Offenses Against Persons:

The offenses of robbery, assault, battery, murder, kidnapping, abduction, mayhem, sex offenses, and extortion are considered offenses against the person. The investigating officer should determine the following:

1. What device, trick, ruse, or other method did the perpetrator use to gain access to the victim?
2. What did the perpetrator say, using exact wording?
3. What in detail did the perpetrator do?
4. How did he act?
5. What means did he use to commit the act?
6. What preceded the offense?
7. What was the victim doing immediately preceding and at the time of the offense?
8. Were there any accomplices?
 - a. What did they look like?

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- b. What did the accomplices do in participation of the crime?
 - c. Did they arrive with the perpetrator?
 - d. Did they leave with the perpetrator?
9. How did the perpetrator arrive and depart?
 10. What other facts surrounding the occurrence could be used to identify the perpetrator and accomplices?

Offenses Against Property:

Burglary

1. Precisely what type of premise was entered?
2. Where was the point of entry?
3. Where was the point of departure?
4. What instruments were used to gain entry?
5. What was done to preserve evidence of entry and exit?
6. What acts were committed by the perpetrator at the scene?
7. Where were occupants of the premises?
8. How did the perpetrator arrive and depart?
9. Are there any other facts or acts that can be used to identify the perpetrator?
10. From what place was property stolen?
11. Were there occupants on the premises?
12. Where were they?
13. What means were used to take the property?
14. How did the victim discover the loss?
15. What means were used to distract attention of victims or persons in the vicinity?
16. How did the perpetrator arrive and depart?

Fraudulent Checks

1. How were the checks written or otherwise prepared?
2. What type of paper was used?
3. How were the checks returned?
4. What purpose was to be served by check?
5. What claim was made by the passer to establish authenticity of check?
6. Was the victim able to note description of check passer?
7. What caused the victim to notice the worthless check?
8. What did the passer say when presenting the check to the victim?
9. What time of day was the check passed?
10. How did the check passer arrive and depart?
11. Are there any other pertinent facts?

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Fraudulent Schemes and Artifices

1. What property was the subject of the fraud?
2. What was the value of the property?
3. Who had ownership?
4. Who had possession of the property at the time of the conversion?
5. Under what circumstances was the property received or held?
6. How was the loss of the property discovered?
7. Where was the property recovered?
8. Who had possession of the property at the time of recovery?

Arson

1. How was the fire reported?
2. Who reported the fire?
 - a. Name
 - b. Address
 - c. Telephone number
 - d. Occupation
 - e. Description
 - f. Circumstances causing person to note fire
3. When time was the fire discovered?
4. Who discovered the fire?
 - a. Name
 - b. Address
 - c. Telephone number
 - d. Occupation
 - e. Description
5. Where was the person who discovered the fire?
6. How did he happen to be there?
7. What type of structure or property was set on fire?
8. Was the building vacant, and if so, for how long?
9. Was the building inhabited?
10. Was a human being in the structure at the time of the fire?
11. Would an ordinary person have reason to know or suspect the building was inhabited?
12. Who occupies the building?
13. What type of business is carried on in the building?
14. How long has this business been at this location?

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15. Insurance information on building and/or contents

16. Financial condition of business

17. Who owns the building?

- a. Name
- b. Address
- c. Age
- d. Description
- e. When acquired building

18. How was the fire started?

19. What materials, accelerants, and devices were used?

20. What was the value of the property destroyed?

21. What were the findings of the arson investigator, of the fire department, and other agencies? (Such reports are attached as exhibits.)

22. Was there a burning or charring as distinguished from mere scorching?

23. What evidence (traces on clothing of suspect or clue materials at the scene) is associated the suspect with the scene?

24. What actions of the suspect offered evidence of criminal intent?

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Investigation of Missing Persons	Policy Number: 6.05
Issue Date:	Revision Date:

POLICY:

San Luis Police Officers investigating reports of missing persons conduct proper investigations; prepare necessary reports, and request statewide or National Crime Information Center entries, in a support effort to locate the missing individual.

DISCUSSIONS:

The effectiveness of statewide or National Crime Information Center [NCIC] communication networks depend on accurate and prompt entry. This is especially so in missing persons cases. To aid system effectiveness it is also important to cancel entries when the missing person is located or assistance is no longer required.

Telecommunications operators making entries must use their best efforts to place accurate and complete information into the system without unreasonable delays.

PROCEDURES:

General Guidelines - Missing Persons:

The following guidelines apply to missing person's cases:

1. Officers receiving missing persons reports collect and evaluate information (pictures, descriptions, last seen data, and likely places to frequent, etc.), and investigate possible leads provided by the reporting person.
2. In situations involving missing juveniles, the investigating officer should take immediate action to confirm that the youth is missing (i.e. search of the residence, check schools, friend's homes, local stores, parks, etc.).
3. An entry/deletion form is completed to establish that missing persons are entered into the statewide or National Crime Information Center systems and subsequently deleted once located.

Missing Persons – Receiving a Telephone Call:

Officers receiving a *missing persons* notification utilize the following procedures:

1. Interview the reporting person and evaluate the information received.

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- a. If the information fits the following criteria [one or a combination of items, may surface in the discretion of the officer] for a missing person, complete an *initial missing persons report*. The criteria is:
 - i. Person has not followed an established routine;
 - ii. Person has not been heard from or seen in the last 24 hours;
 - iii. Person left a child unattended or themselves is a juvenile;
 - iv. Person has been despondent, depressed, or stressful recently;
 - v. Person is physical or mentally disabled or is senile;
 - vi. Reporting person is reasonably justified to suspect foul *play*; &
 - vii. Other similar issues.
 - b. If the information does not fit the criteria for a missing person, offer referrals to the person reporting the incident. If in doubt, always make a report.
2. Investigations and reports should include detailed information concerning last known location, associates, habits, locations frequented, clothing descriptions, etc. Investigating officers should determine the circumstances leading up to the disappearance, and obtain a recent photograph of the missing person if available.
 3. Submit the initial report and a completed statewide or National Crime Information Center entry/deletion form to the appropriate official for review.
 4. After review and approval, the reviewing authority forwards the report and the entry/deletion form to a certified statewide or National Crime Information Center operator.
 5. Operator receiving these documents enters the information into the system. A copy of the entry printout is attached to the other documents submitted.
 6. Operator making the entry submits all the stated documents to the proper investigative authority for further follow up investigation.

Missing Person Entries:

A missing person record may be entered into the ACIC or NCIC for a person of any age for the following reasons:

1. Missing person is under proven physical/mental disability or is senile, thereby possibly subjecting self or others to personal and immediate danger.
2. Circumstances surrounding the missing person indicate a non-voluntary abduction or kidnapping.
3. Report regarding the missing person is declared un-emancipated.
4. Person is reported missing after a disaster.

Proper Documentation:

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When a person is declared missing, proper documentation verifying that fact must be established. Examples of acceptable documentation are:

1. Missing persons report, prepared as a result of investigation by a law enforcement officer.
2. Written statement from a physician or other authoritative source, which verifies a missing person's physical/mental disability.
3. Written statement from a parent, guardian, next of kin or other authoritative source advising that the missing person is in danger or that their disappearance was not voluntary.

Missing Person Deletions:

When a missing person is located or information received requiring a state or National Crime Information Center deletion, the following procedures must be followed:

1. Officer locating the missing person or developing information that requires a deletion is responsible for completing the deletion process.
2. Reporting person or the family of the missing person is contacted and informed of the information obtained.
3. Officer locates the initial report and complete the state or National Crime Information Center deletion form attached to the report. If the initial report is unavailable, the officer must prepare a separate deletion form.
4. Officer submits the deletion form to a certified state or National Crime information Center operator for deletion from the system.
5. Telecommunications operator receiving notification that the missing person has been located, or that the investigating officer wants to clear or cancel the person, must follow state or National Crime Information Center guidelines and clear the entry from the system.
6. Once the entry has been deleted, the operator attaches a deletion print out to the submitted documents to be returned to the officer assigned to the investigation.
7. The assigned investigative officer signs the deletion form after reviewing the case circumstances and submits the form to the appropriate supervisor who also signs the deletion form.
8. Once the missing person report is cleared, it is filed, along with all other documents, in accordance with SLPD policy on records.

Remote Area Searches:

When circumstances indicate that the missing person may be "lost," or located in a remote area and is injured or disoriented, the Patrol Sergeant, with approval of the Captain, may initiate a search effort. The department serves as the lead agency in the search, and asks for support from fire, EMS and perhaps volunteer agencies as needed, depending upon the size of the search area and difficulty of terrain.

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The Lieutenant serves as the incident commander (IC) and operations are coordinated under the Incident Command System. The Incident Commander (IC) should be capable of:

1. Establishing objectives;
2. Establishing priorities;
3. Developing search strategies, objectives, and tactics;
4. Delegating responsibilities; &
5. Communicating effectively.

The keys to successful wilderness searches are limiting the search area and then looking for clues to the subjects' location. The Incident Commander (IC) will:

1. Consider intelligence from the initial investigation and attempt to determine the last known position of the search subject(s);
2. Assign a number of patrols to monitor the outside perimeter of the search area. (Many search subjects have been located when they walk to a road or trail);
3. Assign an investigator to check other locations where the subject(s) may be such as at home, at the home of acquaintances, bars, taverns, etc;
4. Protect any clues or evidence, including scent trails, at the Last Known Position (LKP) from disturbance or contamination;
5. Assign a small number of experienced/skilled persons (hasty team) to search the immediate area surrounding the Last Known Position (LKP) to look for evidence that may indicate direction of travel;
6. Request a trained canine with handler to attempt to track and locate the subject;
7. Request air reconnaissance assistance from law enforcement or civil aviation authorities;
8. Assign an officer or qualified civilian to remain with the family or friends of the missing subject in order to communicate search efforts and to continue gathering information that may be clues to the subject's location; &
9. Not allow a large number of individuals to conduct a "grid search" until other, more effective search techniques have been exhausted.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Domestic Abuse	Policy Number: 6.06
Issue Date: 07/31/2007	Revision Date: 08/15/2008

POLICY:

The San Luis Police Department reduces incidences and severity of *domestic abuse* whenever reasonably possibly. We attempt to identify victims of domestic abuse, protect them, and provide support through a combination of direct law enforcement intervention and referrals to community services. At the same time, training and supervision enhance officer safety when responding to *domestic abuse* calls for service.

DEFINITIONS:

Domestic Abuse: Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily harm, bodily injury or assault between family or household members; or criminal sexual conduct between family or household members, whether minors or adults. Sometimes referred to as *family violence, domestic violence, spousal abuse, wife abuse, husband abuse, family abuse, or child abuse*. Victims of domestic abuse may be adult or child, male or female. See A.R.S. § 13-3601.

Family or Household Members: Spouses, former spouses, parents, children, persons related by blood, persons who are presently or in the past have resided or cohabited together, or having children in common although not living together regardless of gender.

DISCUSSION:

The outcome of a disturbed domestic relation is impossible to predict. Unlike *stranger on stranger* crimes, almost everyone involved in a domestic disturbance incident have a prior history with one another, and the responding officer(s), no matter how well meaning and professional in their conduct, are often deemed as *interfering outsiders*. Do not assume that the complainant will appreciate your efforts. As a law enforcement officer use your *discretion to determine* the most reasonable course of action under emotional circumstances and within the law.

Complainants often want responding officer(s) to make the alleged offenders *behave*, but not *arrest him or her*. In other instances, the abusive pattern may have been occurring for some time and the victims are intimidated and fearful of retribution.

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Responding officers are tested at every turn in a domestic disturbance call. Officers need to exercise extreme caution while dealing with both complainants and alleged offenders.

More troubling and difficult to handle are domestic disturbance calls involving law enforcement officers, or from family members of officers or department employees. Officer discretion may become skewed or influenced by factors that are not readily apparent. If available, at least two officers shall respond to domestic violence calls for two reasons: to enhance officer safety and to maintain objectivity.

PROCEDURES:

Dispatch Procedures:

Dispatchers receiving *domestic abuse* calls can provide the responding officers with vital information that could save the victim's and the officer's life. The dispatcher gives domestic abuse calls the same priority as any other potentially life-threatening call and shall always, dispatch two officers to reported location.

Dispatchers shall also immediately contact Amberly's Place to have an advocate respond.

Dispatchers must not cancel law enforcement response to a domestic abuse complaint based solely on a follow-up call from the original complainant. Some form of secondary verification is required before the call for service may be cancelled.

The dispatcher passes all critical information to responding officer(s) before arriving at the scene including:

1. Nature of the alleged conduct;
2. Has anyone sustained injury, and if so to what extent;
3. If the alleged offender is present and, if not, the actor's possible location;
4. If the alleged offender has left in a vehicle, what is the description and last direction or possible destination;
5. The alleged offenders description;
6. If weapons are involved in the incident;
7. Are there any weapons at the location;
8. If the alleged offender is under the influence of drugs or alcohol;
9. If there are children present; &
10. If any household member has undergone any recent traumatic experience such as *loss or job, death in the family*, etc.

Responding Officer Procedures:

If the alleged offender is still at the scene of the incident, the responding officer(s) will:

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1. Restore order by gaining control of the situation;
2. Take control of weapons used or threatened to be used in the crime;
3. Relocate the actors to a safe place, if weapons are at the location.
4. Assess the need for medical attention, and call for assistance as indicated;
5. When the scene has been secured and is safe, allow access to advocates;
6. Interview all parties; separating them to a point to eliminate contact, but not to a point that the officers can't see each other.
7. Interview any children separately. They don't know to lie.
8. Determine whether arrest(s) should be made, or other actions taken. Should an arrest need to be made, separate the offender from children especially, and other family members or associates before effecting the actual physical arrest;
9. Collect and record evidence, and when appropriate, take color photographs of injuries and property damage;
10. Inform communications that a copy of the 911 or telephone call recording will be needed as evidence and collect such tape to be turned in;
11. Complete offense or incident reports to document the response, whether or not a crime was committed or an arrest made;
12. Tell victims how to obtain a copy of the incident report;
13. Advise victims that an order of protection may be requested from the court in the jurisdiction where the petitioner resides, where the alleged incident of abuse occurred, or where the respondent may be served;
14. Advise all parties about the serious and criminal nature of domestic abuse, its potential for escalation, and help that is available.
15. Remain on the scene until satisfied that the threat has diminished;
16. Provide victim(s) with referral information for legal or social assistance and support (when advocates are not available); &
17. Turn in photographs and any evidence including tape recording of the initial phone call to the evidence section.

If the alleged offender has left the scene and in the judgment of the officer(s) a crime has been committed, the responding officer(s) will:

1. Conduct a search of the immediate area;
2. Obtain information from victim(s) and witnesses as to where the alleged offender might be;
3. Assess the need for medical attention, and call for assistance as indicated;
4. Interview witnesses, children separately and alone;
5. Determine if arrest(s) should be made, or other actions taken;
6. Collect and record evidence, and when appropriate, take color photographs of injuries and property damage; tape recording of the initial phone call;
7. Complete offense or incident reports to document the response;
8. Tell victim(s) about how to obtain a copy of the incident report;

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9. Advise victim(s) that a petition for relief may be filed with a magistrate of the county where the petitioner resides, where the alleged incident of abuse occurred, or where the respondent may be served;
10. Advise those present about the serious and criminal nature of domestic abuse, its potential for escalation, and help that is available;
11. Provide victim(s) with referral information for legal or social assistance and support; &
12. If evidence warrants and supports a criminal charge, refer the matter to the prosecuting attorney.

Arrest Procedure:

When law enforcement officers have probable cause to believe a person has committed acts which constitute a crime under the domestic abuse laws of this state, the officer should make an arrest. If the incident did not take place in the presence of the law enforcement officer, the officer must reasonably believe that the offense occurred within the past twenty-four (24) hours. Damage or disarray to any part of the home or surroundings and especially any marks or injuries on anyone, are signs of violence and an arrest should be made at that time. Otherwise, the case is documented and referred for investigation.

Responding to Calls Involving Law Enforcement Officers:

This department provides unbiased and impartial law enforcement services to all members of the community including family or household members of departmental employees. To accomplish this task in relation to domestic disturbance calls, the shift supervisor will respond and investigate domestic disturbance calls involving department personnel.

If a domestic disturbance call for service is from a residence, family member, or employee or officer of this department the dispatcher will:

1. Notify the on-duty supervisor immediately;
2. Notify a lieutenant;
3. Pass all critical information as listed above to the responding officer(s); &
4. Continue to monitor response progress and report to department management.

In situations where response support is not available from other law enforcement agencies the dispatcher receiving the call will:

1. Assign the on-duty supervisor and a second officer to respond to the call;
2. Notify the lieutenant;
3. Pass all critical information as listed above to the responding officer(s); &
4. Continue to monitor response progress, and report to department management.

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It is the policy of this department ***not*** to provide any *professional courtesy, special consideration, or special treatment* to officers or employees of this department who are alleged suspects in a domestic disturbance incident. In such instances, responding officers must follow the *responding officer procedures* and *arrest procedures* described above.

Orders of Protection:

Individuals claiming they have been victims of domestic abuse may submit a petition to a court for relief, accompanied by an affidavit made under oath stating the specific facts and circumstances of the incident(s) and the specific relief sought. The clerk of the court normally provides the forms and assistance to help the petitioner with writing and filing of a petition. Acting upon the petition, the judge may issue an *order of protection* for the victim(s), depending on the law and facts. If the order or cancellation is sent to the SLPD, the person responsible for service of civil process will immediately:

Ensure that the *order of protection*, any modification or cancellation of such orders, is immediately entered into ACJIS through the Yuma County Sheriff's Office. At a minimum, the following information describing the subject of the order must be entered:

1. Full name and date of birth;
2. Race and sex;
3. Driver's license number (and social security number if available);
4. Last known address; &
5. Whether the order of protection or any modification "has" or "has not" been served.

Place a priority on service of the *order of protection*, or any modification of such order. The order must be served to the offender personally.

As service of the protection order is time-critical, this department may not attempt service by certified or registered mail.

Emergency Orders of Protection:

Officers upon the request of a victim may request an emergency order of protection during night time hours or weekends from an on-call judge or magistrate in accordance with Chapter 36 of Title 13 of the Arizona Revised Statutes.

Violation of a Protection Order:

A person commits the offense of violation of a valid *order of protection* if the offender knowingly violates any condition of that order. Officers ***should*** arrest any alleged offender of a protection order, even if the violation did not take place in the presence of the officer when enough evidence to support the arrest is present.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Covert Operations & Undercover Investigations	Policy Number: 6.07
Issue Date: 07/31/2007	Revision Date:

POLICY:

Covert operations and undercover investigations are an important tactic used against criminal suspects who are possibly armed. These assignments are inherently dangerous. San Luis Police Officers assigned to these duties follow department policy and procedures designed to ensure operational effectiveness. Enforcement actions should be taken as to minimize potential harm to both civilians and officers.

PROCEDURES:

Preparation:

Officers assigned to covert operations or undercover investigations must understand and comply with the procedures outlined in this section and the department's use-of-force policy.

The supervisor in charge of the undercover investigation will *survey in advance* the designated location to:

1. Interview appropriate parties to determine their level of cooperation, to inform them of the nature of the operation and their individual responsibilities related to conduct and safety, and impress upon them the importance of keeping the operation strictly confidential;
2. Survey the premises to determine manpower, equipment and logistical needs and prepare a floor plan for the tactical briefing; &
3. Prepare a tactical plan.

The supervisor assembles the team for a detailed briefing of the tactical plan of operation prior to deployment, to include:

1. Available intelligence on the suspects, their MOs, photographs or composites, armament used and potential for violence, tactics and routines, use of drugs, method of approach and escape, and other relevant information.
2. A detailed assessment of the location as developed by the advance team, to include all entry and exit locations, work stations, positions of cover and

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surveillance and information on building construction and other matters relating to unsafe fields of fire.

3. Weapons requirements and other equipment needs such as mandatory use of soft body armor and videotape recorders whenever possible.
4. Individual and team assignments and responsibilities for inside and outside personnel, and manpower rotation and relief procedures.
5. Review of contingency plans relating to the use of force, injury of officers or civilians, taking of hostages, barricaded suspects, threatened use of explosives or other unexpected events, as well as potential logistical problems such as communication or vehicle failure.

Deployment:

1. Operations and undercover investigations may consist of an inside and outside team. Enforcement action should not be initiated by the inside team unless circumstances precipitate such action for the *safety of officers or others*, or the tactical plan has specifically designates such action. The inside team is used primarily to relay information to the outside team for purposes of arrest.
2. The inside team is responsible for final briefings of the establishment's employees, instructing them in the actions they should take in the event of an armed encounter and informing them that they are not to initiate any enforcement actions on their own.
3. Operations and undercover investigation teams are designated for enforcement actions only with regard to the tactical plan and may not be used to enforce less serious infractions.
4. Uniformed officers on patrol in the immediate vicinity of an operation or undercover investigation may be informed of the operation prior to beginning their shift, if such knowledge would not jeopardize the mission.
5. Inside team officers who are not in concealed positions may assume roles and attire similar to that of others in the establishment. Outside team members observe good surveillance and concealment tactics at all times and maintain positions that provide easy and rapid access to the establishment.
6. In order to conceal their identity and equipment, officers exercise particular caution when entering and exiting the location. Officers may not enter or leave as a group.
7. Weapons are readily available to team members at all times but will not be hidden next to cash registers or in other common hiding places. All weapons are maintained in a ready condition.
8. Officers are assigned a dedicated radio channel and/or special codes for purposes of the operation. Earplug speakers are desirable for security purposes.
9. Outside officers are to be alert to the following types of situations and keep inside officers informed of the following suspicious persons or events:
 - a. Persons loitering around the premises;

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- b. Automobiles that drive by the establishment slowly and frequently;
 - c. Persons wearing inappropriate, out-of-season clothing such as overcoats, raincoats, and ski caps; &
 - d. Suspicious persons carrying shopping bags, duffle bags, or coats.
10. Uniformed officers are summoned as soon as possible following a crime. All plain clothes officers at the scene ensure that they are properly and easily identifiable as law enforcement officers to responding officers.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Covert Electronic Recording	Policy Number: 6.08
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department restricts covert electronic monitoring or recording activities to investigations where a reasonable suspicion of criminal activity exists. This investigative technique is essential in determining criminal wrongdoing, or in gathering evidence of known criminal activity. Official use of covert electronic monitoring techniques by this agency must be approved by the Director or Captain and with the concurrence of the Prosecuting Attorney.

DEFINITIONS:

Consensual Monitoring and/or Recording: Monitoring and/or recording of private conversations of an individual or group of individuals whom investigating officers reasonably suspect are involved in, or are planning to commit a criminal offense and; that a consenting party is present during the monitoring and/or recording of such conversations. Consensually monitored conversations may be by *telephone recorders, body recorders, or transmitters* that are recorded on magnetic tape, digital media, CCTV, or other electronic recording equipment. To be consensual, at least one of the parties to the conversation(s) must be aware that the conversation(s) is being electronically monitored or recorded, and agree to the monitoring or recording.

Non-Consensual Monitoring and/or Recording: The monitoring and/or recording of private conversations of individuals or group of individuals whom investigating officers reasonably suspect are involved in, or are planning to commit a criminal offense, and where no party involved in the conversion consents to the recording or monitoring of the conversation(s). Federal and many state laws prohibit such recordings by law enforcement officers except under the strict terms of a specific court order.

Covert: An electronic device is *covert* when it is hidden from normal view or otherwise secreted away, and at least one of the individuals to be recorded has a reasonable expectation of privacy. Examples of covert recording devices are body recorders or transmitters, miniature closed circuit television [CCTV], or parabolic microphones.

Overt surveillance: Is the use of electronic or photographic equipment that is not hidden from general view, regardless of whether or not the suspect actually see the

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monitoring device or knows of its existence. Examples of overt surveillance devices include:

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

No or low expectation of privacy: In some instances citizens have no or low expectations of privacy. For example:

1. Officers recording telephone conversations where they are a party to the conversation.
2. Officers recording face-to-face conversations where they are a party to the conversation.
3. Recording information at a crime scene.
4. Monitoring and recording public hallways, elevators, rooms [less restrooms], of a public building, including department facilities.
5. Monitoring and recording sobriety tests.
6. Recording of voluntary statements made by victims, witnesses, or suspects.
7. Recording routine traffic stops with portable or fixed recording equipment.

For policy guidelines on *overt electronic recording* or instances where there is *no or low expectation of privacy* see policy on *Overt Electronic Recording*.

LIMITATIONS:

Officers may utilize a covert electronic recording device in conjunction with a *consenting party*, such as a *cooperating witness, informant, or undercover officer* in accordance with state and federal law. Interception of any form of communication which is not *consensual* and where the consenting party is not present is not legal in «state». In other words, the consenting party needs to be present during all parts of the conversation.

PROCEDURES:

Use of Covert Electronic Recording Devices in Consensual Surveillance:

1. Before using any covert recording device in a consensual setting, the officer must inform the individual and obtain the consenting party's signature on the Consensual Monitoring Consent Form.
2. All original recording tapes are duplicated as needed, sealed, and stored as official evidence.

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3. The use of electronic recording devices for surveillance or undercover purposes often requires a balance between the need for information gathering, against the rights of the individual(s) being investigated. With this in mind, officers will:
 - a. Use lawful and non-intrusive investigative techniques to collect information necessary to prevent a criminal act from occurring, to identify suspects, and to aid in prosecution;
 - b. Complete a thorough investigative report, during each phase of the investigation process; &
 - c. Continually, evaluate the need for covert electric surveillance in this particular case.
4. Information gathered by electronic recording is only disseminated on a strict *need to know basis*.

Departmental Approval - Use of Electronic Recording Devices:

The Administrative Lieutenant is responsible for approving and directing investigation activities that utilize consensual covert monitoring techniques. Departmental approval may be obtained by:

1. Any officer conducting a legitimate investigation where covert monitoring may be an important aid to investigation;
2. Completing a formal written request, and forwarding the request to the responsible supervisor; &
3. Conforming approval in writing in the investigative case file.

Prosecuting Attorney Approval - Use of Consensual Covert Electronic Devices:

Once Departmental approval is obtained for consensual monitoring, approval of the Prosecuting Attorney must be obtained as follows:

1. The investigating officer makes direct or telephone contact with the prosecuting attorney or a deputy prosecutor and present the facts of the case. The prosecuting attorney or deputy prosecutor must concur with use of the consensual monitoring technique stating that:
 - a. The use of this technique under the circumstances of the case is legal; &
 - b. The use of the consensual monitoring technique does not constitute entrapment.
2. Whether approved or disapproved, the investigating officer finalizes the Consensual Monitoring Request Form by completing the designated portion. A copy of the approved completed form is forwarded to the office of the prosecuting attorney within 5 days.

Use of Electronic Recording Devices in Covert Non-Consensual Surveillance:

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1. Prior to using covert recording in a non-consensual surveillance, the agency, through the prosecuting attorney, will obtain a *court order* from a court holding jurisdiction in the case.
2. To start the approval process, investigators verbally brief the prosecuting attorney on the necessity, means, and anticipated resources necessary to conduct the surveillance.
3. The prosecuting attorney makes the final determination regarding any petition to the court for an authorizing court order.
4. Under no circumstances will an officer of this department conduct or be associated with a non-consensual covert monitoring or recording activity that is not authorized by a court order.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Overt Electronic Recording	Policy Number: 6.09
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department uses overt electronic surveillance techniques and equipment whenever reasonably necessary to deter crime and provide a record of events that might be used as evidence in a criminal case.

DEFINITIONS:

Covert: An electronic device is *covert*, when it is hidden from normal view or otherwise secreted away, and at least one of the individuals to be recorded has a reasonable expectation of privacy. Examples of covert recording devices are body recorders or transmitters, miniature closed circuit television [CCTV], or parabolic microphones. For department guidelines on covert surveillance see our policy on Covert Electronic Recording.

Overt surveillance: Is the use of electronic or photographic equipment that is not hidden from general view, regardless of whether or not the suspect actually sees the monitoring device or knows of its' existence. Examples of overt surveillance devices include:

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

No or low expectation of privacy: In some instances residents have no or low expectation of privacy to include:

1. Officers recording telephone conversations where they are a party to the conversation;
2. Officers recording face-to-face conversations where they are a party to the conversation;
3. Recording information at a crime scene;
4. Monitoring and recording public hall ways, elevators, rooms [less restrooms], of a public building, including department facilities;

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5. Monitoring and recording sobriety tests;
6. Recording of voluntary statements made by victims, witnesses, or suspects;
7. Recording routine traffic stops with portable or fixed recording equipment; &
8. Inside holding cells

PROCEDURES:

Monitoring Department CCTV Equipment:

One of the duties of the communications section is to monitor and operate CCTV equipment. The sole purpose of this equipment is to monitor areas and building to prevent crimes and for other criminal justice purposes. They are also used to prevent injury to those being temporarily held inside SLPD holding cells.

Even when there is no expectation of privacy inside a holding cell, those monitoring should never focus in, enlarge the image or purposely observe a detainee using the toilet.

Any sign of injury, self inflicted or otherwise, should be immediately reported to the arresting officer and supervisor on duty. Communications personnel should also notify the arresting officer when the detainee is requesting to speak to the officer.

Use of Recording Equipment:

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

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

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

Digital Voice Recorders:

When issued by the SLPD, officers must carry and use digital voice recorders or portable video cameras as directed. These devices have many administrative uses including note taking, dictating reports, or recording accident details or quality assurance monitoring. Specific instructions shall be issued regarding retaining video or audio recordings. If the recording can be used as criminal evidence the recording is saved and secured as any other evidence.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Special Operations Group [S.O.G.]	Policy Number: 6.10
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department utilizes a Special Operations Group [S.O.G.] in high-risk situations involving threat of human life.

DEFINITIONS:

Control Zone: The space between the outer perimeter and the inner perimeter. Officers manning the outer perimeter may allow authorized persons into the *control zone* for restricted purposes as authorized by the incident commander. Depending upon the specific geographic circumstances, all bystanders, residents, merchants, non-involved police officers, and others are evacuated from the inner perimeter and the control zone, or sheltered in place if evacuation is not possible or desired.

Debriefing: The presenting of all pertinent information for a formal report.

Inner Perimeter: A containment area immediately surrounding the situation location that minimizes and controls movement of suspects within that area. Inner perimeter should be sufficiently large to reasonably limit threats to human life, yet small enough to facilitate control and management of the threat.

Outer Perimeter: A large area that surrounds the inner perimeter and prohibits unauthorized vehicular and pedestrian traffic from reaching the inner perimeter. The outer perimeter should be configured to afford protection and safety to those outside the perimeter boundaries.

PROCEDURE:

Response Situations:

Following authorization of the Director, SOG members respond to the following high-risk situations including, but not limited to:

1. Barricaded persons;
2. High-risk arrests;
3. High-risk searches;

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4. Hostage situations;
5. Personal security;
6. Search & rescue;
7. Special events;
8. Stake outs;
9. Terrorist threats or attacks;
10. Threatened suicide intervention; or
11. Any other activity or situation deemed appropriate.

Selection of SOG Members:

Officers wishing to work as a part of the SOG must:

1. Have two years experience within the SLPD;
2. Be able to function effectively as an integral part of a law enforcement team;
3. Be able to follow orders without hesitation or delay;
4. Submit a written request for consideration to the SOG Commander which contains:
 - a. Reason for requesting assignment; &
 - b. An outline of specialized skills, interests, or training that would benefit the team.
5. Achieve an overall rating of at least *good*, as adjusted for age, on the agency physical fitness evaluation;
6. Have *unrestricted duty and training* medical status;
7. After meeting the above requirements, request an oral interview with the SOG Commander and the Captain; &
8. If selected, voluntarily submit to increased random drug testing and an annual medical examination.

Training:

Specialized training of team members include:

1. A minimum of eight [8] hours per month. Plans are evaluated and approved by the Captain at least fifteen [15] days prior to each training session.
2. Participation in the physical fitness program. Those who fail to meet the fitness standards are prohibited from participating in SOG activities. Any officers who do not pass the physical standards within 60 days after initial failure are removed from the team.
3. The *negotiation officer* attends or conducts training in negotiations of incidents, verbal skills, and entry team drills at least monthly.

SOG operations are a team effort, and teamwork is critical to the safe and efficient accomplishment of assigned missions. All members of the team attend required training. Officers unable to complete required training are placed on probation from team assignments until the training deficiency is corrected or permanent reassignment is made.

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Training exercises are realistic and emphasize functional teamwork. Training is recorded in a monthly report and kept on permanent file.

Firearms:

The use of and proficiency of firearms is an integral part of SOG training, therefore the following guidelines must be maintained:

1. Team members must maintain an award rating of expert, and proficiency with all Department and personal firearms carried during SOG operations.
2. Only approved weapons and ammunition may be carried during SOG operations.

Equipment:

Specialized equipment is also an integral part of the SOG mission. To ensure a successful resolution of tactical operations and officer safety, the agency provides individual and team equipment. Issued equipment is stored at SLPD or maintained by officers as directed by the SOG Commander and inspected monthly by the team leader or his designee to ensure operational readiness. Any personal equipment not issued by the department must first be approved by the team leader, and record of this approval must be placed in the individual officers' personnel file.

Jurisdictional Responsibilities:

Any high-risk situation in which a hostage victim is a *foreign official* or an *official guest of the United States*, or when the commission of federal crimes are involved may require concurrent jurisdiction between a federal agency and our department. During operations where responsibility is *concurrent*, every effort should be made to insure mutual agreement prior to conducting tactical operations. In those instances where a question of *tactics*, *approach*, or *civil rights* cannot be resolved, the incident commander will relinquish control of the situation to federal agents and withdraw agency personnel from the scene. Under no circumstance will SLPD SOG, patrol, or other officers perform any act at the direction of Federal officers that violates departmental general orders or codes of ethics.

Responsibilities - Initial Scene Supervisor:

Before SOG responds to high-risk situations, the on-scene supervisor must:

1. Notify dispatch of the situation and request back-up units including *patrol*, *SOG*, *fire department*, and *emergency medical services*;
2. Attempt voice contact with the suspects or endangered parties to collect critical information about the situation;
3. Evacuate injured parties and bystanders, unless evacuation attempts are likely to result in a greater risk of injury to citizens or officers;
4. Establish an *inner perimeter*, *outer perimeter*, and *control zone*;
5. Establish a *command post* and *staging area(s)*;
6. Relay information about the situation to dispatch including, but not limited to, *location of possible hostages*, *description of suspects and their weapons*, *possible avenues of escape*, and *safe locations for additional units to respond*;

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7. Instruct the police dispatcher to notify appropriate personnel, advising them to report to the command post location;
8. Direct all responding personnel to the command post for assignment;
9. Remain at the command post to:
 - a. Supervise officers assigned outer perimeter duties; &
 - b. Assist in documentation of official reports.
10. Detain all witnesses for debriefing.

Responsibilities – SOG Commander:

In response to high-risk situations, it is the responsibility of the SOG Commander to:

1. Report to the Incident Commander (IC) under the Incident Command System;
2. Debrief incident upon arrival;
3. Debrief officers, witnesses and other responders, and relocate key individuals for later access or assistance;
4. Take command of the inner perimeter, limiting access to authorized personnel;
5. Establish a forward command post with necessary equipment;
6. Develop plans for *containment, negotiations, or decisive action* as the situation warrants;
7. Determine short and long term objectives and mission requirement;
8. Direct operations regarding the employment of SOG, department, and support units, to include minimum levels of force and deadly force necessary to accomplish the mission; &
9. Ensure proper documentation of all events through conclusion.

Responsibilities - Special Operations Group Officers:

Arriving to the scene of a high-risk incident, SOG members will:

1. Relieve other officers on the inner-perimeter;
2. Evaluate the threat, and prepare verbal or written intelligence and scouting reports for the SOG Commander;
3. Locate and isolate suspects;
4. Assist in removal of non-essential persons out of zones of danger;
5. Carry out *containment, assault, arrest, negotiation, or other* plans as directed by the SOG Commander, with minimal injury to officers, citizens, or suspects;
6. Relocate perimeter containment if the suspect moves; &
7. Employ minimum levels of force necessary to accomplish the assigned mission, as directed.

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Responsibilities – Captain:

The Captain or his designee is the Incident Commander (IC), and is the final authority at high-risk incidents. His responsibilities include:

1. Maintaining liaison with other concerned agencies and jurisdictions;
2. Gathering intelligence from debriefings and scouting reports;
3. Establishing strategic priorities for the mission;
4. Authorizing the use of deadly force, and discharge of firearms;
5. Ensuring departmental resources are available for the successful conclusion of the mission;
6. Assisting the SOG Commander in developing and analyzing strategy or contingency plans;
7. Requiring, collecting, and analyzing *incident* and *supplemental reports* from all SOG Commander, and other officers at the scene; &
8. Conducting *critical incident review analysis*, and preparing and submitting revisions to policies & procedures, as discretion dictates.

Critical Incident Review:

SOG actions are critiqued and evaluated at a debriefing immediately following the incident, and in a critical incident review analysis conducted by the Captain. The purpose for these evaluations is to improve law enforcement services to the City of San Luis while minimizing the threat to innocent life.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Juvenile Procedures	Policy Number: 6.11
Issue Date: 07/31/2007	Revision Date:

POLICY:

Officers and employees of the San Luis Police Department take steps to positively influence juvenile offenders and non-offenders whenever possible. Officers must be aware that juveniles are a protected class, and as such cannot surrender protection guaranteed by the State and U.S. Constitution.

DEFINITIONS:

Juvenile Offender: A young person who has not yet attained the age at which he or she should be treated as an adult for purposes of criminal law who:

1. Violates a state or federal law, or municipal or local ordinance;
2. Engages in disobedient, immoral, or indecent behavior;
3. Is in need of treatment, rehabilitation, or supervision;
4. Has runaway from home or lawful place of residence without just cause;
5. Is beyond the control of parents or a legal guardian; or
6. Has been habitually truant or overtly defiant in school.

Status Offender: A juvenile who is charged with an offense that would not be a crime if committed by an adult.

Responsible Adult: In the absence of the juvenile's parents or legal guardian, an adult with reasonable physical and mental capacities who is:

1. Responsible for the physical custody of a juvenile;
2. An acquaintance of the juvenile's parents; or
3. Able to reasonably demonstrate supervision for the juvenile until parents, legal guardian, or next of kin can assume that responsibility.

Non-secure Custody: A condition under which a juvenile's freedom of movement is controlled by members of the SLPD, and when the juvenile:

1. Is held in an unlocked, multi-purpose area, such as a report-writing room or office;

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2. Is at no time handcuffed to any stationary object;
3. Is held only long enough to complete identification, investigation, processing, and then released to a responsible adult, transferred into a juvenile facility, or court; &
4. Is under continuous visual supervision until released.

Secure Custody: A condition in which a juvenile is physically detained or confined in a locked room, set of rooms, or cell that is designated, set aside, or used for the specific purpose of securely detaining persons who are in law enforcement custody.

PROCEDURES:

Conditions of Custody:

Juveniles, regardless of their detention status, are always separated by *sight and sound* from all adult witnesses, detainees, prisoners, or inmates. There are no exceptions to this policy. This policy applies at all times the juvenile is being detained, including transport.

Enforcement Alternatives:

Officers dealing with juveniles in enforcement capacities may exercise reasonable discretion in deciding on appropriate actions. Alternatives that may be considered and employed include:

1. Release without further action;
2. Informal counseling, advising the youth of the consequences their actions;
3. Informal referrals to community services;
4. Referral to parents or a responsible adult;
5. Informal counseling of parents or a responsible adult;
6. Limited custody and a *police station warning*;
7. Issuance of a summons or complaint;
8. Arrest under non-secure custody; or
9. Arrest under secure custody.

Enforcement Criteria:

The following general guidelines may be used in determining the appropriate enforcement or crime deterrent action when dealing with juvenile incidents.

1. Referring juveniles to their parents or community resources may be appropriate following release or informal counseling by the officer. Such action may be taken in incidents where property damage or personal injury is not involved, but intervention is necessary to avoid potential delinquent actions, or when the youth has had no prior enforcement contacts. Examples of these incidents include, but are not limited to:
 - a. Curfew violations;

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- b. Loitering;
 - c. Minor liquor law violations; or
 - d. Disorderly conduct.
2. Officers may elect to transport the youth home or direct him to return home and may make personal, telephone, or mail contact with the youth's parents or guardians to provide them with information and counseling on their child's actions; refer the youth to appropriate community service agencies with or without follow-up; or detain the youth at the station house until he is released to a parent or guardian if the:
- a. Incident is of a serious or potentially serious nature;
 - b. Youth is fully aware of the seriousness or potential seriousness of actions and/or is acting in alliance or collusion with others to commit such acts;
 - c. Youth fails to cooperate or to positively respond to intervention efforts and directions;
 - d. Youth has prior informal warnings for engaging in delinquent acts; or
 - e. Youth's parents or legal guardian have apparently failed to provide appropriate control and supervision.
3. Officers may file delinquency charges against a juvenile when the act:
- a. Would be considered a felony if committed by an adult;
 - b. Involves deadly weapons;
 - c. Is a serious or potentially life threatening gang-related offense;
 - d. Involves assault;
 - e. Occurs while the juvenile is on probation, parole or when they have charges pending against them; or the juvenile is a repeat offender;
 - f. Juvenile refuses to participate in diversion or intervention programs; or
 - g. It has been determined that parental or other adult supervision is ineffective.
4. An officer may also take a juvenile into custody if the youth is lost, seriously endangered, or is a runaway. The following guidelines are followed for any juvenile reported as a runaway:
- a. Confirm juvenile as a runaway through departmental reports, NCIC, or some other means.
 - b. Take juvenile into custody and transport to the department. If no departmental reports or NCIC data exist, release the juvenile.
 - c. If transported, the juvenile intake or probation officer is contacted for further direction such as incarceration or transport to a children's center.
 - d. Complete an incident report.
 - e. Copy all documents concerning juvenile contact and forward to Juvenile Probation Officer.

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- f. Delete runaway from NCIC records. If the juvenile has been entered into NCIC by some other police agency, notify that agency for deletion of the entry. The police agency in question can also provide other useful information concerning the juvenile, and make further contacts as needed.
 - g. Notify parents or guardian of the juvenile's status and location.
5. In cases of alleged child abuse, officers will contact a youth officer or their immediate supervisor in order to conduct an investigation of the complaint, unless probable cause justifies immediate action to protect child.

Status Offenses:

The following guidelines apply to all *status offenses* committed by juveniles:

1. Based on the seriousness and circumstances surrounding the offense, background and demeanor of the juvenile and other relevant factors, an officer may release a juvenile to his parents, guardian or another responsible adult. This is a matter of officer discretion.
2. Juveniles taken into custody for status offenses are frisked prior to being transported and may be handcuffed or restrained if, in the discretion of the officer, the juvenile poses a physical risk to the officer, themselves or others.
3. Officers pay particular attention to juveniles under the influence of alcohol or drugs to determine whether emergency medical services are warranted.
4. Held in *non-secure custody* as provided by state law and for the briefest time necessary to conduct identification, investigation, and related processing requirements to facilitate their release to a parent, responsible adult, or transfer to a juvenile facility.
5. Transportation of a juvenile in a caged vehicle is not secure custody.
6. Status offenders and other juveniles taken into *temporary non-secure custody* for non-criminal type offenses may not be fingerprinted or photographed for purposes of establishing or supplementing criminal records.
7. Status offenders in temporary custody will:
 - a. Not be placed in a holding area within *sight or sound* of adult suspects or detainees;
 - b. Be maintained under constant visual supervision;
 - c. Have reasonable access to toilets and washing facilities;
 - d. Be provided food if in need of nourishment to include any special diets necessary for health or medical purposes;
 - e. Be provided any medication or necessary emergency first aid by a licensed doctor;
 - f. Be provided with reasonable access to water or other beverages; &
 - g. Be allowed reasonable access to a telephone.

Criminal Offenses:

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Juveniles who have committed, or have been accused of committing, criminal offenses are:

1. *Provided all appropriate warnings* (See Civil and Constitutional Warnings Policy) including Miranda and any department, state, court ordered juvenile warnings, or Magistrate warnings (if required);
2. Subject to the same security requirements as adults and may be handcuffed or otherwise restrained as necessary during transport and processing; &
3. Fingerprinted and photographed. The fingerprint card and *mug shot* is marked "*Juvenile*" and maintained in this agency's central repository for such purposes, separate from adult fingerprints and mug shots and subject to *controlled dissemination*.

Juveniles placed in secure detention, whether in cells, locked rooms, or other locations, are:

1. Separated by *sight and sound* from any incarcerated adults, and juveniles of the opposite sex;
2. Informed of the estimated time they will be in detention;
3. Provided with constant auditory access to officers responsible for their supervision; &
4. Personally observed by supervisory personnel on both a routine and unscheduled basis no less than every 30 minutes.

A juvenile in custody must not be questioned about an alleged criminal act without the presence of his parent, legal guardian, or attorney. In such instances, the juvenile and the adult are advised of their constitutional rights prior to interrogation. Any statements made before Miranda or spontaneous before Miranda are useable. The suspect should be stopped at that time and advised of Miranda. If, prior to or during questioning, the juvenile, his parents, or legal guardian express the desire to *speak with an attorney*, all questioning will cease and will not be renewed until an attorney, has been secured, and the attorney allows the questioning to continue. In the absence of a parent or guardian, a juvenile may be questioned and may provide statements after a *magistrate* has provided warning to the juvenile.

Interrogation of juveniles should not extend over periods of time that could be considered unreasonable or harassing. Interrogation should be conducted by one officer at a time whenever possible. Officers should inform juveniles of the procedures that will be followed with regard to custody, release, and transport to another facility, or to a custody hearing.

Juvenile arrested on warrant:

When conducting warrant arrest of juveniles:

1. See and comply with items in Criminal Offenses Section, above; &
2. Advise juvenile of constitutional rights at first opportunity;

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3. Take juveniles before the court that issued the warrant as soon as possible;
4. Contact a juvenile intake officer concerning the arrest, if after regular court hours or on a weekend;
5. Notify parents or guardian; &
6. Delete arrest warrant from departmental records if entered into the NCIC.

If the arrest warrant was entered into the NCIC by some other police agency, contact that agency and advise of the arrest.

Parental Liability:

A parent or guardian may be liable for property damage done by a child in their care, custody, and for whom they exercise discipline, if the parent was negligent in their care, custody, and discipline, or the child willfully and maliciously damaged property.

School Related Offenses:

A child engaging in conduct that is considered a prosecutable offense on property owned by a school district or at a school-sponsored event is referred to the juvenile court for charges. The department reports verbally to the superintendent of the child's school within 24 hours or on the next school day any instance of a child taken into custody for a criminal offense. A written notice is prepared and sent to the superintendent of the child's school within 7 days of the verbal notification.

Emergency Medical Aid:

Juveniles in custody who are believed to suffer from serious physical conditions or illnesses that require prompt treatment are referred to emergency medical services for evaluation and treatment. Officers have the authority to *consent to treatment* of a juvenile who is in need of immediate medical attention.

Disclosure of Juvenile Records:

Records of juveniles are confidential and may not be disclosed to the public except for reporting criminal activity of juveniles to a school superintendent. Records may be inspected by other law enforcement and juvenile justice agencies having legitimate reason to view the records. The records of juveniles missing from home may be forwarded to NCIC for dissemination nationwide. Any records or files pertaining to juveniles are sealed upon court order. Upon receipt of a court order, the department forwards all records to the court and deletes all index references. Records pertaining to juveniles are disposed of according to the approved records management schedule of the department.

Record Keeping:

Officers who select non-custodial alternatives or engage in informal enforcement contacts with juveniles must complete appropriate field interview and incident reports for each contact. These reports clearly identify the juveniles involved, the nature of the incident, and the rationale for the officer's disposition.

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Juveniles taken into custody for criminal offenses are subject to the same reporting requirements as adults. Such reports are clearly marked "*Juvenile*," maintained separately from adult arrest records, and are subject to state law regarding dissemination and access. A custody record is maintained with each juvenile arrest report that specifies:

1. Time juvenile entered *secure detention* and the duration of each detention;
2. Type of restraining device, if any, used;
3. Name of the officer responsible for visual supervision, and schedule of visual supervision, if the juvenile is placed in a locked room or cell;
4. Statement of the need for secure detention;
5. Confirmation that juvenile was provided all warnings; &
6. Time periods of any interrogation, and the officers, parents, legal guardian, or attorney present.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Safe Schools Program	Policy Number: 6.12
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department conducts investigations, and carries out police-related business on school property in conformance with the authority and responsibility of school officials to protect children in their charge and manage the school environment. Through Inter-Governmental Agreements, the SLPD will assign "School Resource Officers" to selected campuses in the City of San Luis.

DISCUSSION:

Responding to calls for service, or conducting investigations on school property, requires understanding the authority and responsibility of school administrators, and the related limitations and requirements placed on law enforcement officers by law.

School administrators work under the authority of the school board, which derives its authority from the state legislature, and promulgates board rules that determine how children will be educated in most facets of the education process. Policies and procedures concerning *curriculum; dates and hours school will be attended; attendance requirements; holidays; and security and law enforcement support for school property and school sponsored events* are examples. Carrying out these policies and procedures shapes the management responsibilities entrusted to the superintendent of schools and principal of each campus.

School officials are charged with *en loco parentis rights and responsibilities*, meaning that school staff members stand *in the place of the parent* while students are at school and school functions. When considered in the context of an issue or question, school officials will usually ask themselves, "*What would a reasonable parent do in this situation?*"

Sworn law enforcement officers responding to calls for service on school property, or a school sponsored activity, do not have en loco parentis rights or responsibilities. Likewise, sworn law enforcement officers assigned to conduct school campus programs such as DARE, or carry out the duties of a school resource officer, or campus police officer, do not have *en loco parentis* rights or responsibilities. Non-sworn guards or security officers working for a school district may have en loco parentis rights and responsibilities, unless otherwise stated by the school board.

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Absent a specific direction or request from law enforcement officials, school officials may elect to do the following, because of *en loco parentis rights and responsibilities*:

1. Conduct searches of lockers, automobiles, or other facilities on school property;
2. Search students and their possessions, and confiscate items that are illegal or not allowed on campus per Board policy;
3. Use electronic recording devices, including closed circuit television [CCTV], or one- or two-way intercom systems, to enforce laws or Board rules;
4. Use metal detectors or other screening devices;
5. Administer discipline through a variety of administrative and disciplinary options, as well as the juvenile justice system;
6. Control or deny access to school property, and enforce trespass; &
7. Establish rules that regulate student behavior, dress, hair style and length, and limit items that can be brought to school.

Generally, school officials have discretion as to “if” and “when” they report juvenile offenses to public law enforcement; however, most schools report serious violations of the law and violent crimes, and do not tolerate offenders.

PROCEDURE:

General:

This policy addresses:

1. Dealings with juveniles on school property during school hours, and during school-sanctioned events; &
2. Law enforcement officers who are subject to these policies and procedures while serving in extra-duty security and related assignments for schools.

It does not pertain to juveniles legally using school facilities after school hours, or juveniles trespassing or committing offenses on school property after school hours

Responding to Calls for Service:

1. Officers responding to calls for service that are not imminently life-threatening must first report to the campus principal, and seek assistance and direction to the incident location. When practical, officers ask the department dispatcher to arrange this contact and location.
2. When practical, seek counsel with the principal or assistant principal to determine various options available to the officer and school system for resolving juvenile crime or discipline issues.

Interviewing/Interrogating Students:

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1. Officers will not normally contact or seek out students on campus for alleged offenses that did not occur in conjunction with school activities. When possible, juveniles should be contacted before or after school hours at their place of residence, work, or while recreating.
2. Except in exigent circumstances, or in arrest situations as outlined in this policy, officers needing to detain or question youths on school property must first contact the school principal or assistant principal. To the degree possible, officers explain the nature of their business and the exceptional need to meet with the youth(s) in question during school hours.
3. Generally, students will not be contacted by officers publicly in the school setting for purposes of questioning, unless an arrest is anticipated or reasonably possible. Youths to be questioned should be summoned by school officials to a private interview room or other appropriate area.
4. School officials may refuse officer's request to question a student in their charge, if no arrest warrant exists. Officers may be asked to contact the parents, guardians, or juvenile justice authorities with their request. Except in exigent circumstances officers must make efforts to comply with these requests.
5. School officials may be present as observers during interviews or questioning of students, if they request.
6. Officers may not enlist school officials or employees to conduct interviews, inquiries, or similar fact-finding activities as part of an investigation involving students. School officials who act at the direction of, or on behalf of, the interest of police constructively become *police officers*, and, as such, must abide by legal provisions pertaining to a police officer. Police officers are not precluded from questioning school officials regarding their knowledge of activities and similar matters about youths in their charge.

Arrest/Removal of Students:

1. Students may not be removed from school property without notifying the school principal, or his/her designate, or without an *arrest warrant* or *probable cause*. Officers are responsible for ensuring that the youth's parent(s), guardian(s), or a responsible adult is notified of the youth's removal, irrespective of the responsibility of school officials to make such notification.
2. Officers should avoid making arrests on school grounds when they may be made effectively elsewhere.
3. If it is necessary to arrest a juvenile on a school campus during class hours, officers must secure an arrest warrant, and notify the principal or his/her designate before making the arrest, unless exigent circumstances exist, or such notification jeopardizes the ability of officers to safely and effectively make the arrest.
4. Where possible, officers may not arrest juveniles on school grounds, if use of force is a reasonable possibility.
5. Arrest of students on school property should, to the degree possible, be conducted so as to minimize embarrassment to the student and disruption of school activities and functions. Officers should use handcuffs or other restraining devices when

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making arrests in schools whenever deemed necessary to ensure the security of juvenile arrestees, and safety of other students, the officers, and others.

Searching Students and Property:

1. Police searches of students and their property on school premises are generally subject to the same legal requirements for a *search warrant* and *probable cause* as other searches. Exceptions to the search warrant requirement (e.g., consent to search, emergency situations) that apply to non-school searches also apply to school searches.
2. School officials cannot give police permission to search students or their possessions, and retain *en loco parentis* rights and responsibilities. Such circumstances constitute a police search, and become subject to the restrictions of a police search.
3. School officials, including school security officers, may conduct both routine and non-routine searches without a *search warrant*. In searching students' persons, the standard for school administrators, including security guards, is *reasonable suspicion*. A good deterrent practice normally includes routine searches of lockers, storage spaces, backpacks, and rooms on a random basis.
4. Searches conducted by school officials upon the request of, or with the active participation of police, require a search warrant.
5. At the request of school administrators, sworn law enforcement officers may accompany school officials who are conducting a search; however, the officers may not participate with school officials in the search either directly or indirectly.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Bicycle Patrol	Policy Number: 6.13
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department employs Bicycle Patrols in areas and at civil functions that can be enhanced by officers patrolling on bicycles.

PROCEDURES:

Benefits of Bicycle Patrol:

Bicycle Patrol's provide numerous benefits to the public that we serve, to include:

1. Cost cutting due to the ability to outfit ten to twelve bicycles as compared to one patrol vehicle;
2. Speed and ability of bicycle officers to reach areas non-accessible by four-wheel motor vehicles;
3. Bicycles provide officers with a stealth advantage because they are swift and silent;
4. Bicycle patrols improve public relations and citizen cooperation as they are highly visible, and more approachable;
5. Bicycle patrols improve officer morale; &
6. Decreased healthcare cost due to healthier employees.

Minimal Training Requirements:

Training for individuals interested in becoming a Bicycle Patrol Officer consists of at least forty [40] hours of AZ POST approved both classroom and practical exercise training by a certified general instructor experienced in bicycle operations. Course topics include, but are not limited to:

1. Bicycle handling skills;
2. Night operations;
3. Bicycle maintenance;
4. Emergency maneuvers;
5. Nutrition and personal health;
6. Group riding;
7. Public relations;
8. Safety & tactical procedures;

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9. Anatomy of the bicycle, adjustments, proper fit;
10. Weather conditions;
11. Physical conditioning;
12. Safe bicycling laws and procedures; &
13. Defensive tactical skills.

Bicycle Equipment:

Bicycle patrol officers receive and must maintain the following departmental equipment that may include, but is not limited to:

1. Bicycle cargo bag and rack;
2. Bicycle helmet;
3. Rear reflector;
4. Head light for night operation;
5. Odometer or bicycle computer;
6. Water bottle;
7. Lock for securing the bicycle;
8. Blue light; &
9. Bicycle identification.

Bicycle Maintenance:

Each officer assigned a bicycle performs a daily function and safety checks of his equipment to ensure:

1. Proper function, cleanliness, and lubrication of the drive train, gears, and bearings;
2. Proper function of brakes;
3. Adequate tire durability and pressure; &
4. Secure attachment of equipment.

All deficiencies are recorded on a daily report and forwarded to the «Approval_title» for corrective action. In the event the officer can make repairs to correct the deficiency, he or she will do so immediately. Deficiencies deemed to render the bicycle unsafe to ride will remove the bicycle from service until the deficiency can be corrected, and the officer will ride another bicycle or report to the shift supervisor for reassignment. Major repairs, tune-ups or overhauls are completed by experienced maintenance professionals.

Bicycles are overhauled at least every twelve [12] months. Additionally, each bicycle receives a tune-up at least every six [6] months.

Bicycle Patrol Safety Tactics:

In order to enhance officer and citizen safety, officers on bicycle patrol will:

1. Comply with all traffic laws applicable to a cyclist;
2. Not patrol in heavy rain, extreme cold, or during periods of restricted visibility;

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3. Turn on all lights at night unless the use of lights might alert a suspect that is under observation;
4. Always wear a helmet and safety glasses, including prescription eye wear or sunglasses, if needed;
5. Be mindful of potential special safety hazards, such as:
 - a. Pedestrians walking between parked cars into the street;
 - b. Parking lot exits;
 - c. Being chased by dogs;
 - d. High curbs;
 - e. Left turns from multi-lane streets;
 - f. Drain grates; &
 - g. Riding off road in congested pedestrian campus areas.
6. Place the bicycle between himself and a suspect, forming a physical and psychological barrier, thereby allowing more time to react to threats of bodily injury;
7. Place the bicycle against the back of the suspect's legs as a means of controlling movement when handcuffing a suspect;
8. Not use the bicycle to strike a suspect except in an extreme emergency;
9. Secure the bicycle to a fixed object with an approved lock [or handcuffs if a lock is unavailable] if left unattended during patrol; &
10. Immediately report all accidents causing injury to an officer or other individual(s), or damage to a bicycle or other departmental equipment.

Security of Equipment:

When off-duty, officers secure the bicycle in a departmentally approved bicycle storage area or take the bicycle home as long as adequate security and shelter for the bicycle are provided at the private residence.

Mileage Reports:

At the end of each shift, the bicycle patrol officer logs the shift mileage on a monthly mileage record. Total mileage for the month is turned in on the last day of the month to the Patrol Lieutenant.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Confidential Informants	Policy Number: 6.14
Issue Date: 07/31/2007	Revision Date:

POLICY:

It is important to the San Luis Police Department to have in place policies that allow for detectives to obtain information from confidential informants and allow informants to gather/purchase evidence used to prosecute violations of Arizona State laws. Following internal guidelines, this policy shall provide for the compensation, in some situations, of informants for information given or evidence gathered during an investigation.

DEFINITIONS:

Confidential Informants: An individual providing information or assistance to law enforcement whose name and other personal information shall not be disclosed.

Source: A person providing information or assistance to law enforcement whose name and personal information may be disclosed.

PROCEDURES:

1. Persons who are on supervised probation or parole shall NOT be allowed to be confidential informants.
2. Persons UNDER 18 YEARS OF AGE shall NOT be allowed to be confidential informants.
3. A confidential informant's name or identifying information shall NOT be disclosed or discussed except in answer to a subpoena issued by a court of law directing the officers to do so.
- 4.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Phlebotomy Program	Policy Number: 6.15
Issue Date: 07/31/2007	Revision Date:

POLICY:

In accordance with State of Arizona v. Valdivina-Carrasco, only SLPD employees **selected** for this special assignment and recognized through training and experience as a phlebotomist may draw blood for law enforcement purposes. Phlebotomists in this program will **only draw blood for alcohol content unless** they have had the experience and training to do other types of draws.

QUALIFICATIONS:

1. **INITIAL CERTIFICATION:**
The employee must attend and successfully complete the SLPD "Law Enforcement Phlebotomy" course instructed by AZ POST Certified Instructor(s).
2. **CONTINUING EDUCATION:**
Evidence of on-going proficiency shall include but not limited to:
 - a. Drawing 48 blood samples per year as evidenced by individual phlebotomy logs; and
 - b. Attending an annual policy/protocol in-service given by the SLPD Phlebotomy Program Coordinator through the SLPD Training Section.

COORDINATOR:

1. Designated by the Captain
2. Coordinates all activities regarding the SLPD Phlebotomy Program
3. Responsible for:
 - a. Coordinating training of phlebotomists
 - b. Annual in-service training for active phlebotomists
 - c. Securing of equipment, maintaining call-out list and records
 - d. Monitoring annual proficiency requirement: 48 blood draws

EQUIPMENT:

1. Use **only** phlebotomy equipment approved by SLPD Phlebotomy Program Coordinator.

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2. Dispose of used needle and vacutainer holder in approved biohazard sharps container; used containers are logged in for disposal at the Evidence/Property Room using OSHA guidelines.

PROCEDURES:

1. Professional Requirement

- a. Maintain a professional image;
- b. Wear lab coats, face shields and gloves for all blood draws; and
- c. Maintain a log and a copy of the draw report recording each completed procedure.

2. Drawing Blood

a. Clotting Time

- 1) Ask if subject is on aspirin, steroids, blood thinners (i.e., Coumadin), or other prescription medications which may prolong clotting time.
- 2) Apply pressure for several seconds to site with cotton ball or gauze
- 3) Secure site with stretch wrap or Band-Aid
- 4) If subject faints, carefully assist them to floor assess airway, breathing, circulation and if subject does not quickly revive, call 9 1 1.

b. Number of attempts

- 1) First draw: Do not exceed two attempts for successful draw
- 2) Second draw, different phlebotomist: Make only one attempt
- 3) Additional attempts: Must be performed by medical personnel

c. The arresting officer must witness blood draw.

A phlebotomist may draw blood on a suspect he had personally arrested for a DUI. If the officer/phlebotomist feels that it would be in everyone's best interest to have another phlebotomist draw the blood, summon one.

d. Warrant required for all cases where **consent is not given, including if consent was given and then withdrawn**. Follow directives in the telephonic/fax search warrant policy.

1) Exigent circumstances: Arizona Revised Statutes (ARS) authorized blood draws without a warrant.

2) Do not become combative with a suspect. Use only force that is reasonably necessary to execute the search warrant. Do not use a stun device, hard impact weapons, chemical irritants, or any other weapon in order to obtain a blood sample.

3) Non-compliance with warrant: Violation of ARS § 13-2810.A.2, Interfering with Judicial Proceedings.

a) **Officer injured:** may add ARS § 13-1210, Aggravated Assault on a Police Officer

b) **Suspects who spit:** May be charged with Aggravated Assault and/or Assault by Spitting, Scratching, Biting, etc.

- If exposure occurs, **notify the on-call legal advisor**

3. Chain of Custody

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- a. Either phlebotomist or arresting officer may label and package evidence. Include used betadine (povidone iodine) pad in kit as evidence that alcohol was not used to prep skin;
- b. Complete all documentation contained in the blood kit;
- c. Record chain of custody at all transfer points.

4. **Transportation**

- a. The arresting officer should transport blood directly to the refrigerator in the evidence processing area; and
- b. If delayed, refrigerate, do not freeze, blood, or maintain in a cool environment.

5. **Draw Report**

- a. Phlebotomist will complete draw report and distribute copies as follows:
 - Original with reports to records
 - Copy to phlebotomy coordinator
 - Copy to subject of blood draw
- b. The report shall contain the location of blood draw (i.e. station, DUI trailer, hospital);
- c. Reason for arrest. If no arrest, reason for blood draw;
- d. Whether it is a consent draw or the result of a search warrant
 - 1) Consent: Direct subject to sign consent form
 - 2) Verbal consent, but refuses to sign: Write "REFUSED TO SIGN" in signature box. Records manner of refusal (i.e. verbal/physical);
 - 3) Warrant: Record name of judge in report and consent form;
- e. Whether subject resisted blood draw (i.e., cooperative, had to be escorted to restraint chair, held down, etc.);
- f. Response to question regarding aspirin, steroids, blood thinners, etc.;
- g. Photograph of subject for identification purposes;
- h. Anything to aid prosecution, i.e., strong odor from suspect's breath, steadiness, mood swings, inappropriate behavior (document on draw report or phlebotomy consent records);
- i. The phlebotomist's signature on each report; and
- j. Where feasible, have another officer serve as witness. A phlebotomist may be a witness on a search warrant for blood if necessary.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Selection & Placement of Personnel	Policy Number: 3.01
Issue Date: 07/31/2007	Revision Date:

POLICY:

San Luis Police Department places a priority interest in the selection and placement of personnel given the constraints economy of force, applicant qualifications, and budgetary constraints. This department strives to meet and exceed State standards on officer qualifications for employment while maintaining an equal employment opportunity and discrimination-free environment.

PROCEDURE:

Equal Employment Opportunity:

The San Luis Police Department is an Equal Opportunity Employer who supports the Americans with Disabilities Act, (ADA), and must respond to reasonable requests for job accommodations and take reasonable action to employment qualified individuals with disabilities. This agency is committed to making reasonable sustained, diligent efforts to identify and consider such individuals for employment and for possible advancement opportunities arising during employment.

The San Luis Police Department prohibits any retaliatory action against an employee for opposing a practice, which he or she believes to be discriminatory. This includes the filing of an internal complaint or the filing of a complaint with a state or federal civil rights enforcement agency.

Maintaining the ideals of Equal Opportunity Employment, no individual inquiring about employment within the San Luis Police Department may be discriminated against based on:

1. Race
2. Color
3. Religion
4. Sex
5. National Origin
6. Disability
7. Age
8. Veteran status
9. Handicap

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- 10. Marital Status
- 11. Political affiliation
- 12. Sexual preference

All employees are expected to abide by the procedures as outlined within this policy. Violation of this policy will subject an employee to disciplinary action, up to and including dismissal.

Employment Requirements:

All persons seeking employment with the department as a law enforcement officer must:

- 1. Be a United States citizen;
- 2. Be a resident of Yuma County, Arizona or become a resident within thirty [30] days of employment;
- 3. Be at least twenty-one [21] years of age;
- 4. Possess a valid Arizona Driver's License;
- 5. Have a high school diploma or GED; or
- 6. Have 12 semester hours credit from an accredited college or university;
- 7. *RESERVED*
- 8. Successfully complete the minimum training required for licensure to include the current basic peace officer course developed AZPOST;
- 9. Never have been convicted of a *felony or misdemeanor involving moral turpitude* or is not currently under indictment for any criminal offense;
- 10. Be free of misdemeanor convictions for the last twelve [12] months;
- 11. Have no previous or current charges of *driving while Intoxicated or driving under the Influence of drugs or alcohol*;
- 12. Never been convicted of any family violence offense;
- 13. Not be prohibited by state or federal law from operating a motor vehicle;
- 14. Not be prohibited by state or federal law from possessing firearms or ammunition;
- 15. Be subject to a thorough background investigation and personal interviews by San Luis Police Department personnel;
- 16. If served in the armed forces of any country, demonstrate stability, reliability, & integrity, by having an Honorable Discharge [*Dishonorable, General, or Medical* discharges are not acceptable];
- 17. Have never had a commission or peace officer license denied by final order or revoked;
- 18. Not be currently on suspension, or have a voluntary surrender of license currently in effect;
- 19. Demonstrate having *good* financial credit rating for the last five [5] years;
- 20. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written testing;
- 21. Demonstrate honesty and integrity, by successfully completing pre-employment polygraph and drug testing;
- 22. Demonstrate good general medical health as determined by a medical doctor, who is licensed by the Arizona State Board of Medical Examiners, and approved by AZ

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POST;

23. Free from illegal drug use, or legal drugs that impair mental or physical performance, for the past 5 years, as determined by interview, medical, or polygraph testing;
24. Be declared in satisfactory psychological and emotional health by the department's psychologist, who is licensed by the Arizona State Board of Examiners of Psychologists; &
25. Be fingerprinted and subjected a search of local, state, and national records and finger print files.

Physical & Mental Testing of Sworn Officers:

Individuals applying for a position as a sworn officer of this department must continually demonstrate the ability to perform physical and mental tasks under stressful, and often confusing circumstances. At time of application and periodically thereafter, officers may be required to demonstrate these abilities without assistance. Minimum demonstrations of ability are:

1. Disassembling, reassembling, loading, firing, and performing malfunction drills with a *semi-automatic pistol* and *shotgun*;
2. Handcuffing and restraining *resisting suspects*;
3. Giving loud verbal and hand signal commands that can be understood at 50 yards;
4. Standing, walking, sprinting, laying down, rolling-over, and jumping on verbal command, and in rapid order;
5. Dragging 100 pounds of dead weight over 25 yards;
6. Picking up and carrying 100 pounds of dead weight over 25 yards;
7. Using a long baton, and chemical dispensing weapons on command;
8. Accurately and consistently following verbal, written, and hand signal commands, without hesitation, or assistance;
9. Quickly closing large, heavy doors; &
10. Running up and down two [2] flights of stairs;
11. And any other physical agility test as required by this department's physical fitness instructor.

An applicant for a sworn position that cannot perform these minimum tasks will not be accepted. Sworn officers of the department that cannot demonstrate proficiency in these areas annually will be reassigned to non-sworn duties or dismissed from the department.

Acceptance of Applications:

Employment applications are accepted at any time, even if all positions are filled, for future evaluation. The completion of a regular application form will ensure that each candidate be considered for all positions within the department for which he is qualified. Applications are kept on file for at least twelve months, after which the application will be destroyed. Applications of hired individuals are maintained in their employee file.

Disqualification of Applicants:

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Applicants may be disqualified for a number of reasons, including, but not limited to:

1. Not possessing the minimum qualifications for the position;
2. Failing to be punctual in taking prescribed tests or undergoing evaluation;
3. Making fraudulent statements during interview, or on any application; or
4. Failing to properly complete the application in the manner prescribed.

Guidelines for Filling a Position:

Whenever a vacant position is to be filled within the San Luis Police Department, a number of guidelines must be maintained to ensure all applicants are treated equally to include the following:

1. A position vacancy notice will be posted within the department.
2. The appropriate departmental supervisor will evaluate applications, including:
 - a. Any application referred by the human resources department;
 - b. Qualified persons already employed by the agency or governing body; &
 - c. Any other qualified persons.
3. After screening, applicants will submit to written, physical, mental, and performance based testing.

Continued Employment Standards:

To be eligible for continued employment an employee must, in addition to other conditions and standards, meet the requirements as specified in Employment Requirements, above.

Will and Pleasure:

The employment of employees of the San Luis Police Department is for an indefinite term and continues at the pleasure of city. At any time, the San Luis Police Department may dismiss and discipline employees within the guidelines of departmental policy as determined by Director or his designee.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Fitness for Duty	Policy Number: 3.02
Issue Date: 07/31/2007	Revision Date:

POLICY:

Law enforcement tasks require physical exertion, concentration, and decision-making in various environmental conditions and in situations that are *tense, uncertain, and rapidly evolving*. Officers must be mentally and physically capable of performing their duties in order to accomplish the task, while safeguarding themselves, other officers, and members of the public.

PROCEDURES:

Police Officer Applicants:

Persons applying for a position within the San Luis Police Department are required to undergo physical and psychological assessments by licensed professionals. If a physician or mental health professional identifies conditions that could limit physical or emotional ability to cope with the stress of law enforcement duties, the applicant will not be eligible for certification as a law enforcement officer with the San Luis Police Department.

Law Enforcement and Civilian Personnel:

The following guidelines are maintained by all sworn and civilian employees of the San Luis Police Department:

1. After employment, the department may reexamine employees at anytime to determine each officer's continued fitness for duty, including:
 - a. For purposes of a criminal or internal investigation; or
 - b. For suspicion of emotional or physical problems due to documented accounts of an employee's psychological behavior, or decline in physical health.
2. If a qualified physician or mental health professional indicates the presence of a condition that could limit an employee's physical or emotional ability to perform his or her duties, that employee must be placed on leave and not be allowed to return until:

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- a. Released from care of a medical facility; &
- b. An authorization letter is received and approved from a healthcare professional indicating the physical or emotional stability of the employee.

Responsibility:

It is the responsibility of the Director to enforce this policy. However, any employee who is witness to a decline in mental or physical stability in themselves or a fellow employee is required to report the behavior to the Director. Any employee refusing to submit to a physical or psychological examination following the request of the Director is subject to suspension from duty, or discipline, to include dismissal.

Officers are required to use their best efforts to control medical conditions (such as diabetes, etc.) that can adversely affect duty fitness. Some examples of these conditions may include but are certainly not limited to *diabetes, substance or alcohol abuse, high or low blood pressure, excessive amounts of overtime, or off-duty employment*, etc.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Appearance & Grooming	Policy Number: 3.03
Issue Date: 07/31/2007	Revision Date:

POLICY:

Employees consistently maintain a neat, clean, and professional appearance during the performance of their official duties, or at any time they are representing the San Luis Police Department.

DISCUSSION:

Employees of the San Luis Police Department are authority figures within this department, and when outside are service representatives of city. As such, it is essential that employees present a professional image to the public.

PROCEDURES:

In the performance of duty, officers are required to wear uniforms as dictated by San Luis Police Department policy, except in special circumstances authorized by a superior. Determination of compliance with this policy is completely at the discretion of the Director or designee.

Officers who fail to meet appearance standards may be sent home, and not permitted to work until their appearance meets departmental standards, or they may be disciplined in other forms. Failure to comply on repeat occasions is *insubordination*, and disciplinary action will be taken.

Male Employees:

Male officers on duty, and in uniform, must keep their hair trimmed according to the following guidelines:

1. Neatly tapered, rounded or squared at the back, and may extend down to the top of the collar.
2. Hair in front may not fall lower than one-half inch above the tops of the eyebrows.
3. Hair on the sides may not extend lower than half way down the ear.
4. Side burns may not extend below the lowest part of the ear, nor flare any wider at the bottom than their natural width at the top.
5. Officers may maintain a neatly trimmed moustache not to extend more than $\frac{1}{4}$

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inch below the bottom lip. Officers will shave daily before reporting to work.

Male officers are prohibited from wearing earrings or any body piercing items. Male officers must maintain clean, short, and neatly trimmed fingernails.

Female Employees:

While on duty, and in uniform, female officer's hairstyle must be worn according to the following guidelines:

1. Not extend below the bottom of the collar.
2. Styled in a fashion that allows a cap to be worn over the hair.
3. Conspicuous pins, barrettes, and combs are not authorized.

Female officers are prohibited from wearing body piercing. Female officers may wear earrings small enough as to not be torn off by a suspect. Only one set [one for each ear] may be worn.

All Employees:

Both male and female employees are required to maintain cleanliness by bathing daily, practicing good hygiene, and by wearing clean clothes free from unpleasant odors. In addition, the following guidelines apply:

1. Officers will carry rubber gloves and alcohol towelettes in a pocket or belt back.
2. All employees are encouraged to wear a minimum amount or no loose jewelry.
3. Do not bring or wear expensive items you are not willing to lose or have stolen.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Court Appearance	Policy Number: 3.04
Issue Date: 07/31/2007	Revision Date:

POLICY:

Court appearance is an integral part of our law enforcement duties. San Luis Police Department personnel appearing in court in any capacity, must attend at the appointed time without fail, present a well-groomed appearance, be prepared, and behave professionally.

PROCEDURES:

Court Appearance:

1. Attendance at a court or quasi-judicial hearing, whether notified by subpoena or notice by the department, prosecution, or hearing officer is an official duty assignment, and must be in attendance without fail. Permission to omit this duty must be obtained from the prosecuting attorney or other competent official, prior to the appearance date and time.
2. All officers must be punctual and attend until dismissed by the prosecution or person issuing the subpoena.
3. The complete and official uniform must be worn when appearing in court. Non-sworn employees and sworn personnel assigned to plain clothes duty may appear in conservative business attire.
4. Members must avoid mannerisms or expressions, which might imply disrespect to the court, other witnesses, those charged with criminal offenses, or plaintiffs testifying. Employees must have notes and case files prepared, and all evidence suitably arranged for presentation to the prosecutor before trial appearance.

Subpoena Precedence:

If employees receive more than one subpoena to appear at any court or quasi-judicial hearing on the same date and the same time, the subpoena priority should be decided by the administrative lieutenant considering the merits of each case. Courts must be notified of the conflict if and when this occurs.

Court Absences:

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If an employee is scheduled to be in court and cannot attend, he must notify the court clerk of the reasons for non-attendance in writing at least seventy-two [72] hours or three [3] days prior to the scheduled court date. In cases of unforeseen emergencies, verification of that emergency must be submitted to the court clerk immediately in writing. If the emergency arises before court and the officer is able to contact the court, the judge determines if the absence is excused. If the officer is unable to contact the court, the Captain must determine if the absence is excused. Copies of all communications with the court or prosecution regarding appearances must be submitted to the Captain.

Penalties for Unexcused Court Absences:

All unexcused absences are forwarded to the Director or his designee by the court clerk after each court day. Disciplinary action for not appearing in court may include the following:

1. First Offense: Letter of written reprimand to be placed in the officer's personnel file.
2. Second Offense: Officer will receive a two [2] day suspension without pay from duty.
3. Third Offense: Officer will receive a four [4] day suspension without pay.
4. Fourth Offense: Review of employment and possible termination.

Respect and Testimony:

While in court, the officer must:

1. Always tell the truth when testifying, making reports, or conducting any Law enforcement business;
2. Be respectful of magistrates and judges at all times;
3. Speak calmly and explicitly in a clear, distinct, and audible tone so to be heard by the court and jury when giving testimony.
4. Testify with strict accuracy, limiting testimony to the case before the court, and neither suppress nor overstate the slightest circumstances with a view for favoring or discrediting any person.
5. Answer defense counsel questions with the same readiness and civility as when testifying in support of the charge, remembering that the ends of justice will be served by showing a desire to tell the whole truth, whether it is in favor of or against the defendant.

Testifying for the Defendant:

Any employee subpoenaed by the defense in any criminal trial or hearing will notify the office of the prosecuting attorney immediately upon receipt of the subpoena.

Civil Action, Court Appearances – Subpoenas:

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Employees may not volunteer to testify or give deposition in civil actions and may not testify unless subpoenaed. Employees must accept all subpoenas legally served. If subpoenas arise out of departmental employment, or if employees are informed that they are a party to civil actions arising out of departmental employment, they must immediately notify the Director and the attorney representing the agency. Employees then prepare to discuss the testimony he is prepared to present, if called as a witness.

Civil Matters Relating to Employment:

1. Employees confer with the Director before giving depositions, affidavits, or testimony in civil matters.
2. Employees may not institute any civil action arising out of their official duties without first notifying the Director.
3. Employees may not use their position with the department as a means of forcing or intimidating persons with whom they are engaged in civil matters.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Uniforms	Policy Number: 3.05
Issue Date: 07/31/2007	Revision Date:

POLICY:

All employees present a professional image to the public by consistently maintaining a neat and clean appearance during the performance of official duties or at any time that he or she is representing San Luis Police Department in any manner.

Uniform- Officers:

Officers are expected at all times to be dressed in complete and proper uniform. Regulation uniforms shall consist of the following items:

1. Hat (optional);
2. Jacket (winter) (black);
3. Short-sleeved or long-sleeved shirt for both summer and winter as appropriate (black);
4. Pants (black);
5. Badge;
6. Departmental patches;
7. Black basket weave duty belt;
8. whistle chain and whistle; and
9. rank insignia (when applicable)

Additional required items that are considered components of the uniform are:

1. Body Armor (Vest);
2. Service weapon and magazines;
3. Expandable baton;
4. Taser
5. Flashlight;
6. Holsters for above equipment;
7. Handcuffs;
8. Handcuff pouch;
9. Magazine holder;
10. Ammunition;
11. belt keepers &
12. radio and radio holder

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Uniform- Civilian employees and volunteers:

Civilian employees and volunteers wear a similar uniform consisting of:

1. Hat (optional);
2. Jacket (winter) (black);
3. Short-sleeved or long-sleeved shirt for both summer and winter as appropriate (gray or white);
4. Pants (black);
5. Identification plate or embroidered patches; &
6. Departmental patch.

Uniform-Plain Clothes Personnel:

Plain clothes employees dress conservatively as outlined in the Appearance Policy. Male employees wear slacks, a dress shirt and dress shoes (suit or sport jacket and a tie are optional unless required by a supervisor). Female personnel wear conservative type business suits or ensembles. "Corporate casual" attire is appropriate for certain functions. Officers must use discretion and dress according to the anticipated audience and the environment.

Uniform Requirements:

1. All uniform clothing items must be clean and pressed.
2. No uniform clothing items may be excessively worn, faded, torn, frayed or patched.
3. All leather items, belt, holster, handcuff case, etc. must be black basket weave (nylon may be used during special occasion with supervisor's approval).
4. All brass items must be clean and properly polished.
5. When in uniform, all pieces of the uniform and all uniform equipment must be worn.
6. Shoes or boots must be approved by the Captain and must be shined/polished appropriately on a regular basis.
7. Socks that are exposed must be black.
8. All personnel are held accountable for the return of all departmental issued uniform items.
9. No issued item is to become the property of any individual.
10. Items lost or damaged during law enforcement activities must be reported to the employee's immediate supervisor.
11. Replacement of items of personal purchase, which are lost or damaged in law enforcement activities, must be determined on a case-by-case basis.
12. Property lost or damaged as a result of law enforcement activities must be promptly reported, and replacement costs determined so the officer involved may request to the courts that prosecution of the individual include reimbursement costs to the department.

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13. All pins, extra patches and other additions to the uniform may not be worn without the authorization of the Captain.

Uniform for special details:

Special patrol details and assignments such as bicycle patrol require corresponding uniform requirements. The unit supervisors of such special units must develop uniform guidelines as necessary.

Uniform for Court Appearances:

Male officers should wear suits including dress shirts, slacks, suit or sport jackets, dress shoes, and ties. Female officers should wear dresses or slacks, coordinated blouse and skirt, or a conservative business suit. (See Court Appearance Policy for more detail) Both male and female employees may wear their class b uniform.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Corruption Prevention	Policy Number: 3.06
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department has established procedures to prevent corruption, to investigate complaints or allegations of corruption, and administer administrative punishment or pursue criminal prosecution where corrupt acts are suspected of being a criminal offense.

DEFINITIONS:

Corruption: Acts involving the misuse of authority by police officers in a manner designed to produce personal gain for the officer or others.

Supervisor: Employees having day-to-day responsibility for management and oversight of subordinates and/or are responsible for commanding a work element.

PROCEDURES:

Establishment and Maintenance of Professional Standards:

Philosophy, Goals, and Values: The San Luis Police Department periodically reviews, and updates our statement of goals, values, and general philosophic approach to policing. These statements appear in the policy manual and are constantly reinforced. Supervisors and trainers review these statements with subordinates.

Code of Ethics: We periodically review, and update if necessary, our *code of ethics*. Each employee is provided with a personal copy of the *code of ethics*, which is contained in this manual.

Rules of Conduct: The Rules of Conduct are included in the policy manual. All employees are required to read, understand and follow these rules.

Employees are instructed to seek answers from their supervisors regarding any question regarding *corruption, ethics, procedural, or personal conduct*.

Proactive Prevention Measures:

The Director, through the Quality Assurance Coordinator is responsible for managing corruption responsibilities that include:

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1. Reviewing citizen and internal complaints for indicators of misuse of police powers for personal gain.
2. Reviewing the findings of internal affairs investigations for patterns that are indicative of corrupt police behavior.
3. Reviewing duty assignments to ensure that periodic rotations are occurring according to agency policy.
4. Investigating citizen complaints in which corruption is suspected.
5. Where consistent with applicable laws, reviewing overtime pay assignments, employee income and, in special cases, employee federal income tax returns to investigate suspected or reported instances of corruption or determine if patterns emerge indicative of corrupt activities.
6. Reviewing the findings of inspection reports to identify indicators of corruption.
7. Providing effective means for citizens and department employees to report behavior indicative of corruption.
8. Providing reports to the agency chief executive and to the community with regard to the number of corruption cases investigated and the number sustained.
9. Providing public education necessary to promote citizen awareness of corruption and to assist the agency in maintaining the integrity of law enforcement service.

Responsibilities of Supervisors:

1. Supervisors play a key role in preventing corruption and to the degree reasonable and appropriate must be held accountable for corruption that occurs under their assigned area of supervision or command.
2. Supervisors must report suspicious employee behavior that may indicate corruption, whether on and off duty activities.
3. The associated performance of supervisors and higher-level supervisors must be reviewed when subordinates are charged with corruption violations.
4. Internal affairs investigators must ensure that reasonable portions of inspections are directed toward discovering corruption violations.
5. Internal affairs investigators are required to immediately notify the Chief when serious corruption is suspected.
6. The Administrative Services Coordinator must provide an annual report of duty assignments to the Captain indicating the longevity of assignments in the units listed below:
 - a. Organized crime, drug enforcement;
 - b. Property room; or
 - c. Internal affairs.
7. Assignments in these units are rotated periodically or at the discretion of the Captain.

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Responsibilities of Higher Level Supervisors - Captain:

Command level officers must:

1. Set the example for subordinates by word and deed. Corruption violations on the part of managers must be vigorously prosecuted.
2. Monitoring the activities of their subordinate supervisors with special regard to supervisors' concern for responsibility and integrity within respective units.
3. Conduct the recruitment, selection, and training processes with an acute awareness that integrity in the workplace correlates with the quality of the employees.
4. Establish training in corruption prevention, ethics, integrity, and professional standards for all levels of the department.
5. Establish a process to recognize employees who exemplify the high ideals and integrity of police service and the professionalism of the agency.

Responsibilities of All Employees:

The code of ethics is a working and applicable document. Employees are responsible for providing timely information to their supervisors or command-level officers when they suspect or know of corrupt practices.

Specific and Critical Policies and Procedures - Narcotics Enforcement:

1. Two or more officers should be present during any arrest resulting from a planned drug operation.
2. All confidential informants and drug buys must conform to control, bookkeeping, and accountability procedures detailed in this agency's policies and procedures.
3. All evidence must be processed strictly according to the policies and procedures governing the property and evidence functions.

Response to Corruption Allegations:

Whenever there is a suspicion that a complaint or an internal investigation will result in a charge of corruption, the following procedures must be followed:

1. The Director must be notified immediately and is responsible for notifying appropriate city officials.
2. Information is released to the public as determined by the Director. If a complaint is prosecuted criminally, the Director then authorizes release of information appropriate to the public.

This agency must cooperate fully with any criminal investigation to the extent permitted by law. An after-action review must be conducted to determine the cause(s) of corruption and to recommend any system changes or modifications designed to prevent recurrence.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Insubordination	Policy Number: 3.07
Issue Date: 07/31/2007	Revision Date:

POLICY:

Employees of the San Luis Police Department must understand the rank structure and carry out their duties and responsibilities as directed by their supervisors. Insubordination will not be tolerated and is subject to disciplinary action up to, and including, dismissal.

DEFINITION:

Insubordination: Any act of defiance, disobedience, dissension or resistance to authority.

PROCEDURES:

General Guidelines:

The organizational structure of San Luis Police Department designates the Director of Public Safety as the highest authority within the chain of command. This authority is delegated to various officers throughout the organization.

In maintaining the structural order of the San Luis Police Department all employees must:

1. Follow the instructions and orders issued by supervisory personnel unless the order would jeopardize their health and safety, or violate federal, state, county, or municipal laws or departmental procedures;
2. Not use profane or obscene language toward any supervisor or public official;
3. Be immediately relieved of duty and dealt with according to department policy for any physical assault, attempt or threat of a physical assault of any supervisor or public official; &
4. Be provided an opportunity to discuss any situations, in private, which they believe do not comply with agency policy or federal, state, county, or municipal law.

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Supervisor Responsibilities:

Any instance of insubordination is fully documented by the supervisor involved. Documentation consists of an incident report that must be submitted to the Captain. The officer cited for insubordination must be advised to contact the Captain on the following workday with specific instructions to avoid any further disciplinary action.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Discipline & Accountability	Policy Number: 3.08
Issue Date: 07/31/2007	Revision Date:

POLICY:

Officers and civilian employees use their best effort to live up to the ideals expressed in our Mission Statement and Code of Ethics. Additionally, all members of the San Luis Police Department obey department *policies and procedures*, written and verbal orders, rules, directives, and standards of conduct. Noncompliance with these goals and standards results in disciplinary action to improve individual and group performance.

DISCUSSION:

Discipline in the law enforcement profession is essential to our very survival, and is the determining factor in securing the trust of those we serve. To maintain a high level of discipline, employees are required to conduct themselves in accordance with standards of conduct which a reasonable person would know is expected of someone in the workplace who is granted the authority of the State or Arizona.

PROCEDURES:

Disciplinary Action:

Any noncompliance or violation of conduct that interferes with operations, discredits the department or is offensive or dangerous is grounds for disciplinary action, whether or not such behavior is specifically prohibited by written goal, objective, policies and procedures, order, rule or directive.

Employees are expected to perform assigned tasks efficiently and safely and in accord with applicable quality standards and safety requirements.

All employees are expected to treat visitors, employees, managers, supervisors, and others in the work place with courtesy and respect.

The San Luis Police Department does not discriminate or show favoritism on the basis of sex, *ethnicity, race, religion, color, age, or physical disability*. Disciplinary actions are based on the concepts of *equality and equity*.

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The department has the sole right to determine the disciplinary process applicable in particular circumstances as well as the discipline to be imposed for violations or non-compliance.

Progressive disciplinary measures are generally followed. However, employee attitudes and performance, and any extenuating and mitigating factors may be considered when determining the discipline to be imposed.

Progressive discipline may include, but is not limited to, *counseling, warning, and suspension, or any other remedial steps* deemed desirable, such as *demotion, permanent or temporary disqualification, transfer, wage reduction, training and/or imposing conditions on continued employment.*

Discharge from the department may be imposed for a first offense and may be imposed at any point in a progressive chain, whether or not any other step(s) of progressive discipline have first been imposed.

The Captain shall oversee disciplinary actions, and is normally consulted prior to imposing and/or determination of any discipline.

The department may, in its discretion, keep documents and other records of disciplinary action, which may be considered in future personnel decisions.

In cases of serious misconduct such as major breaches of policy or violations of law, procedures contained in this policy may be disregarded. Disciplinary action on the part of the department does not shield the officer or employee from criminal or civil charges that may arise out their deliberate or negligent acts.

General Reasons for Disciplinary Action:

An officer or civilian employee may be disciplined or terminated for a number of reasons including, but not limited to:

1. Dishonesty, such as falsifying or altering any document, record, or report relating to the department and/or relating to employment, such as a time card, employment application, medical report, or expense reimbursement request and including providing false or misleading information and/or failing to provide truthful and complete information in connection with any investigation.
2. Conviction of a criminal offense, including a felony or certain misdemeanors, or any other offense involving moral turpitude.
3. Insubordination to the directives of a superior.
4. Violation of the Civil Law.
5. Reporting to work under the influence of alcohol or any drug not prescribed by a licensed physician.
6. Offensive conduct or language toward the public, superior, or other employees.
7. Carelessness or negligence in the use of departmental property.

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8. Accepting or encouraging the taking of a bribe.
9. Encouraging other persons to commit illegal acts.
10. Failing to report to work, court or official duty assignments without reasonable cause.
11. Excessive tardiness and absenteeism.
12. Failure to observe starting, quitting, and and/or break times.
13. Horseplay or dangerous acts.
14. Violation of security, health, safety or environmental standards.
15. Careless workmanship or production.
16. Competing with the interests of the department.
17. Theft, attempted theft, misappropriation, or willful damage to property.
18. Distribution, transfer, sale, possession or consumption at the work place or on government property of any alcohol, intoxicant, or controlled substance which has not been prescribed for the one in possession, the recipient, or the one consuming.
19. Threatening, intimidating, harassment, coercing, abusing, or interfering with a supervisor, manager, independent contractor, supplier, visitor or co-employee, either by words or action.
20. Unauthorized disclosure of any confidential information.
21. Failure to report any accident, misconduct, or rule violation to an immediate supervisor, or the Captain, or failing to cooperate with and/or failing to provide information requested in connection with any authorized investigation or inquiry.
22. Violation of departmental, agency, or governing body rules, regulations, policies and/or procedures.

Reporting of Disciplinary Action:

Whenever disciplinary action is used, the employee must be advised of:

1. Exact offense violated;
2. How the violation affects ability to be an effective, efficient, or safe employer, or adversely effects the department;
3. What the member must do to avoid future disciplinary action;
4. How much time the member has to correct the problem; &
5. What further disciplinary action, including termination, will occur if performance does not improve.

Non-Disciplinary Action:

Not every supervisory interaction or intervention with a member is to be construed as *discipline*. The following are examples of *non-disciplinary* courses of action:

1. **Supervisory Consulting:** Except in cases of culpability, correcting undesirable conduct is first handled by the immediate supervisor in an informal atmosphere. This means taking the member aside and discussing the problem, candidly and openly. These actions may or may not be formally documented on the first occasion, depending on the supervisor's discretion. Repeat violations must be

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documented by the supervisor.

2. **Counseling:** At times, personal problems may interfere with the member's ability to perform normally. When the results are not serious enough for discipline but call for a more formal type of supervision, counseling is an excellent tool to help the member. Counseling is not a form of discipline but is a tool available to correct problems and refocus on performance priorities.
3. **Administrative Leave:** Administrative leave occurs any time the member must be removed from duty until an investigation or other administrative proceeding is completed. Usually situations of this nature involve cases of suspected misconduct, such as alleged criminal activity, fighting, continued non-compliance, or being mentally or physically unfit for duty. In such cases, leaving the member in position would create an unreasonable liability or safety issue for fellow workers or the department. The supervisor can order a *relief from duty* and then immediately report the action to the division lieutenant who notifies the Captain. The Captain then initiates an investigation and makes a decision within 24 hours about whether the relief will continue, and for how long.
4. **Administrative Furloughs:** Following a *deadly use of force* or *major injury to the officer*, a furlough may help the member adjust and handle any personal or emotional needs resulting from traumatic events. Administrative furloughs are mandatory, initiated by the immediate supervisor. Furloughs should continue until the officer involved has received counseling by the Director or from a licensed professional.
5. **Layoffs:** It may be necessary to layoff employees if the department is experiencing a shortage of funds, work, or when a technological advancement eliminates a job. Any decision to layoff employees is the responsibility of, and at the discretion of the City Manager, with the consent of the City Council.

Steps of Progressive Disciplinary Action:

The following are progressive steps that can be taken in efforts to discipline employees of the San Luis Police Department. It is not necessary to start at step one if the seriousness of the employee's conduct exceeds that form of discipline. At the discretion of the Captain, the following manners of discipline may be pursued:

1. **Written Warning or Reprimand:** Written warnings or reprimands are a way of recording the employee infraction. Such records must be placed in the employee's file and provided to the employee within 48 hours of the infraction.
2. **Suspension:** An employee may be suspended without pay by the Captain for no more than five [5] working days. Suspension is the second step in discipline if the act, and/or the result of the act, is serious enough that a written warning or reprimand would not be sufficient for disciplinary action. Department members may appeal a suspension, in writing to the human resources department.
3. **Demotion:** The employee may be demoted to a position of a lower grade by the Director. Demotion as a form of discipline is intended to be punitive and can occur concurrently with a suspension.

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4. **Termination:** If all other forms of discipline fail to correct the conduct of the employee, termination is the last resort.

Termination:

It is the policy of the San Luis Police Department to terminate members when:

1. Economic necessity requires reductions in the workforce;
2. A member fails to demonstrate a willingness or ability to improve his or her conduct, behavior, or performance deficiencies without intense supervision; or
3. Failing to terminate the member creates an unreasonable risk of negligently retaining a member who has failed to display the necessary competencies or quality of performance to remain in his or her position.

Types of Termination:

When an employee of the San Luis Police Department is terminated, one of two types of termination must be noted, including:

1. Termination for cause with fault, for such reasons as:
 - a. Failure to follow department goals, policies & procedures and rules;
 - b. Failure to obey a verbal or written order;
 - c. Insubordination;
 - d. Threatening a supervisor;
 - e. Fighting and assaults or provoking a fight or assault;
 - f. Forbidden harassment;
 - g. Endangering another;
 - h. Drug or alcohol abuse; or
 - i. Theft, and false reporting or witnessing.
2. Termination for cause without fault, for such reasons as:
 - a. Excessive excused and non-excused absences;
 - b. Failure to consistently accomplish expected levels of performance results on assigned tasks;
 - c. Chronic complaining about operations to the extent that supervisors must spend excessive time dealing with problems or issues caused by complaints;
 - d. Substantial impairment of the employee relationship including unreasonable disruption to normal operations of the San Luis Police Department;
 - e. Endangering the organization's mission through actions or inaction's that contribute to an unnecessary risk to the public image;
 - f. Creating conflicts of interest; &
 - g. Any situation where performance is not reasonably expected to improve or where problems are not expected to be resolved in a reasonable time.

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Notice of Termination:

If an employee's performance requires investigation, the employee may be placed on administrative leave pending outcome of the investigation. The employee may then be terminated. The terminated member must be provided with information that includes:

1. Reasons for the termination;
2. Effective date of the termination;
3. Whom to contact regarding status of fringe and retirement benefits;
4. Statement that the content of the member's record, relating to the termination, must be made available to the member according to state public law; &
5. Statement regarding the employee's right to file an appeal, if any.

Appeals Process:

The employee may file a written appeal specifying his reasons for objecting to a suspension, demotion, or termination within ten [10] days of receiving disciplinary notice. Any and all matters relating to appeals shall be handled by the city's human resources department.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Workplace Harassment	Policy Number: 3.09
Issue Date: 07/31/2007	Revision Date:

POLICY:

All employees are expected to maintain and promote a productive working environment free of harassing or disruptive conduct, and will report to management any harassment. No form of harassment will be tolerated, including harassment because of an individual's *race, national origin, religion, disability, pregnancy, age, military status, gender, or sex.*

PROCEDURE:

Sexual Harassment:

Although no form of harassment is to be tolerated, *sexual harassment* is also specifically and expressly prohibited.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment. When submission to or rejection of such conduct is made a term or condition of employment (expressly or implicitly), or when such conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Sexually harassing conduct includes, but is not limited to the following actions:

1. Unwelcome sexual flirtations, propositions, offensive touching, or comments on a person's physical characteristics;
2. Verbal abuse of a sexual nature to include:
 - a. Repetitive use of offensive words of a sexual nature describing body parts or a sexual act; or
 - b. Telling suggestive ("dirty") stories.
3. Conversation between employees about subjects which are sexual in nature and perceived as offensive;
4. Displaying in the workplace sexually suggestive objects, pictures, pornographic magazines, or representations of any action or subject of a sexual nature which can be perceived as offensive; or
5. Retaliation against employees for complaining about sexually harassing behavior;

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Offensive conduct between members of the same gender may constitute harassment, as well as conduct between members of the opposite sex.

Hostile Work Environment:

A **hostile work environment** exists when an employee experiences workplace harassment and fears going to work because of the offensive, intimidating, or oppressive atmosphere generated by the harasser. *Hostile work environment* is also one of the two legal categories of sexual harassment.

Creating a *Hostile Work Environment* by any member of the San Luis Police Department is strictly prohibited.

Other Forms of Harassment:

Forms of harassment other than sexual harassment include slurs and other verbal or physical conduct relating to an individual's race, national origin, religion, disability, pregnancy, age, military status, or gender, which creates an intimidating, hostile, or offensive working environment or otherwise adversely affects an individual's employment opportunities.

Reporting Requirement:

Any employee, who believes that he or she has been subjected to unlawful harassment, or has witnessed such conduct in the detention facility, *must* immediately report the incident to his or her supervisor. If the supervisor is the subject of the alleged complaint, or if for any reason the employee does not wish to report such an incident to their supervisor, the employee will immediately report the matter directly to the Captain. In the event the employee alleges that the Captain is the subject of the complaint, the report will be made directly to the Director. In the case the Director is the subject of the complaint, and the employee does not feel comfortable reporting the incident to the Captain, the report will be made to the City Manager.

In the event the alleged offender is a *detainee*, *trustee*, or *inmate* under the control of the County or State corrections authorities, the offended employee, or their supervisor, will take immediate action to stop the harassment action, and report the matter to the controlling correctional authority.

Investigation of Complaints:

All reported incidents of harassment alleged against an officer, employee, or authorized visitor to the department will be immediately investigated by the Quality Assurance Coordinator or designee. Complaints against fellow employees will be treated *confidentially* to the extent that a thorough investigation reasonably allows. Officers of the department trained and experienced in investigation will conduct investigations. Statements of the complaining party and key witnesses will be completed on official *witness statement* forms, signed, and witnessed. Prior to any signing, each complainant, witness or subject of an investigation will be reminded of the perjury laws of the state. Any individual suspected or

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accused of an offense will be read their *Miranda Warning*, prior to any interview or interrogation.

Disciplinary Action:

Any violation of this harassment policy is grounds for disciplinary action, including but not limited to *warning, suspension, discharge, demotion, transfer, or probation*. The Director may also impose other remedial actions in appropriate circumstances, including but not limited to counseling, training, treatment, placing of conditions on continued employment, and criminal referral.

If it is concluded that a complaint or report of harassment was intentionally or knowingly false or that information provided in an investigation was intentionally or knowingly false, the individual(s) providing such false complaint, report, or information are subject to disciplinary action, and possible criminal charges for *filing a false or misleading police report or official document*.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Grievance Procedures	Policy Number: 3.10
Issue Date: 07/31/2007	Revision Date:

POLICY:

The City of San Luis treats all employees fairly regarding employment matters.

DEFINITION:

Eligible Employee: All permanent, probationary, or regular part-time employees. Regular part-time employees are those who work twenty [20] hours per week or more on a continuous basis for at least six months.

PROCEDURES:

Discrimination or retaliation against employees who file grievances is strictly prohibited; such actions are subject to disciplinary action. The grievance procedures set forth in the city's policy apply only to *eligible employees*.

Conditions and Limitations:

The department retains the right under law, regulations, and policy to direct employees in the performance of their duties; to take the necessary actions to achieve proper ends under routine and emergency situations; and to hire, promote, transfer, and assign employees as well as to suspend, demote, discharge, or take disciplinary action against such employees for cause.

This grievance procedure is not applicable to matters for which an appeal process is otherwise provided.

Grievance Procedure:

For the review process see: HR-6-01

Grievance procedures will adhere to the City of San Luis Human Resources Rules and Regulations Manual.

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See: HR-6-02

APPEALS PROCEDURES

Appeals procedures will adhere to the City of San Luis Human Resources Rules and Regulations Manual.

See: HR-6-3

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Community Affairs	Policy Number: 3.11
Issue Date: 07/31/2007	Revision Date:

POLICY:

The Director recognizes that no law enforcement agency can operate at its maximum potential without supportive input from the citizens it serves. The San Luis Police Department actively solicits and encourages the cooperation of all citizens to reduce and limit the opportunities for crime, and to assist in bringing to justice those who break the law.

DISCUSSION:

This department is committed to correcting actions, practices, and attitudes, which may contribute to community tensions and grievances. Law enforcement personnel are an integral part of the community. Citizen participation and interaction with law enforcement personnel is necessary for a healthy community. This agency identifies and implements policies, procedures, and programs that enhance the quality of life in the community.

PROCEDURES:

Community Affairs Section Objectives:

1. Assign an officer as a "Community Liaison".
2. Create and maintain liaison with community groups and organizations including:
 - a. Exchanging information;
 - b. Identifying law enforcement service needs of the community;
 - c. Promoting law enforcement and citizen contacts; &
 - d. Acquainting each other with mutual problems and encouraging action aimed at solving these problems.
3. Develop community relation's policies for the San Luis Police Department;
4. Publicize department objectives, problems, achievements and successes;
5. Obtain input from community groups to ensure that department policies reflect the needs of the community;
6. Identify sources of conflict between law enforcement and the community and encourage efforts to resolve them;

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7. Establish neighborhood watch groups where such groups are needed and do not now exist;
8. Identify training needs relating to community relations through input from citizens, groups, supervisors, and complaint reports;
9. Provide the Director information regarding concerns of the community, potential law enforcement/citizen problems, and recommended actions;
10. Evaluate all department community relations programs on a semi-annual basis and to participate in an annual survey of citizens' attitudes and opinions with respect to law enforcement service; &
11. Conduct an annual survey of citizen attitudes and opinions with respect to:
 - a. Overall department performance;
 - b. Overall competence of department employees;
 - c. Officer attitude and behavior toward citizens;
 - d. Concern over safety and security in the community; &
 - e. Recommendations and suggestions for improvements.

Public Information Programs:

These programs seek to publicize department objectives, problems, achievements and successes through the media, brochures, guest speakers, news releases, press conferences and newsletters.

Community Affairs Programs:

The focus of these programs is to meet with civic groups, neighborhood groups, crime watch groups and individuals to exchange information and convey information back to the department. Present programs such as EDDIE EAGLE, GREAT, McGRUFF, or other similar programs of interest to all area schools.

Crime Awareness/Prevention Programs:

These programs provide citizen groups information on making their families, homes, and business more secure and work to establish crime watch neighborhoods where none exist to include, but not limited to:

1. Neighborhood Watch;
2. Burglary Prevention;
3. Rape Prevention;
4. Fraud Prevention;
5. Emergency Reporting Procedure;
6. Home Security Survey;
7. Operation ID;
8. Robbery Prevention; &
9. Commercial Burglary Prevention.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Media Relations	Policy Number: 3.12
Issue Date: 07/31/2007	Revision Date:

POLICY:

San Luis Police Department cooperates fully and impartially with authorized media representatives in their efforts to gather factual, public information pertaining to activities of the department, so long as these activities do not significantly interfere with operations, infringe upon individual rights, or violate the law.

DISCUSSION:

A basic philosophy of this agency is to involve the community. It is important for our citizens to have confidence in our ability to fairly, professionally, and impartially enforce laws. The media serves both the department and the community by reporting our work to the public.

It is important that employees treat media representatives fairly, and with respect. The media industry is very competitive. Most reporters work long hours for little pay under constant pressure to meet deadlines. Reporters can be skeptical, idealistic, or manipulative, but most value responsive, knowledgeable, reliable sources who are sensitive to their needs.

PROCEDURES:

Duties of Public Information Officer:

The Public Information Officer shall:

1. Distribute information to the media and employees within the agency following the San Luis Police Department's procedures;
2. Inform the media of major public events requiring an extended presence of department personnel;
3. Coordinate and authorize release of information about victims, witnesses, and suspects;
4. Develop positive working relationships with local media representatives by:
 - a. Establishing working guidelines;
 - b. Determining local media deadlines;

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- c. Helping media representatives meet their deadlines; &
 - d. Preparing and distributing press releases.
- 5. Coordinate release of authorized information concerning investigations and operations;
 - 6. Coordinate and respond to Freedom of Information Act (FOIA) requests; &
 - 7. Develop and/or contribute to the Agency Crisis Management Plan.

Other Personnel:

It is important that the Agency “speak with one voice” in providing accurate and consistent information. Line officers may not know all the facts, or may have limited perspectives regarding incidents. Employees should:

- a. Direct media representatives to the Public Information Officer (PIO), incident commander, or shift supervisor when asked about details regarding an accident, crime, or other incident.
- b. Assist news personnel as directed by the PIO in covering routine stories, and at accident or crime scenes;
- c. Not say, “No comment”;
- d. Not wear sunglasses when interviewed “on camera”;
- e. Not speculate about liability issues or causation;
- f. Use secure communication methods to transmit sensitive information. Many reporters and citizens monitor law enforcement radio frequencies; &
- g. Provide a safe area for the media during situations in which their lives could possibly be placed in danger.

Cooperation with the Media:

The following guidelines must be maintained by employees of the San Luis Police Department in cooperating with the media:

- 1. Authorized media representatives have reasonable access to the PIO, or designee, and operations of this department;
 - 2. Public information is released to the media as promptly as circumstances allow without partiality, and in as objective a manner as possible;
 - 4. Information is released either by the PIO or his designee; &
 - 5. Press releases, news conferences, and similar events are scheduled to accommodate media deadlines, if and when possible:
- h. Public information may be provided to media representatives by telephone through the PIO or his designee, if the identity of the representative is known, or can be authenticated.

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Release of Information:

Information authorized for release concerning an investigation or crime includes:

1. The type or nature of the event or crime;
2. Any unusual or hazardous road conditions;
3. Location of destruction due to a natural disaster;
4. The location, date and time, injuries sustained, damages, and a general description of how the incident occurred;
5. The type and quantity of property taken;
6. The identity and approximate address of a victim with the exception of sex crime victims, and in other cases where reprisals or intimidation may result;
7. Requests for aid in locating evidence, a complainant, or a suspect;
8. Numbers of officers or people involved in an event or investigation, the length of the investigation, and the different departments involved;
9. The name of the officer in charge of a case, unless undercover; and
10. The name, address, and age of:
 - a. Any arrested individual; or
 - b. Any juvenile under adult jurisdiction.

Non-Release of Information:

Information that may not be released in connection with an investigation of a crime, unless authorized by the PIO or the Director, includes:

1. The identity of a suspect prior to arrest, unless:
 - a. The release of information would aid in apprehending the suspect, or warn the public of potential danger; &
 - b. Probable cause has been established, and a warrant of arrest has been obtained.
2. The identity of any victim of a sex crime, or any related information which, if divulged, could lead to the victim's identity;
3. The identity of any victims or witnesses which may prejudice an investigation, or place the victim or witnesses in personal danger;
4. The identity of any juvenile who is a suspect or defendant in a case subject to the jurisdiction of the juvenile court;
5. The identity of any critically injured or deceased person prior to notification of close relatives;
6. The results of any investigative procedure such as lineups, polygraph tests, fingerprint comparison, or ballistics tests;
7. Information that if prematurely released may interfere with the investigation or apprehension of a suspect, such as:

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- a. The nature of leads;
 - b. Specifics of an “MO”;
 - c. Details of the crime known only to the perpetrator and law enforcement personnel; or
 - d. Information that may cause the suspect to flee or more effectively avoid apprehension.
8. Information that may be of evidentiary value in criminal proceedings;
 9. Specific cause of death, unless officially determined by the medical examiner;
 10. The home address or telephone number of any department member; &
 11. Information concerning the crime or event in question that is under the issuance of a gag order.

Release of Arrest Information:

Following arrests, issuance of arrest warrants, or filing of information or indictment, the Agency may release:

1. The name, age, residence, occupation, and family status of the accused;
2. The time and place of arrest, whether pursuit or resistance was encountered, whether weapons were used, charges placed against the suspect, and description of contraband seized;
3. Identity of arresting officers, unless undercover, and duration of the investigation; &
4. The amount of bond, schedule of court dates, or place of detention of the suspect.

Non-Release of Arrest Information:

Following arrest and formal charging of a suspect, but prior to adjudication, the following types of information should not be released without the express permission of the PIO or Director to include:

1. Prior criminal conviction record, character, or reputation of a defendant;
2. Existence or contents of any confession, admission, or statement of a defendant, or his failure or unwillingness to make a statement;
3. Performance or results of any tests, or a defendant's refusal or failure to submit to tests;
4. The identity, statement, or expected testimony of any witness or victim;
5. Any opinion about the guilt or innocence of a defendant, or merits of the case; &
6. Any opinion or knowledge of the potential for a plea bargain or other pretrial action.

Special Considerations - Criminal Matters:

Personnel of the San Luis Police Department extend reasonable courtesy to media representatives at crime scenes including:

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1. Access to crime or incident scenes closer than allowed to the general public so long as:
 - a. It does not interfere with the law enforcement function;
 - b. Evidence is not destroyed or otherwise prejudiced by being published or portrayed; &
 - c. Officers and citizens are not endangered.
2. Photographing or videotaping if:
 - a. Privacy expectations are not violated;
 - b. Owners of private property give prior approval.

Suspects, or accused persons, in custody may not be posed or arrangements made for photographs, telecasts or interviews, nor will department personnel pose with suspects or accused persons in custody.

Special Considerations – Non-Criminal Matters:

Media representatives should be allowed access to any area in spite of the possibility of their injury or death. After being advised of the danger, the media representative should decide whether or not to enter, and on deciding to enter, have an officer escort him through the area to avoid disturbing any physical evidence present. Daily administrative reports of criminal activity are made available on a routine basis to media representatives within this jurisdiction, and to representatives outside this jurisdiction upon request.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Disabled Persons	Policy Number: 3.13
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department ensures all persons are afforded equal access to employment opportunities and law enforcement services.

DEFINITIONS:

Qualified individual with a disability - an individual who, with or without reasonable modifications to rules; policies or practices; the removal of architectural, communication, or transportation barriers; or, the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Disability - a physical or mental impairment that substantially limits one or more of the major life activities of an individual; a record of such impairment; or being regarded as having such an impairment.

Reasonable accommodation - includes the modification of existing facilities to facilities that are readily accessible to and usable by individuals with disabilities; job restructuring, part-time, or modified work schedules; reassignment of an employee with a disability to a vacant position; acquisition or modification of equipment; and appropriate alteration of examinations, training materials, or policies.

PROCEDURE:

The *Americans With Disabilities Act of 1990 (Title II)* provides that state or local government may not exclude qualified individuals with disabilities from participation in any program, service, or activity or denying qualified individuals with disabilities the benefits of programs, services, or activities, or otherwise subject them to discrimination on the basis of disability.

No single *policy & procedure* can address law enforcement responses to people with disabilities. This *policy & procedure* addresses common interaction with people with disabilities including those who are complainants, victims, witnesses, arrestees, members of the community who desire to participate in department-sponsored

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programs, people seeking information, and uninvolved bystanders. Employees must take steps necessary to assist people with disabilities in accessing the full range of services provided by our department.

Responsibility of Officers:

In providing law enforcement services to the public, we provide all rights, privileges, and access to the department for those with disabilities.

People with disabilities may be suspects or arrestees and require detention, transportation, and processing. Employees confronted with an unfamiliar impairment should seek professional advice regarding the proper methods of transport, arrest, and detention of individuals with a disability.

Employees should recognize the characteristics of various disabilities, including symptoms and physical reactions that may resemble individuals under the influence of alcohol or drugs. At times such traits may be exhibited by people with *diabetes, epilepsy, multiple sclerosis, hearing impairments, and other disabilities*. In such instances the appropriate responses are to:

1. Seek the aid of a coworker who has knowledge and/or training in dealing with such issues;
2. Seek emergency medical aid;
3. Protect and/or calm the individual;
4. Use basic sign language; or
5. Locate and enlist support of family and friends.

Officers should use caution in applying restraint to a person with a physical or mental disability when affecting an arrest. This may include use of interpreters, attorneys, and legal guardians. In all cases, officer safety must prevail. No employee should jeopardize his or her safety or that of others in an attempt to accommodate a person with a disability.

Routine and Emergency Interaction:

In providing routine and emergency services, equality in response, support and protection is provided to all people including those with disabilities. Officers make every effort to access appropriate support organizations when needed.

Response to routine calls for service:

1. Department employees are aware that people with disabilities have special needs that may have to be met in order to provide meaningful response to calls for service. Employees are sensitive to the fact that some people with disabilities may be targeted as crime victims as a direct result of their disability.
2. Employees should be familiar with techniques they may employ at scenes where disabled persons are involved.

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Response to emergency calls for service:

1. Dispatchers watch for characteristics of people whose disabilities may require special communications techniques.
2. If the person with the disability is unable to communicate, look for a medical alert bracelet or similar form of ID, or seek input from family, witnesses, and others to aid in identifying the nature of the disability.
3. In cases where the disabled person is deaf and can not read lips, officers should be prepared to print out messages with a pen or pencil, and use patience when communicating.

Response to criminal and disruptive behavior:

1. People with disabilities also commit crimes, and exhibit disruptive and threatening behavior. Generally, people with disabilities who commit crimes or engage in disorderly conduct receive no preferential treatment. However, disorderly conduct should not be treated as a criminal activity when it is caused by the disability. For example, when such conduct is the result of a seizure or mental disability, the call for service should be handled as a *medical referral call*. Be aware that it is common for people with disabilities to seek sympathy as a way to lessen the outcome of the law enforcement response.
2. Officers should take reasonable precaution to protect themselves and others. The mere appearance of a disability does not mean that the individual is not capable of inflicting serious injury or death on officers or others.

Arrest and Incarceration:

1. Take precautions, and employ safety techniques when arresting and incarcerating all persons. Officers will follow policies and standard techniques for arrest and incarceration when taking a person with disabilities into custody.
2. Consideration can be given to the special needs of some people with disabilities in an arrest situation. Officer response in such situations requires discretion and is based, in great part, on the officer's perception of *characteristics and severity of the disability, the level of resistance and threat exhibited by the suspect, and immediacy of the situation*.
3. In arrest and incarceration situations, employees may encounter the following:
 - a. A person whose disability affects the muscular and/or skeletal system may not be able to be restrained using handcuffs or other standard techniques. Alternative methods (transport vans, seat belts) should be sought.
 - b. Some people with disabilities require physical aids (canes, wheel chairs, leg braces) to maintain their mobility. Once the immediate presence of danger has diminished and the suspect is safely incarcerated, reasonable effort should be made to return the device. If mobility aids must be

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withheld, the prisoner should be monitored to ensure that his or her needs are met.

- c. Prescribed medication may be required at regular intervals by people with disabilities (diabetes, epilepsy, etc.). Medical personnel (the suspect's physician, on-call medical staff, emergency room medical staff) must be contacted to determine the importance of administering the medication, the potential for overdose, and any other instructions. Follow their instructions.
4. Some people with disabilities may not have achieved communications comprehension levels sufficient to understand their individual rights in an arrest situation. (For people who are deaf, there is no sign language for the term "waive" in regard to the Miranda rights. Yet, in an effort to be cooperative, a suspect who is deaf may acknowledge that he or she is willing to give up his or her rights.) Officers shall take extra care to ensure that the rights of the accused are protected.
5. Lack of speech or other speech impairment may make it difficult for a suspect to notify the arresting officer or jailer of an urgent need. Frequent cell checks should be conducted, or a means of communication provided.

Visual Disabilities:

1. One issue facing people in need who are blind or vision impaired is identifying law enforcement officials. Employees should offer detailed information when identifying themselves. Whenever possible, if the presence of a visual disability is known, officers may have dispatch contact the victim or complainant to verify that a member of the department is present. If needed, badges may be offered to the individual to verify the officer's identity.
2. Knowing what not to do is as important as knowing what to do to assist a person who is vision impaired. Employees do not need to raise their voice when speaking. Employees should not grab the person's arm to lead him or her in a particular direction. Simply describe potential obstacles, or ask if they need guided assistance.
3. In public access areas, signs and printed information within law enforcement facilities should be in large print in order to assist people with vision impairments. In non-public areas visually and hearing impaired persons should be escorted by the officers in charge or being visited.

Mental, Emotional and Psychological Disabilities:

1. The terms "mental illness," "emotional illness," and "psychological illness," describe varying levels of mental disabilities causing disturbances in *thinking, feeling, relating, and perception*.
2. Employees must ensure that people with mental, emotional, and psychological disabilities are assisted in accessing department services, which may require

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time and patience beyond that usually provided. If an individual with a mental, emotional, or psychological disability is taken into custody, officers will take extra precautions, to use those restraints necessary to move the arrestee safely, while protecting the officers, and the arrestee from self-injury.

3. Frequently, a family member or friend is of great value in calming an individual exhibiting unusual behavior as a result of mental or emotional impairment. If needed, steps should be taken to gain placement for the individual in an appropriate emergency medical, health care, or shelter facility, before transporting the impaired detainee.
4. Officers must become familiar with government agencies, nonprofit agencies, volunteer organizations, and emergency medical services that will provide assistance to people with mental, emotional, and psychological disabilities.

Mental Retardation:

1. Mental retardation encompasses a broad range of developmental disabilities from *mild to profound*. Mental retardation and mental illness are distinct conditions, with no similarity. The largest percentages of people with mental retardation are in the ranges termed "mild" or "moderate."
2. Officers should recognize that people who are mentally retarded have varied degrees of intellectual function.
3. Ask short questions, be patient when waiting for answers, repeat questions and answers, have individuals repeat the question in their own words, and provide continual reassurance.
4. When dealing with someone who is lost or has run away, officers may gain improved response by accompanying the person through a building or neighborhood to seek visual clues.
5. In responding to the needs of people with severe or profound mental retardation, the aid of family, friends, and neighbors is invaluable.

Mobility Impairments:

1. Among the disabilities that are the most visibly identifiable are mobility impairments. People with mobility-related impairments include those who have difficulty walking, who use a wheelchair or other mobility aid, and those who are immobile.
2. In a critical or emergency situation, officers should use discretionary caution when moving a mobility-impaired person rapidly to a position of safety.
3. In an arrest encounter, once an arrestee with mobility impairment is secure in a cell and safety concerns are resolved, an effort should be made to return use of any mobility aids (wheel chair, cane, etc.).
4. As with other disabilities, officers should never assume that a mobility impaired suspect is not capable of inflicting serious injury or death to officers, the public or themselves. They may be handicapped, but they are not stupid, and expect you to empathize with their overt condition.

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5. Public access areas of department facilities should be accessible to people with mobility impairments. Entrances, interior routes, stairs, drinking fountains, rest rooms, and telephones should accommodate people with mobility impairments including those who use wheelchairs.

Invisible Disabilities:

1. Some disabilities are difficult to detect. A law enforcement officer's inability to recognize characteristics associated with certain invisible disabilities could have serious consequences. For example, outward signs of a disability such as epilepsy generally do not exist unless the person with the disability experiences a seizure. People with diabetes may have reactions from either too little insulin or too much insulin. Low blood sugar reactions are common and are usually treated by ingesting sugar. Detaining someone and preventing them from accessing required medication or substances could have serious health implications for the individual and liability consequences for the officer and department.
2. Realize that involuntary behavior associated with some invisible disabilities may resemble behavior characteristically exhibited by intoxicated or, less frequently, combative individuals. For example, a person experiencing a *mild seizure* may appear incoherent and physically imbalanced. The response is temporary.
3. An officer's patience and understanding of the characteristics commonly associated with invisible disabilities will increase the likelihood of a successful outcome. An inaccurate assessment may lead to unnecessary confrontation, injury, and denial of needed medication and/or medical treatment.
4. As with all encounters, an officer's second obligation, after protecting himself and others, is to protect the individual suspect from unnecessary harm. When aiding a person experiencing a seizure, protection from obstacles, a calm reassuring manner, and patience are important responses.
5. Family members and friends should be sought to provide information and assistance. Their presence may prove invaluable in understanding the needs of the person with the disability and guiding the officer's actions.

Speech and Hearing Disabilities:

1. Like other invisible disabilities, officers may confuse the behavior of individuals with hearing and speech disabilities with those of people who intentionally refuse to cooperate or those who abuse illegal substances. Be aware that an individual's failure to comply with or respond to verbal orders does not always constitute resistance, but may be the result of that individual's inability to hear the officer or respond verbally. Before committing to a course of action, officers should attempt to determine if they are dealing with a communication-related disability.
2. Officers take extra measures to protect the rights of suspects who are deaf and hard of hearing, as well as others who may not have educational or

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communications comprehension levels sufficient to fully understand the basic Constitutional Rights. Simply reading the rights to someone with a hearing disability and having the individual acknowledge that they understood is insufficient.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Computer Use, Security, & Access	Policy Number: 3.14
Issue Date: 07/31/2007	Revision Date:

POLICY:

Employees of the San Luis Police Department follow established guidelines governing the use and access of information contained in agency computers. Employees comply with applicable federal laws regarding electronic communications and software copyright regulations, safeguard the department from computer virus infections, and limit Internet use to official business only.

PROCEDURES:

Authorization and Use:

The department computer system is intended solely to aid and assist employees in the performance of their assigned responsibilities. Employees therefore, limit their transactions and activities to necessary assigned responsibilities. Security clearance and access to information is restricted to official business and does not permit employees to access information for personal reasons, financial gain, or unauthorized distribution. Any misuse of the department computer system is grounds for disciplinary action, and or criminal prosecution. Access to ACJIS or NCIC, ACIC, or ITI files is restricted to authorized *entries, modifications, research, investigations, and inquiries*.

Use of information:

Much of the information obtained through law enforcement computer systems is **confidential, restricted** or sensitive data which must be carefully controlled to ensure compliance with applicable local, state, and federal guidelines. Any employee accessing files or obtaining information from law enforcement systems is accountable for the appropriate and correct use of the information.

Some sensitive information in our computer or hardcopy files can only be accessed by authorized individuals having a *need to know*. If you have a doubt about your authorization to access certain data, check with your supervisor before accessing the information. These records normally include *internal affairs, personnel, and intelligence, and undercover operations* files.

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Responsibility:

Employees who use department computers are accountable for proper operation, and each transaction. The computer system administrator tracks entries; recording the time, date, person making the entry, and the file entered. Employees operating the system will exercise reasonable care of the equipment, and are responsible for damage resulting from intentional abuse or negligence.

Software Guidelines:

In compliance with software piracy laws, no software from this agency may be removed from the premises or copied for personal use. No software may be brought into this department and installed into agency computers without the express written permission of the Captain or designee. When permission is obtained, the software will be installed by a qualified individual, in accordance with licensing agreements. Requests for new software may be made through the office of the Captain or designee. If approved, the software will be purchased and registered to the agency. Software installed on individual computers is subject to review at any time. Unauthorized software will be removed. No unauthorized personnel are to be allowed access or use of departmental computers in the agency or in homes of employees.

Internet and E-mail Guidelines:

Access to the Internet and e-mail are for official business only. Messages transmitted or received by e-mail are considered agency property, and not the personal, confidential messages of the employee.

Employees have no expectation of privacy with regard to the use of agency computer systems, software or files. The following rules apply:

1. Supervisory staff has the right and oversight responsibility to enter agency e-mail system(s) and review, copy, delete, or disclose any message.
2. Passwords will be used to gain access to the e-mail system, and will be changed frequently.
3. E-mail messages should not be left on the computer screen when the employee is away from their desk.
4. No information protected by copyright laws, including software, will be sent or copied via e-mail.
5. All messages on the e-mail system will be businesslike. Employees will not transmit or receive personal messages.
6. Employees will not transmit or receive any message containing profanity, vulgarity, and/or harassing or defamatory language.
7. Employees will not transmit or receive photographs or images of a pornographic, vulgar, harassing or defamatory nature.

Laptop Guidelines:

Laptop computers are very vulnerable to theft and require extra diligence in safeguarding for travel. Following are guidelines to be followed when department

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laptops are carried outside of the department:

1. Always carry the laptop in its specially padded carrying case.
2. When traveling by air, always carry the laptop on the airplane. Never check the laptop as baggage and never put the laptop inside another case checked as baggage. The only exception to this is that a laptop can be shipped in a special shipping container with padded foam for shipping sensitive electronic items.
3. Always hand-carry the laptop when traveling to and from the airport. Don't put it in the trunk of a cab or on the rack of an airport shuttle.
4. Always make sure that there is no disk in the floppy or in the CD ROM drive.
5. If you carry a computer home to work on agency projects, the computer will be carried to and from the office on a daily basis during the workweek. Under no circumstances is departmental property to be left at your residence while you are at work without expressed permission of the Director.
6. Laptop computers may be assigned individually or signed out at departmental discretion as approved by of the Director.

PROCEDURE VIOLATIONS:

Established city policy also applies to Computer Use, Security, & Access. Violations of this policy may be investigated internally and by other city personnel assigned by the City Manager.

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**San Luis Police Department
Law Enforcement
Policies and Procedures**

Subject: Field Training & Evaluation Program	Policy Number: 3.15
Issue Date: 07/31/2007	Revision Date:

POLICY:

The San Luis Police Department maintains a Field Training and Evaluation Program for all new officers assigned to this agency, or for officers that are in need of re-training or re-evaluation on specific performance tasks. This mentoring program supports the concept of placing only qualified officers in positions of authority.

DISCUSSION:

The San Luis Police Department *Field Training and Evaluation Program* is an extension of the law enforcement employee selection process that combines field training with objective evaluations. The goal is to improve the overall effectiveness and efficiency of law enforcement service delivery by:

1. Improving the overall applicant screening process;
2. Establishing a probationary officer appraisal system; &
3. Supporting an officer review procedure that measures the effectiveness of the department's selection and training processes.

DEFINITIONS:

Direct Supervision: Officer Performance that is conducted in the presence of another superior officer who has overall control of the scene, task, or duty. Direct supervision cannot be performed over an electronic device such as a radio, telephone, or after the fact, television system.

Field Training Coordinator: Abbreviated FTC. The *FTC* is the senior Field Training Officer responsible for the field training and mentoring program within the department. *FTC* oversees the performance of Field Training Officers, and those they are training and mentoring. The *FTC* often performs other duties within the department.

Field Training Officer: Abbreviated FTO. *FTOs* are trained, experienced, and ethical officers who are motivated to mentor less experienced officers or officers with an identified performance deficiency. *FTOs* need not be Certified Law Enforcement Instructors, but must successfully complete an *FTO* course of instruction.

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Probationer Officer: Abbreviated PO. A probationer officer is either a new recruit brought into the department, or an officer with time in service within the department that has been identified by the management team as having a training or performance deficiency that is likely to be improved to an acceptable level with additional training and mentoring. It should never be assumed that an individual assigned to *PO* training and training is less qualified as a law enforcement officer. We all have varying degrees of opportunities to improve. For example, an experienced officer assigned to a specialized unit such as detectives, or special weapons and tactics, may be assigned to undergo field training in that new task.

PROCEDURE:

FTO Qualifications:

In addition to other employment and performance standards of the San Luis Police Department, officer's applying for the position of *Field Training Officer [FTO]* will meet, as a minimum, the following conditions:

1. Have a high school diploma or equivalent (GED);
2. Two [2] years of full-time experience as a law enforcement peace officer;
3. Has shown an exemplary standard of quality performance in all categories of their job and possesses the ability to be a leader and mentor;
4. Written recommendation of a supervisor;
5. Major interest in improving leadership in the department, and quality of operations;
6. Successfully completed required AZ POST FTO Course;
7. Sworn and hired as a peace officer of the San Luis Police Department;
8. Successfully completed *FTO* training after the academy and "signed off" by appointed *FTO*;
9. Completed no less than twenty [20] hours of in-service training annually;
10. Completion of an *FTO* Course;
11. *Demonstrated proficiency* with all weapons carried, and patrol vehicle within last twelve [12] months; &
12. Within twelve [12] months of initial hire, and each year thereafter, complete no less than fifteen [15] hours of formal in-service training, to include *personal protection and use of defensive weapons* training, *emergency vehicle driving*, First aid, and Haz-Mat awareness.

Duties of Field Training Personnel:

1. *Field Training Coordinator [FTC]* is responsible for:
 - a. Planning, directing, and evaluating all aspects of the program;
 - b. Working closely with the *PO's* patrol supervisors during and after the completion of Field Training and Evaluation Program assignments to

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determine and correct any training deficiencies, and/or recommend retraining of a recruit officer;

- c. Maintaining records of the *PO* and *FTO*;
- d. Evaluating each *PO* during the final phases of their probationary period; &
- e. Preparing recommendations to the Captain regarding retaining, dismissing, or extending training of the officer.

2. *Field Training Supervisor* is responsible for:

- a. Acting as both Patrol Supervisor for all officers and supervisor of training and evaluation for recruit officers assigned to his shift. All Patrol supervisor's will receive training in the supervision of the field training process; &
- b. Evaluating the Field Training and Evaluation Program through daily communication with *Field Training Officers*, and observation of *PO*'s performance.

3. *FTOs* are responsible for the training and evaluation of assigned probationary officers.

Recruit Officer Training:

Upon hiring, all new officers are assigned duties, under the direct supervision of a *FTO*. The only exceptions, to this policy, will be approved in writing by the Director at the time of hire, or in exigent circumstances. During the entire recruit officer training program, officer's are considered on probationary status, and therefore, not eligible for secondary or off-duty employment which would require them to act as a law enforcement officer.

SEE THE SLPD FTO TRAINING MANUAL

Probationary Period – Officer Dismissal Process:

At any time during the *probationary period* when a recruit probationer is not performing at a satisfactory level, a request for employment status review may be initiated and forwarded to the *FTC*. The *FTC* must gather all memorandums and supporting data, prepare a detailed report, and forward recommendations to the Director.

The Director reviews the documentation and render a decision regarding the employee's status. If the Director concurs with the recommendation, the recruit probationer may be administratively relieved of duty by the *FTC* and scheduled for an *Employment Status Hearing*.

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Employment Status Hearing:

The Director, or his designate, presides over the *Employment Status Hearing* at which time the *FTC* and *FTO* present justification for the requested change. The probationer is afforded an opportunity to respond, and present extenuation and mitigation factors. The Director or his designee makes the final decision within two [2] working days of the termination of the hearing.

Upon completion of the Board action, all files regarding the probationer are maintained within the department's personnel files. These files are *confidential* and access is limited and reviewed on a *need to know* basis only.

Evaluations:

The following are evaluations that are administered throughout the recruit probationer training cycle:

1. *Daily Observation Report* - Completed by the *FTO* each shift starting with the first working day of Step I;
2. *Weekly Evaluation Report* - Completed by the designated *FTC* for each 40-hour training and evaluation period;
3. *Recruit Self Evaluation* - Completed by the probationer at the completion of Phase II, Steps 1, 2, 3 and 4 and periodically during Phase III detailing his/her estimate of their performance strengths and weaknesses.
4. *Evaluation of FTO/Program* - Completed by the recruit probationer at the end of each Phase. Will also be conducted by the *FTC* at periodic intervals.

Experienced Officers Skills Training:

Officers assigned to probationer status for a particular job skill [such as radar operator, special weapons and tactics, detectives, etc.] are counseled regarding the objectives of the training, with clearly established goals. Usually this training and the follow-up evaluations are performed by *FTOs* that are qualified in the topic area. For example, an *FTO* in the detective unit will mentor and train new detectives. Once all of the performance goals and objectives are met, the *FTO* signs-off or recommends the probationer for individual assignments. These recommendations are made to the *FTC*, for final recommendation to management.

The *FTC* may continue the field training assignment of a probationer beyond the predetermined time should the need for further training be evident.

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Attachment 4

San Luis PD

Organizational Assessment

Internal Affairs Forms



CITY OF SAN LUIS POLICE DEPARTMENT

Citizen's Complaint Information Packet

You are about to initiate or offer information regarding a complaint against an officer or other employee of the San Luis Police Department. The following is important information that the Police Department is asking you to read and be familiar with, as a complainant or witness in regards to the complaint being filed.

In an effort to promote and maintain the **HIGHEST** standards of **PROFESSIONALISM** for our officer and other Police Department Employees, we rely on the input from member of our community. We encourage citizens to make our Police Department aware of any conduct or activity of an officer or employee that is improper or illegal. An investigation will be made into any reports of misconduct or improprieties on the part of any Police Department employee to determine why the conduct occurred and to take proper action to prevent any similar activities in the future.

A written statement is not required, however, you will be asked to give a written account in your own words of what caused you to initiate the complaint process, or what involvement you had in the complaint incident. This will enable the Police Department to more effectively investigate the matter and to conclude the investigation as expeditiously as possible. Your cooperation in the investigation is gratefully received and the information that you offer will be given the utmost consideration.

IN ACCORDANCE WITH ARIZONA LAW, IT IS UNLAWFUL FOR A PERSON TO KNOWINGLY MAKE A FALSE, FRAUDULENT OR UNFOUNDED REPORT OR STATEMENT TO A LAW ENFORCEMENT AGENCY. (ARS § 13-2907.01A) THE SAN LUIS POLICE DEPARTMENT WILL PROSECUTE VIOLATIONS OF THIS LAW.

I have read and fully understand the contents of the above.	Date & Time:
Complainant/Witness:	
San Luis Police Department Sergeant:	Date & Time:

COMPLAINANT / WITNESS INFORMATION

NAME:		Date of Birth:
Address:		
City:	State:	Zip Code:
Home Phone #:		Work Phone #:
DATE OF INCIDENT:	TIME OF INCIDENT:	

List any other person(s) that you were involved or are witnesses to this incident:

NAME:	Phone #:
Address:	
NAME:	Phone #:
Address:	
NAME:	Phone #:
Address:	
NAME:	Phone #:
Address:	

COMPLAINANT / WITNESS STATEMENT

I do hereby swear that I make this statement voluntary and of my own free will and accord.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or printed text on the paper.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or printed text on the paper.

Attachment 5

San Luis PD

Organizational Assessment

Property and evidence policies
and forms



SAN LUIS POLICE DEPARTMENT

1030 E. Union Street | P.O. Box 3720
San Luis, Arizona 85349
(928) 341-2420 | Fax (928) 627-5446
www.cityofsanluis.org



SAN LUIS POLICE DEPARTMENT

Evidence Division

Evidence Division Policies & Guidelines

Prepared by Evidence Division
T. De La Hoya #264
D. Parish #659

"WORKING TOGETHER...FOR A SAFE COMMUNITY"

Policies * Procedures * Guidelines

City of San Luis
San Luis Police Department
1030 E. Union Ave. • P.O. Box 3720
San Luis, AZ 85349
Phone 928.341.2426 • Fax 928.627.5446

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 SAN LUIS POLICE DEPARTMENT <i>"Working Together...For A Safe Community"</i>	PROPERTY & EVIDENCE	
	Administration 12/10/2009	

Summary This policy describes the administrative organization and procedures of Property and evidence.

A. POLICY

1. ALL EMPLOYEES are responsible for handling any property received during the course of their duties in conformity with this order.
2. CITY OF SAN LUIS ADMINISTRATIVE REGULATIONS govern the procedures for disposing of surplus, obsolete, scrap and other materials.

B. RESPONSIBILITIES

1. THE EVIDENCE TECHNICIAN is directly responsible to the ADMINISTRATIVE LIEUTENANT for:
 - a. Supervising the work of the Evidence Division order to assure essential duties are completed
 - b. Maintaining accountability for forfeiture property
 - c. Training Evidence technicians in order to assure their effective performance
 - d. Assisting in establishing standards of production and work flow to assure the security of material, proper receiving, cataloging, and handling of Property and Evidence materials, distribution and record maintenance of files
 - e. Other duties as assigned by the Administrative Lieutenant
2. THE EVIDENCE TECHNICIAN is directly responsible for:
 - a. Security of the files, property, and records
 - b. Determining that all in-coming property has been properly tagged and the property receipt is correctly filled out by the officer prior to accepting possession
 - c. Receiving, cataloging, and storing of impounded property
 - d. Disposal of all property in the manner prescribed by law, including sale, destruction, disposal, or release
 - e. Inventories with a written report
 - f. Data entry and transactions into the bar code tracking system
 - g. Any other duties assigned by the Administrative Lieutenant
3. THE EVIDENCE DIVISION STAFF is responsible for all record-keeping of property impounded into Property and Evidence, including:
 - a. Security of the files and records
 - b. Data entry of impounded items into the computerized bar code tracking system
 - c. Sending owner notifications to appropriate parties
 - d. Preparing and logging of property destruction notifications to officers (if applicable)
 - e. Any other duties assigned by the Administrative Lieutenant

C. DEFINITIONS

1. EVIDENCE/CONTRABAND: Any physical material or object, without regard to monetary value, which has been entrusted to Evidence Technician for safekeeping pending its use in criminal or civil court proceedings or possession of which is unlawful or prohibited
2. FOUND PROPERTY: Any material or object of personal or monetary value which has been entrusted to the Evidence Technician for safekeeping pending location of the rightful owner or other disposition
3. PROPERTY FOR SAFEKEEPING: Any material or object of personal or monetary value that has been entrusted to the Evidence Technician for safekeeping

D. STORAGE FACILITIES

Property and Evidence will be maintained in an appropriate, secured storage facility, depending on the type of property

1. San Luis Police Department Evidence Room – 1030 E. Union Street
 - a. Storage bins currently located at the west parking lot

E. EVIDENCE SECURITY

1. STRINGENT CONTINUITY OF EVIDENCE REQUIREMENTS mandate that the number of persons having access to Evidence building storage areas be maintained at an absolute minimum
 - a. Police personnel are to use the front window/grille at all times and may enter the Evidence room as deemed necessary by the Evidence Technician
 - b. The public will not normally be allowed to enter the Evidence room. Exceptions may be made at the discretion of the Evidence Technician as deemed necessary.
 - c. The Evidence room door shall be kept closed and locked at all times
2. KEYS
 - a. All keys shall be turned over to the Administrative Lieutenant upon termination or transfer of personnel
 - b. No duplicate keys shall be made without the express permission of the Director of Public Safety/Chief
 - c. Only Evidence Division staff and Administrative Lieutenant shall have granted access through the fingerprint keypad lock security system
 - d. LOCKING SAFE(S), locking interior rooms, and refrigerators may be used to store sensitive or exceptionally valuable items

F. CALL-OUT

1. THE EVIDENCE TECHNICIANS will be called out for extremely large cases involving large amounts of property or in instances where their services are required
2. THE ADMINISTRATIVE LIEUTENANT will maintain a call-out schedule in Communications Division

G. INSPECTIONS

1. SEMIANNUAL AUDIT: Conducted by the Evidence Technician with findings forwarded to the Administrative Lieutenant. Purposes of the inspection include but are not limited to the following:
 - a. Determining if the facilities are being maintained in a clean and orderly fashion
 - b. Ensuring the policies and property management procedures are being adhered to
 - c. Ensuring that property is being protected from damage or deterioration
 - d. Ensuring that accountability procedures are being maintained
 - e. Ensuring that property having no further evidentiary value or safekeeping purpose is being promptly disposed of

2. ANNUAL AUDIT: Conducted by a supervisor not directly or routinely connected with the Evidence Division and appointed by the Director of Public Safety /Chief or a designee
 - a. Purpose: To ensure integrity of the property is being maintained, that property management directives are being followed, property is being protected from damage, and that property having no further evidentiary value is being disposed of promptly
 - b. Use a spot check comparison of records to actual property on hand
 - c. Review adherence to security procedures
3. EVIDENCE TECHNICIAN: The Administrative Lieutenant shall ensure that an inventory of property is conducted for the purpose of verifying existent records with property on hand
 - a. Conduct jointly with the Evidence Technician and a designee of the Director of Public Safety/Chief
 - b. Forward findings to the Director of Public Safety/Chief within five (5) days after the conclusion of such an inventory
 - c. Include the following in the report:
 - 1) The number of records checked (no fewer than 100)
 - 2) The tag numbers of records checked
 - 3) An explanation of any discrepancies or other unusual circumstances noted
4. UNANNOUNCED INSPECTIONS of property storage areas are conducted as directed by the Director of Public Safety/Chief to ensure the integrity of the tracking and storage of evidence system, to occur at least annually

 SAN LUIS POLICE DEPARTMENT <i>"Working Together...For A Safe Community"</i>	PROPERTY & EVIDENCE Impounding Procedures 12/10/2009 

Summary This policy establishes requirements for proper handling of physical evidence/contraband, found property, or items held for safekeeping.

A. POLICY

1. OFFICERS WILL NOT HOLD OR STORE PROPERTY outside of the storage facility for any reason. Without exception, they will log in and place all evidence/contraband, found property, or property held for safekeeping in the appropriate storage facility as soon as possible and prior to the end of the shift in which it was seized or recovered.
2. PROPERLY mark, package, impound, and account for all property submitted to Evidence Division using departmental report forms
3. CONSIDER ALL BIOLOGICAL SPECIMENS as contaminated and handle with caution

B. RESPONSIBILITIES

CRIME SCENE PROCEDURE

- f. Do not touch anything. Follow standard crime scene procedures.
- g. If it is necessary to touch or remove contaminated evidence, cover cuts and abrasions, wear protective gloves, carefully wash all exposed areas after any contact with blood or bodily fluids, and clean up spills promptly with a solution of diluted household bleach
4. PLACE ALL DRIED, CONTAMINATED EVIDENTIARY ITEMS in paper bag or box; DO NOT STAPLE
5. CLEARLY MARK potentially infectious materials "CONTAINS POSSIBLE CONTAMINATED ITEMS" or "BIOHAZARD"
6. BAG AND MARK ALL contaminated gloves, suits, masks, etc., from the crime scene for proper decontamination or incineration
7. BODY REMOVAL: Do not touch anything. Those who must touch and remove the body or who come in contact with blood or body fluids should wear protective gloves and protective clothing

C. PREPARING AND MARKING ITEMS

1. DOCUMENT EACH EXCHANGE of property in the chain of custody
2. EVIDENCE TAG
 - a. Place the white copy in the storage locker with property or in the designated mail slot
 - b. Forward second and third copies to Records
 - c. A property technician transfers the information from the receipt to the tracking system and files the white copy of the property receipt
3. NUMBERING: Property tags are available by the storage lockers
 - a. Number EACH item to be impounded, mark for identification, and describe in detail on the tag form
 - b. Each person collecting evidence will list each of the items collected on the tag form in consecutive number order

4. COLOR-CODED TAGS: Tag all items with one of the following tags:
 - a. Evidence orange tag
 - b. Found property blue tag
 - c. Safekeeping green tag
 - d. Gun red tag
5. CORRECT PACKAGING AND MARKING helps expedite the processing. When it is necessary to place evidence in a container or package to protect it from loss, cross-transfer and/or contamination the container or package must be properly sealed. A container or package is "properly sealed" only if its contents cannot readily escape and only if entering the container results in obvious damage or alteration to the container or its seal. The actual seal itself must be sufficient to prevent the possibility of the item(s) contained from being lost or removed without altering the seal or from being contaminated by outside sources so as to alter the integrity of the evidence.
 - a. Plastics bags: all items that are dry and will not mold are to be placed in plastic bags
 - b. Paper bags/boxes: any items containing DNA evidence (i.e. bodily fluids) and that need to breathe are to be put in a paper bag. Any large items can be placed in a paper bag
 - c. Package every item separately; package each type of drug in its own bag separate from other items including drug paraphernalia (i.e. money, cell phones, wallets, etc.). Except items that are all the same can be packaged together not including multiple suspects. Do not place multiple bags/packages in a bigger one. Everything will be documented as items not packages, therefore handled by Evidence staff
 - d. If more than one package will be submitted under the same case/tag number the first package/bag has to have all the information filled in; the rest of the packages/bags need to have only the case/tag number
 - e. Knife boxes: place all knives in secure boxes, do not use envelopes.
 - f. Guns: NEVER turn in a loaded gun. Place gun in its own secure box. Ammunition is to be placed in a plastic bag inside the box.
 - g. Bodily fluids: use appropriate storage containers provided and leave in the refrigerator (below locker #19)
 - h. Always initial the sealed packages for each item not placed in a sealable plastic bag and sealed by tape. The initial has to cover partially the tape and box/paper bag

D. DO NOT IMPOUND

1. PERISHABLE ITEMS: Take photographs of property and return to the owner, if possible.
2. LARGE OR BULKY ITEMS OF SUCH VOLUME that may present a problem in handling and storage:
 - a. May be returned to the owner
 - b. If the items are evidence of felony theft or of a felony charge receiving stolen property, impound an amount to establish the \$250 wholesale value. If not possible, take photographs of the property with the impounding officer in the photograph with the evidence.
3. ITEMS ESSENTIAL TO THE OPERATION OF A BUSINESS
 - a. May be returned to the owner after the officer marks them for identification and records all serial numbers in the offense report
 - b. Advise the owner the items must be returned for court presentation at the time of the trial
4. SHOPLIFTING EVIDENCE: Some retail stores in the city will retain possession of shoplifting evidence

- a. Advise the responsible person of such stores that it might be necessary for the items to be returned for court presentation
 - b. For misdemeanor cases, officers may take a photo and have the item returned to stock. The store will maintain the photo for court
5. HIGHLY FLAMMABLE MATERIALS: Do not impound, except for samples or small quantities of items such as lighter or cleaning fluid. The Fire Department or Fleet Services will dispose of all remaining flammable materials
6. EXPLOSIVES: Do not bring into the building; turn them over to a bomb squad
7. FIREWORKS: Evidence staff will ensure the timely destruction of the fireworks unless they have evidentiary value
8. HAZARDOUS/TOXIC MATERIALS: Do not impound. Supervisor will contact the appropriate agency or disposal company for collection and possible disposal.
9. ALCOHOL/BEER: Take a photograph prior to impounding. Evidence employees will ensure the timely destruction of the alcohol/beer

E. MAY BE IMPOUNDED

Spelling	1. BLOOD-SPLATTERED OR DNA EVIDENCE ITEMS: a. Use air drier located in the north sally port for any wet items needed to be air dried b. Tag and package separately in paper bags marked BIOHAZARD c. If evidence items are not fully dry, degradation of the blood, semen, etc., can occur from bacterial activity during storage. If moisture is still present in the items, that moisture, as vapor, must have an escape path d. Liquid samples: Refrigerate, do not freeze
	2. BYCICLES a. Found with a San Luis license: If the owner is available, release a found or recovered stolen bicycle to owner immediately, following release procedures b. If the owner is unknown or cannot be contacted, complete a tag form and impound the bicycle in the Evidence Room during business hours. Otherwise use storage rooms located north of the sally port gate
	3. NARCOTICS EVIDENCE a. WEIGH EACH LISTED NARCOTIC ITEM, excluding paraphernalia not containing a usable quantity of narcotics, on the scale located in from of the evidence room i. Officer: Weigh with the immediate container enclosing the narcotics, i.e., baggy, envelope, film canister. Note the combined weight for immediate container under description of the tag form ii. Evidence Technician: Reweigh each item exactly as packaged and weighed by officer, noting the item number and weight in computer system. Immediately inform the Administrative Lieutenant of any unreasonable discrepancy. b. After weighing, follow the department procedure for preparing and marking items for impound c. If no criminal charges are pending concerning impounded narcotics, do not request scientific analysis. Label the item and property receipt "found narcotics" and marked for destruction. d. Store narcotics in the designated room
Mark	4. WEAPONS/AMMUNITION a. UNLOAD ALL FIREARMS prior to placing in storage lockers. If this cannot be done, the preprinted 'CAUTION, LOADED WEAPON" card will be placed on the inside of the locker door. Include a memo explaining the reason for impounding a loaded weapon with the property receipt. b. Use the gun evidence tag for firearms with all pertinent information. Write the same information on the tag form for weapon description.

- c. Package, seal, and number each item individually (i.e., firearm – 1 item; holster – 1 item; magazine – 1 item; bullets – 1 item) when impounding firearms that have ammunition (loaded or expanded), magazines, and holsters. Do not put wire ties through barrels or cylinders on revolvers.
 - d. Complete an ATF tracking form for all guns, except for safekeeping through Detectives Division
 - e. Store weapons in the designated room
- 5. CURRENCY
 - a. Impound United States currency in a separate property envelope and list as a separate item on the same property receipt from as all other item impounded under the same offense report number
 - b. Inventory exact amounts of each currency denomination (i.e., 1-\$100, 1-\$50, 3-250, 4-50). Include tag and currency form
 - c. Evidence Division is to store it in a safe
 - d. Reference Addendum "Evidence Room Procedures" S.O.P. Sec. 4.09
- 6. DRIVER'S LICENSES AND LICENSE PLATES: Seize intentionally altered, borrowed, stolen, or fraudulently obtained driver's licenses or license plates if is to be used as evidence
 - a. Complete a tag form
 - b. Impound canceled, suspended, or revoked licenses as found property for destruction purposes, unless being held as evidence
- 7. FORGERY EVIDENCE: Mark all checks, credit card and invoices, travelers checks, money-orders, savings bonds, counterfeit currency, and any other documents that have been forged or altered and place into an envelope marked with the report number. Attach tag form.

	SAN LUIS POLICE DEPARTMENT <i>"Working Together...For A Safe Community"</i>	PROPERTY & EVIDENCE Removal, Return and Release 12/10/2009

Summary This policy describes procedures for the removal and return of property from the Evidence Room

A. PROCEDURES FOR EMPLOYEES

1. **PROPERTY REMOVAL:** Contact the Evidence Technician in advance
 - a. Sign a receipt **from** the evidence property Spelling/context
 - b. Retain a copy of the property receipt
2. **PROPERTY RETURN**
 - a. Give property and receipt to the Evidence Technician and verify that the process of the "chain of custody" has been kept up to date
 - b. If the Evidence Technician is not available, place it in storage locker with a signed copy of the property receipt noting the date and time to be **relieved** Spelling of responsibility item

B. PERMANENT REMOVAL

DO NOT permanently release property unless all requirements for release of property contained in the Evidence Division manual are met

8. **REQUIRE** the person receiving the property to sign and date the property receipt when releasing property
9. **CLAIMED FOUND PROPERTY**
 - a. **Immediately release** property to true owner claiming property unless it has become evidence and is needed for prosecution
 - b. **Evidence Technicians require state-issued identification** to determine the rightful owner
10. **UNCLAIMED FOUND PROPERTY:** Dispose of property not claimed within 90 days of initial entry into the department property/evidence system in accordance with established procedures

C. RELEASE PER COURT ORDER

NOTIFICATION OF COURT-ORDERED RELEASE

1. **THE EVIDENCE TECHNICIAN** will immediately notify the appropriate case officer upon receipt for serious felony offenses. If unavailable, follow the officer's chain of command until notification is made.
2. **THE CASE OFFICER** or other responsible reviewing official will notify the attorney assigned to the case of the receipt of the court order. If unavailable, notify the legal advisor who will decide whether to comply with or appeal the court decision.
3. **LEGAL ADVISOR DECISION**
 - a. If the legal advisor decides to appeal the order:
 - i. He will notify the technician to retain the property until a decision on the motion is received
 - ii. When the decision is received, the case officer or other responsible official will notify the technician
 - b. If the legal advisor authorizes release of property, the case officer or other responsible official will notify the technician
 - c. In all cases, once the decision to release the property has been made, the Evidence Technician will release the property to the holder of the court order expeditiously

D. NATURAL DEATH OR SUICIDE

CLASSIFY PROPERTY AS "SAFEKEEPING." Release property to:

1. The court or person authorized by court order to receive the item(s), or
2. A person establishing identity as bona fide next-of-kin, or
3. A person otherwise legally entitled to possession

E. PERSONAL OR DEPARTMENT USE

ONLY PROPERTY THAT HAS BEEN CONVERTED OR FORFEITED to the City may be used for department purposes other than those related to the case

F. RECORDS DIVISION RESPONSIBILITIES

1. MAY OBTAIN INFORMATION from the courts
2. SHALL SUPPLY Evidence Division with all necessary information regarding disposition of cases and property not be retained

G. PROPERTY RELEASE

1. HOURS FOR PROPERTY RELEASE

Normal hours of operation

2. OFFICERS SHALL ATTEMPT TO IDENTIFY the owner of the property in the department's custody
3. OFFICERS/RECORDS SHALL TELL PROPERTY OWNERS to schedule an appointment with Records Division prior to coming for property to ensure availability for release of property
 - a. Owners must present valid authorized photo identification (driver's license, consular identification, or state issued identification card)
 - b. Evidence staff has twenty-four (24) hours within request received to respond
4. TIMELINES
 - a. All provisions relating to the use of those items in judicial proceedings must be met before release can occur
 - b. Final disposition of property should be accomplished within six months of legal requirements being satisfied, or as soon as possible by:
 - i. Public or on-line auctions, or
 - ii. Destruction, or
 - iii. Transfer to the Finance Department, or
 - iv. Conversion to department or city use, or
 - v. Release to non-profit charitable programs
 - c. Properly legally seized as evidence or "fruits of a crime" will be released to the person who claims ownership after the provisions of ARS 13-3941, and the San Luis Police Department guidelines are met
5. LEGAL ADVISORS MAY REVIEW CASES with seized weapons to authorize their release
 - a. Evidence personnel will run a criminal history prior to release of weapon. Should there be any questionable activity or history, contact the legal advisor for release authorization
 - b. No guns will be released to a third party
 - c. Employees seizing weapons will not tell citizens that their weapons may be **return** within a specific timeframe, as variables in the system will dictate the timeframe

Spell / returned?

H. DISPOSAL

1. DESTRUCTION OF EVIDENCE: Conducted on a continual basis following a schedule for each designated storage area
2. TECHNICIANS PREPARE A DESTRUCTION LIST of all evidence or property to be destroyed including
 - a. All pertinent information relating to each item
 - b. A full description of the items to be destroyed, the tag number, and serial or other descriptive numbers
 - c. In case number sequence
 - d. Fill out a SLPD disposition form
3. A TECHNICIAN WILL BE PRESENT when property and evidence are destroyed
4. MARIJUANA SEIZURES: when 500 pounds of evidence are accumulated a destruction shall be made within a month
5. WITNESSES: to be at least four (4) people including one (1) detective, two (2) SWAT team members, one (1) supervisor along evidence staff

I. SEIZURE AND DISPOSAL OF PROPERTY PURSUANT TO CIVIL COURT ORDERS

1. SEIZURE
 - a. A sworn officer will seize all property for San Luis Police Department as result of civil proceeding or court order and process it through a Evidence technician by completing an evidence tag form
 - b. The technician will document the location and person assigned custody of the property
2. DISPOSE OF all seized property in accordance with city rules, either by destruction or sale following its usefulness to the department
3. FUNDS from the sale of seized items will be deposited and documented in departmental accounts following city rules and regulations

 SAN LUIS POLICE DEPARTMENT <i>"Working Together...For A Safe Community"</i>	PROPERTY & EVIDENCE Evidence for Scientific Examination 12/10/2009 

Summary This policy outlines procedures for submitting evidence for scientific examination

A. POLICY

1. **SUBMIT BIOLOGICAL OR OTHER PERISHABLE EVIDENCE** to a laboratory for examination in a timely manner

2. **THE PRIMARY INVESTIGATOR AND/OR EVIDENCE STAFF** will properly complete and submit all requests for scientific analysis when there is more than one investigator involved

B. SUBMITTING EVIDENCE - DPS

1. **INCLUDE A REQUEST FOR SCIENTIFIC EXAMINATION FORM** with the tag form for evidence to be forwarded to the state lab for analysis, matching item numbers to the item numbers on the property receipt form
2. **PACKAGE ITEMS OF EVIDENCE** submitted for scientific analysis separately from other items of evidence. When possible, collect materials and substances from known substances to submit to the lab for comparison with evidence collected
 - a. Write San Luis Police Department, case number, officer name/number, and packaged item name on the middle of the 10" x 13" manila envelope
 - b. Write the DR number on the top left corner and front left side of the envelope
 - c. Initial sealing tape to cover tape and envelope
 - d. Affix a biohazard sticker to packages with items that have blood or bodily fluids on them
3. **SPECIAL HANDLING OR PACKAGING PER DPS**

Figure 1. Packaging for DPS Examination

Item	Packaging
Bullets and cartridge casings	Wrap in soft tissue and place in small container
Shot shells (fired)	Wrap individually in paper and place in an envelope
Shot pellets	Place in a rigid container
Wadding	Place in an envelope
Contaminated clothing	Air dry; place in paper bag
Firearms	Store in paper or cardboard container
Marijuana (large amts.)	Wrap in paper
Paint chips	Place in rigid container

4. DPS RECOMMENDATIONS FOR BIOLOGICAL ITEMS STORAGE

Figure 2. Biological and/or DNA Evidence Storage Methods

Item	Freeze	Refrigerate	Dry
Body parts and tissue	Freeze bone, tissue, organs, and biological stains with odors for long-term storage	Tissue specimens or body parts dependent upon use	
Rape kits	All but blood	Blood tubes	
Urine		In approved urine collection container	Place in a rigid container
Blood (liquid)		Use glass vial or storage tube and refrigerate (gray top tube for alcohol-related tests and purple top tube for DNA or other serological testing.)	
Blood, semen, and other biological fluid stains			Dry and store at room temperature (climate controlled)

5. ALL LABORATORY RESULTS are available electronically to Records, Forensic Services and Patrol; the employee shall document the results in the report

6. LOCATIONS:

- a. Yuma DPS: 2111 East Gila Ridge Road, Yuma, AZ
- b. Lake Havasu DPS: 2400 block McCulloch Boulevard North, Lake Havasu City, AZ
- c. Phoenix DPS: 2102 W. Encanto Blvd. Phoenix, AZ

CITY OF SAN LUIS

JOB DESCRIPTION

EVIDENCE TECHNICIAN

SUMMARY: Under general supervision, Performs tasks in a wide range of situations in law enforcement field work not required peace officer status. To support and assist police officer and other department personnel and to collect, photograph, preserve, process and document evidence at routine and complex crime scene.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES:

- Responds to calls for service
- Process a wide variety of crime scenes such as homicides, suicides, officer involved shootings, domestic violence, elder abuse, child abuse and suspicious, natural and accidental death scenes, photograph and videotape crime scenes, prepares crime scene sketches, attend autopsies to photograph and collect evidence, fingerprint living, comatose and deceased persons, perform gunshot residue evidence tests; provide expert testimony in court, prepare reports regarding burglaries, thefts, missing persons, auto theft, fraud, suspicious circumstances, arson, auto and property recoveries, vandalism and similar incidents; interview and obtain statement from victims and witnesses; document law enforcement related activities and other unusual incidences
- Transport materials, documents and victims including children; injuries, assess the driver's abilities and determine the cause of the collision for possible prosecution;
- Assist with fatal traffic collisions; monitor, direct, and control routine and unusual traffic conditions; administer first aid and cpr; be available on an on-call basis for crime scene processing; train department personnel on methods for collecting and processing evidence without contamination; establish and maintain good working relationships with those contacted in the course of work.
- Other duties as assigned

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of:

- Functions of a municipal law enforcement agency
- Department regulations, procedures for successful collection and preservation of item of evidence
- Basic investigative and interview techniques
- Basic fingerprinting techniques
- Basic photography technique
- City ordinances, city codes, and courtroom protocol and procedures.

Ability to:

- Collect, process, and document evidence and fingerprints; complete accurate and complex sketches of crime scenes; learn, utilize and stay current with evidence collection techniques and equipment
- Recall facts in order to testify in court
- Observe accurately and remember faces, numbers, incidents, and places; think and act quickly in emergencies; judge situations and people accurately; maintain a professional demeanor during stressful situations; learn understand and interpret laws, rules, regulations and policies
- Communicate clearly and concisely, orally and in writing; prepare clear, complete, accurate and grammatically correct reports; learn standards broadcasting procedures of a police radio system

- Utilize defensive driving techniques; establish and maintain cooperative working relationships with those contacted in the course of work; understand and carry out oral and written directions; perform effectively and maintain professional composure at unpleasant crime and accident scene situations including homicides, officer involved shootings, unusual or suspicious deaths, autopsies, traffic fatalities and other complex and/ or unusual incidents;
- Understand and follow safety procedures; and use a laptop computer and a personal computer to write reports and retrieve information.

MINIMUM QUALIFICATIONS: two years of experience in a non-sworn capacity with a municipal police agency with frequent public contact; equivalent to completion of the twelfth grade supplemented by course work or specialized training in Police Science, Administration of Justice, or evidence collection.

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Receipt of job description

I have received a copy of this job description on _____ and certify that I can perform the essential functions of this position with or without reasonable accommodation.

Employee Printed Name

Employee Signature

ADDITIONAL DUTIES

1. Process and receive vehicles being impounded to City property
2. Process and asses required fees to stored vehicles as needed
3. File and follow the process for forfeiting vehicles according to State Law

Attachment 6

San Luis PD

Organizational Assessment

Field training manual, property
and evidence custodian

This FTO Manual was done and provided by Sgt. Arellano

City of San Luis

POLICE DEPARTMENT

Field Training Manual
Evidence Custodian



1030 E. Union Street * P.O. Box 3720 * San Luis, Arizona 85349

Business Phone Number: (928) 341-2420

Fax Number : (928) 341-2477

“Working Together... For A Safe Community”

SECTION A - INTRODUCTION

This manual is used to instruct new evidence custodians in various duties which they are most likely to perform during their career. Obviously, all situations and problems that the evidence custodian is likely to encounter cannot be included either because of the vast amount of material that would have to be covered. The subjects/phases found in this manual constitute a basis which help the evidence custodian build a good foundation for his future activities with the San Luis Police Department.

Upon successful completion of this program, the evidence custodian will be able to take on this and any other evidence related task.

The Field Training Officers (FTO's) are carefully selected and trained to do the field training. The evidence trainee is expected to carry his/her field training manual while on duty. Training Evidence Custodians, the Field Training Program Supervisor and the Administration Lieutenant will periodically check the training manual to ensure that the evidence trainee is progressing through the Field Training Program.

The broad background of knowledge needed by the effective evidence custodian can be gained entirely on the job. The reading list contained in this manual, coincides with material that will be covered during the Field Training Program. The responsibility for reading this material lies solely with the evidence trainee. He/she will be tested on this material throughout the program.

Evidence trainees are expected to have and maintain a current copy of Department Rules and Procedures, Title 28, 13 and other applicable codes or case laws. These materials should be available for ready reference.

SECTION B – DUTIES AND RESPONSIBILITIES

B.1 – THE EVIDENCE TRAINEE

Throughout the Field Training Manual, each evidence trainee will be involved in a student/teacher relationship with the training evidence custodian. The maintenance of this relationship is of utmost importance. Despite your progress in the program you will not be accelerated through the program. Each evidence trainee must spend the prescribed number of days in training and must not be advanced through the program in a faster pace.

This program is intended to give the new evidence custodian instruction, direction, supervision, guidance, and experience so that he/she may develop judgment, efficiency and good habits of conduct and appearance.

This program serves as an evaluation to help determine if the evidence trainee has all the requisites to become a permanent/part-time member of the San Luis Police Department. The program is divided into separate phases.

The Field Training Workbook was established to show those items that must be mastered before an evidence trainee is considered qualified to enter the field as a solo unit. The workbook will be maintained by the training officer and available to his chain of command. An Evidence trainee may review the workbook at any time and will be constantly advised by his training officer as to progress in the program.

Each evidence custodian should feel free to talk to any training officer, Sergeant, any program coordinator or the Field Training Program Supervisor at any time that he/she feels the need for advice or needs a personal or professional problem.

At the end of each phase the evidence trainee shall evaluate his training officer. It is a reliable assumption that a training officer who is truly interested in doing his best will welcome this feedback. With this in mind, the evidence trainee is encouraged to honestly appraise and evaluate the training officer. Training Officers should not be allowed access to these evaluations until the end of the FTO Program unless the Program Supervisor feels it is necessary to make immediate repairs to a training officer's teaching/training methods or the evaluation asserts some misconduct. The phase evaluation of the training officer will be sent or given directly to the Field Training Program Supervisor.

B.2 – THE FIELD TRAINING OFFICER

The training officer is the primary means by which the goal of the program is achieved; specifically, the establishment of an evidence custodian is to be able to work a sole assignment in a safe, skillful, productive and professional manner.

In his role as a trainer, he provides ongoing instruction in the traditional sense, utilizing innovative and practical techniques. The training officer must have the necessary skills to become a reliable evaluator of an evidence trainee's performance. He is required to write daily evaluations of this performance and submit additional documentation as needed.

During the first days, the evidence trainee will be put through an orientation designed to familiarize the evidence trainee with his/her new surroundings without the stress of daily written evaluations. Written daily evaluations are required only when the evidence custodian is in actual "field training".

During a period of time, the evidence trainee will carry all activities without the positive or negative feedback from the training officer.

After completion of the phase, the training officer will, if he believes that the evidence trainee has gained sufficient skill and knowledge to operate as a solo evidence custodian, make a recommendation to the Administrative Lieutenant that the evidence trainee be released to solo status.

SECTION C – PROGRAM ORGANIZATION

C.1- CHAIN OF COMMAND

All activities related to the Field Training program move upward from the officer trainee level through the Administrative Lieutenant and on through the chain of command to the Chief of Police.

All non-training activities should be handled through the trainer's regular chain of command.

C.2 – PHASE CHART

Phase 1 will consist of familiarizing the process with New World, Records Management and with Leads computer. The evidence trainee will be able to enter, search or edit any evidence into these types of computer systems. The evidence trainee will also know the storage and location of all evidence entering into the evidence room.

Phase 2 will consist of familiarizing the process of all types of documentation needed to perform their duties of evidence custodians. The evidence trainee will be shown the different types of reasons why any evidence might leave the evidence section.

Phase 3 will consist of familiarizing the process of finalizing the destruction of all evidence. The trainee will be told of the process of storing evidence for a long term.

The evidence trainee will be released from the field training program only after successful completion of the "FTO Final Test", approval of the FTO Board and Captain Nuno.

C.3 – FIELD TRAINING BOARD

The board will be composed of the field training officer and the Administrative Lieutenant.

The board will review and discuss reports and evaluations pertaining to the evidence trainee. The board should be able to call upon any department member who may have information that would be helpful.

The board will determine if the trainee needs remedial training or is progressing satisfactorily for retention and may be released from the program.

C.4 – EXAMINATIONS

Phase tests will be given at the end of each phase. The test will cover all the material on the Reading List and the Officer Checklist for the completed phase. These tests will be administered to all evidence trainee's who are currently in the program and may be given as a group in the event more than one evidence custodian is going through the program.

The FTO Final Test will be given during the last day of the Field Training Program and will be a comprehensive exam covering all the material.

C.5 – PROCEDURE FOR RECOMMENDING TERMINATION

If it is concluded that an evidence trainee should be recommended for termination, the Administrative Lieutenant shall be notified immediately. The trainer will gather all documentation relative to eventual decision. This information should summarize the evidence trainee's performance, remedial training given and/or offered, and the trainee's response or lack of response to this remedial training. A report will contain only the writer's point of view and should not be influenced by other's opinion of the trainee's performance. The documentation will reflect both the positive and negative aspects of the trainee's performance. This information will be held in strict confidence.

C.6 – EVIDENCE TRAINEE'S TRAINING FILE

The evidence trainee's file is confidential and should be reviewed only by personnel connected to the field training program. Other requesting review of any training file should first obtain permission from the Administrative Lieutenant.

PHASE 1	Taught Date	Demo Date	Practical Date
Geographic Familiarization of room, items and area			
Officer enters tag into the lockers and secures it properly			
Open the locker from the inside of the evidence room and remove all evidence tags with its proper items.			
Observe for any discrepancies and return to officer if necessary. Fill out a "Right of Refusal" form and send it via chain of command to the officer with a due date.			
Enter the evidence tag information into New World system and familiarization with other evidence computer systems.			
Store the evidence into its proper location (evidence section, drug room, gun room, floor, or bins). Also package and secure properly.			
PHASE 2			
Familiarize all documentation used by the evidence custodian (right of refusal, court evidence receipt, currency transfer form, currency log, currency transaction log, evidence not returned from court, notice to claim property, property disposition, 5 day safe keeping form, AZ DPS scientific examination form). Forms can be changed or added to best suit the evidence section.			
Explain the reasons any evidence might leave the evidence room and how to document (court, lab, officer, etc.). If lab, fill out form, request a DR # from Phoenix DPS, package it properly in large envelope, fill out proper information on the envelope, transport (Yuma DPS office) and fill out chain of custody both the tag and DPS tag.			
Have officer fill the chain of custody and ask for a return date.			
PHASE 3			
Disposition required from the proper authority.			
Compare disposition to the tag and verify if it is the same case number and suspect(s). Need a disposition for each suspect.			
Separate the tag and items to be destroyed and put in an area set for destruction.			
Try to return any items back to the owner(s) and/or suspect(s). Verify if able to return back, for Ex: prohibited possessor, domestic violence, etc. (Lautenberg Amendment). Separate also anything that can be seized, forfeiture, donated or given to charity (items not illegal like bicycles, equipment, etc.).			
Set a date for the destruction. Verify with Blue Sky Burning & Excavation, security for transport (3-4 police personnel 2 being from SWAT), one detective involved and items to be destroyed have to be at least a total of 500 lbs. Make sure all items are properly burned to the point it is unusable.			
All metal needs to be destroyed separately at a place with the proper equipment to destroy or cut metal.			
Ammunition will be turned over to SWAT for their use or proper destruction.			
All felony cases are to be stored for life unless otherwise directed or disposition provided. Set a special location for long term storage.			

Daily Written Documentation to Support Field Trainer's Observation and Ratings for the day.

DATE	DOCUMENTATION
	Open and log in into New World System
	Click on the Navigation Bar, then property room and choose to add property.
	After clicking on the OK (AZ0140800 / San Luis PD ORI #), the screen to enter the items will open.
	Things to insert will be the Case Number, Property Code and Type, Date Received.
	Click on GENERAL PROPERTY, under this the most common area to fill will be Quantity, Unit of Measure, Measurement Source and Description. The other information will be filled depending on the evidence tag being received (Ex: Make, Model, Style, Serial Number). Remember all boxes in blue color need to be filled in order to go to the next.
	Click on PROPERTY ROOM. Under DETAILS the most common area to fill will be Facility, Storage Location and Tag Number. Here you also fill out the information once an items is disposed of which includes the Disposition Information and Disposal Information. Under ANALYSIS, you click on NEW and fill out the Analysis Type, Lab Report Number (the DPS DR#), date and list the results, then hit save (this is only when items are sent to the lab).
	Click on CHAIN OF CUSTODY. You will click on INTAKE and this will take you to the Chain of Custody. You will fill out the transaction date, time, intake code, from-to names and hit save. When releasing the items you will click on release which asks the same information. REMEMBER this will be done every time the custody of the item(s) is changed.
	Once you enter all the information, you will click on save.
	Click on Save/New if ready to enter a new evidence tag.
	Click on Save /Same when entering several items regarding the same case and tag number.
	In order to go back into an entered tag, go to the Navigation Bar, Property Room, Property Search, enter tag number on top right of the screen and click on Search.
	They were also taught in the knowledge of how to search for an evidence tag in Records Management. He/ She was informed that the LEADS System did not have an evidence room capacity and everything was handwritten by the previous evidence custodians.
	The forms attached were shown to the trainee and explained the purpose of each form. They were also told the form could be changed to adequately serve the purpose for the evidence section.
	Each filled out a DPS Scientific examination form after being shown how to fill it out.
	All forms provided were:
	1) Evidence Related Forms
	2) ARS 13-3941 Disposition & return of stolen or embezzled property
	3) ARS 13-3942 Delivery of unclaimed stolen or embezzled property to county sheriff
	4) ARS 12-941 Disposal of certain unclaimed property in custody of state, county, city or town officer: disposal of found property; disposal of items to charities and museums; sale of coins.
	5) The Lautenberg Amendment
	6) S.O.P. Policy 4.09 Evidence Collection, Control & Storage.
	Meaning we have to abide by the 90 day rule.

Trainee's Signature

Date

Trainer's Signature Date

Admin. Lieutenant Signature

Date

INVENTORY

- Up to September 2009, there are approximately 2,120 TAG forms submitted into Evidence Division with an unknown number of items. From October through December, 2009 there were approximately 320 items submitted into the Evidence Division. This evidence is located in the two bins located at the west side of the San Luis Police Department with the exception of guns and ammunition as well as items located in the freezer/refrigerator.
- Since January 1st, 2010, there have been submitted approximately 205 items into the Evidence Room.

Attachment 7

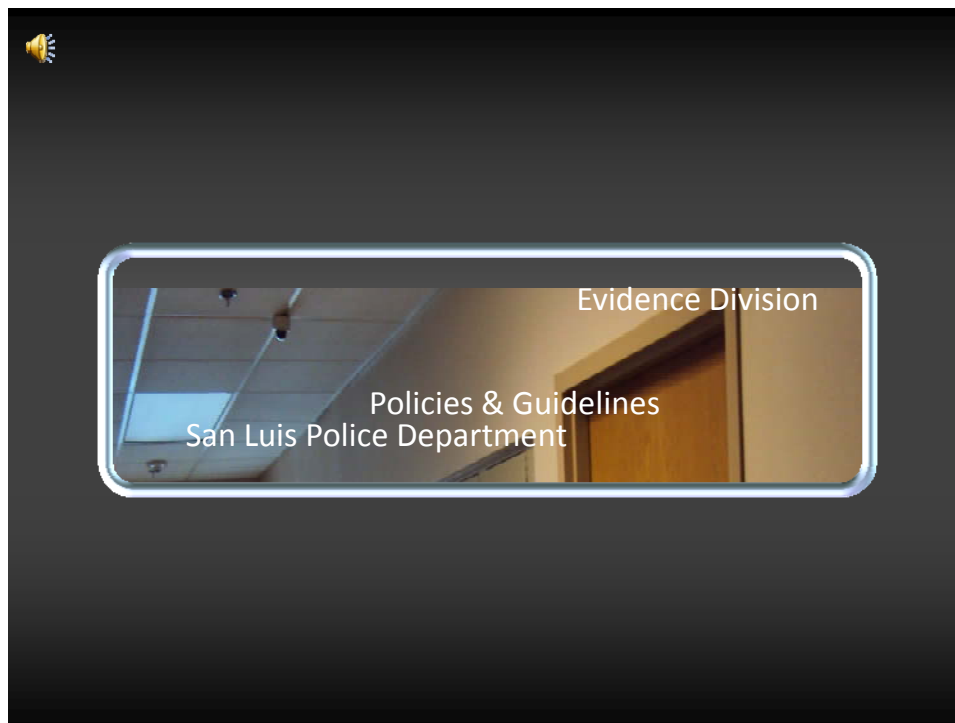
San Luis PD

Organizational Assessment

Evidence Division policies and guidelines,
PowerPoint

POWERPOINT PRESENTATION

- Double click on the image below to see the PowerPoint presentation
 - a. The presentation depicts the proper steps to package and submit evidence along examples and pictures



HOURS OF OPERATION

Monday – Friday 8:00 a.m. – 4:00 p.m.

*Property/Safekeeping Release Available:
(No less than 24 hours in advance.)*

*To make an appointment for Safekeeping/Evidence release, fill out and turn in a “PROPERTY REQUEST FORM” available at the front desk. Read all instructions on the form.

PROPERTY RELEASE AND PICKUP:

Items held as evidence may only be released after any prosecution of the criminal case is completed (i.e.; by dismissal, plea, trial or after sentencing) and only after a Case Disposition is received from the County Attorney's office. The County Attorneys office must approve the release or return of all evidence used in a criminal case. When picking up property a valid picture I.D. must be presented. Only the legal owner can pick up property unless a notarized letter signed by the legal owner giving the authorization to take possession of the property or a power of attorney document is provided.

(Be advised if item is a firearm certain restrictions apply.)

If you have any questions please contact the Evidence Division at (928) 341-2426.

Packagings & Markings

EVIDENCE AND PROPERTY MUST BE PACKAGED PRIOR TO BEING SUBMITTED IN ACCORDANCE WITH THE POLICY REFERENCED BEFORE. ANY DEVIATION IN PACKAGING METHODS THAT DOES NOT MEET THE PROPERTY ROOM STANDARDS WILL BE REFUSED AND THE BOOKING OFFICER SHALL BE NOTIFIED THROUGH THE CHAIN OF COMMAND TO CORRECT THE PROBLEM. THIS PRINCIPLE IS KNOWN AS THE "RIGHT OF REFUSAL".

- Use appropriate size packaging materials for storage purposes. Don't use over size packages for small items.
- The poly-tubing is the required form of material to submit your evidence unless, clear bags, paper bags, and boxes of different sizes which are provided for the packaging/wrapping of evidence/property is necessary for that type of evidence.
- When submitting multiple items, each item should be packaged separately according to policy and PowerPoint. When placing items into a larger package, the outside of the larger package will have the case number and the numbered items listed on the outside of the package.
- Use Evidence Property tags located in drawer to identify and mark bulky items or items of unusual shape that cannot be placed in plastic packaging, envelopes or cardboard boxes.
- The Case Number should be written on at least one side of the envelopes and boxes along with the item numbers of the evidence sealed inside the package. Those item numbers listed on the packaging should coincide with those items listed on the Evidence form. Items listed as 1, 3, 7 indicate that Items #1, #3, #7 are inside the package. Items listed as (1-7) indicate that Items #1 through #7 are inside the package.
- Use 2 inch wide clear tape clear tape for sealing packages and envelopes. It should include top and bottom seals on boxes. No scotch tape or masking tape.
- Special types of items will require additional markings, such as Bio-hazard items, fragile items, items that need to be refrigerated and weapons /ammunition will be clearly marked for safety purposes. Items that require special handling should be clearly marked on the outside of the package to indicate the precautions that should be taken.

★ Latent Prints
★ Keep Frozen

★ Fragile
★ Hazardous Materials

★ Refrigerate
★ Sharp objects

BIOLOGICAL SPECIMENS

1. General Guidelines

- Do Not package items that are moist or wet
- Before packaging, air dry all wet stains found on materials.
- Use the drying cabinet located in the left room on the north side of the sally port.
- OSHA requires that all evidence containing blood or other potential infectious material be packaged in a suitable leak proof plastic.

2. Liquid Blood

- Must be drawn by qualified medical personnel
- Provide Sterile tubes containing appropriate preservatives
- REFRIGERATE all liquid blood samples.
- DO NOT FREEZE blood sample.

3. Bloodstains:

- Allow wet blood samples such as those at a crime scene to air dry completely. Scrape into clean, dry paper packets, properly sealed envelopes, or glass vials. Use a separate container for each questioned specimen.
- Allow wet bloodstains on material, clothing, linens, etc, to air dry completely. Place in clean dry, paper evidence bag or wrapping paper. If material must be folded, place clean, dry paper between the folds to isolate the stain from other unstained material.
- Wrap and package each bloodstained item separately.

★The pass through lockers have a built in refrigerator for storing items that need to be refrigerated and submitted after hours or on the weekend.

NARCOTICS

1. All drugs will be weighed and counted regardless of quantity. For various reasons the officer should write "approximate" on the weight of the drug.
2. All dry items should be kept dry. All wet solutions should be kept at a room temperature unless they need to be refrigerated.
3. When packaging drugs, they must be in their own packages, away from associated paraphernalia devices. Drugs are stored and destroyed differently than paraphernalia.
4. Syringes and other sharp objects are to be packaged in puncture proof containers, properly sealed and labeled with a universal biohazard symbol.
5. Knives or any type of object with a blade are to be packaged in the knife boxes that are provided.
6. DO NOT package knives in plastic evidence bags because the sharp end of the knife will cut through plastic leaving the sharp end exposed. If a knife box is not available use another type of packaging material such as cardboard.

HAZARDOUS MATERIAL

1. Personnel coming into contact with “Hazardous Materials” will contact a supervisor prior to attempting to place materials into Evidence. Examples of hazardous materials include:

But are not limited to:

- ★ DANGEROUS CHEMICALS
 - ★ EXPLOSIVES
 - ★ FLAMMABLE LIQUIDS
 - ★ BIOLOGICAL HAZARDS
 - ★ BODY SEARCH EVIDENCE
2. It is preferable to leave all liquid, solid mass and gaseous material in their original containers. If this is not possible then use a clean and dry glass or metal container.
 3. Highly flammable and reactive chemicals are NOT to be submitted to Evidence.

WEAPONS AND AMMUNITION

1. All weapons submitted into Evidence will be “made safe” prior to being submitted. Always check to see if a firearm is loaded before handling outside of the gun box.
2. If a weapon must be submitted loaded. The tag and the package will have “WEAPON LOADED” written to warn other personnel. Ammunition and magazines will be placed in separate packages before placing in gun box.
3. Firearms should be packaged in a manner that permits efficient storage. In most cases, individual handguns should be packaged in handgun boxes, and individual long guns/rifles should be placed in long gun boxes.
4. If latent prints are to be lifted for either the weapon or ammunition, the items will be packaged in a cardboard box or envelope not plastic.
5. The booking officer should carefully note the identifying Information of the weapon in order to accurately query its history. The Evidence Custodian will verify this information when entering the weapon into the Evidence Room.

MONIES, CURRENCY AND NEGOTIABLES:

1. A currency form is needed for all monies being submitted into the Evidence Division. Money submitted for any purpose will be packaged separately from all other items submitted. The denominations and number will be listed with a total amount at the end of the itemized line (i.e., Total \$15.00 dollars; 10-\$1, Total \$15.00 dollars).
2. Currency evidence bags are available and will be used, if not available, the above information will be written in by the officer submitting the currency on the packaging.
3. Jewelry will be described in detail by color of item and amount of pieces. Use term such as Yellow, White instead of terms Gold or Silver.
4. All monies deposited into the Evidence Room will be transferred and deposited to Finance Department.

The Evidence Sheet (TAG form) is the most crucial part of the file that is maintained in the evidence division; therefore it is imperative that it remains legible and intact in order to provide accurate and complete records.

DO NOT ATTACH THE EVIDENCE SHEET TO ITEMS

DO NOT staple the Evidence Sheet to the items being submitted. Staples tear and rip the evidence sheet especially when an excessive amount of staples are used. Staples are impossible to remove without damaging the evidence sheet.

DO NOT use scotch tape or any other type of tape or adhesive this also causes rips and damages the evidence sheet.

DO NOT use pencil or permanent markers to fill out evidence sheet.

DO NOT place the Evidence Sheet inside the same package with the items that are submitted and sealing it. The integrity of the items is jeopardized since the Evidence Technician has to open the bag or box to retrieve the Evidence Sheet.

Evidence sheets with noticeable marks of white out will be refused. Evidence sheets are legal documents and used for court purposes. If an error was made simply draw a line through the error and initial it and then make any necessary corrections.

When turning in items for safekeeping both the Evidence Sheet and Safekeeping forms are required to be submitted with the items.

FORMS

The following are used by the Evidence Division:

1. 5-Day Safekeeping Form
2. Correction Notice – Right of Refusal
3. Court Evidence Receipt
4. Currency Form
5. Currency Transfer Form
6. DPS Lab Request Form
7. Evidence Destruction Form
8. Evidence Not Returned From Court
9. Notice to Claim Property
10. TAG Form & instructions



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THIS FORM IS ALSO
AVAILABLE IN SPANISH

5 DAY SAFEKEEPING FORM

I _____ understand that I have been arrested and that my property is not admissible into the Yuma County Jail. Therefore, it will be turned over to the San Luis Police Department Evidence Division for safekeeping. I further understand that I have five (5) business days from the date of this form to claim my property before it gets discarded. I will need to fill out a "Property Request Form" at the San Luis Police Department and make an appointment to pick up my property. I have the option of arranging for another person to do this as long as they a notarized letter giving them the authorization to do so. The following is a detailed list of my items. The San Luis Police Department will not be held accountable for any items not on this list.

PERSONAL PROPERTY LIST

1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Signature of property owner: _____ Date: _____

Signature of Officer: _____ Date: _____

Case #: _____



's signati

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CORRECTION NOTICE RIGHT OF REFUSAL

Date:

To:

From:

Re: **CORRECTION NOTICE**

On: (date) _____, Officer: _____

Submitted evidence/property under case number _____

The following problems(s) need to be corrected as soon as possible. Please have him/her make the necessary corrections and re-submit the property.

- ☐ Someone has already booked property/evidence under the same case number
- ☐ You booked money and other item(s) in the same container (bag). Since money is stored or deposited separately, the money must have a separate item number and be packaged separately.
- ☐ You used the wrong case number when booking the property/evidence.
- ☐ You didn't indicate the weight of narcotics or number of pills, etc.
- ☐ The property/evidence is not properly packaged and / or tagged.
- ☐ All of the property/evidence listed on the property form is not present, or the location of the property, if not booked with the property form, is not listed.
- ☐ The amount of money listed on the property form, and/or envelope, is not the amount contained in the envelope.
- ☐ Some of the paperwork regarding this case needs to be corrected.
- ☐ Other: _____



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COURT EVIDENCE RECEIPT

CASE NUMBER: _____ **DATE:** _____

Any department personnel taking evidence to court are required to return the evidence to the Property Room as soon as court has adjourned. If the Property Room is closed, the evidence must be placed and locked in an evidence locker.

In the event that an item is admitted into evidence, the clerk of the court or other court officer must sign the receipts below. This form must be returned to the Property Room immediately after court is adjourned. Fill in the appropriate blanks, obtain the required signatures, and **SIGN THIS FORM YOURSELF AT THE BOTTOM.**

Court Action: _____ (check below)

- ☐ Case dismissed against all defendants
☐ All defendants found guilty
☐ Case continued

As a result of today's court action, the listed items were retained by the court:

As a result of today's court action, the listed items should be destroyed:

As a result of today's court action, the listed items can be released to the owner:

Court Clerk's Name (Print): _____

Court Clerk's Signature: _____

Remarks: _____

Employee who checked out the evidence must sign below:

Print Name: _____ Badge#: _____

Signature: _____ Date: _____



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Due to its special handling and storage needs, all currency that is submitted into the evidence section will be documented on a currency. All currency transactions should use a "rule of two", that when counting and handling the currency, a second person should always be present. The signature of the person making the count and the signature of the person who verifies the amount is required on the currency form.

Once all the information on the currency form is filled out and attached to the evidence sheet then the currency should be packaged and sealed in the appropriate currency envelope, separate from other general evidence. The currency envelope provides an extra measure of security. The envelope will be sealed and initialed by the person submitting it.

The evidence custodian will then check the currency form and the currency envelope to make sure all appropriate security measures were taken. The evidence section WILL NOT open the envelope for verification of the currency. Once accepted the evidence custodian will add the currency to the currency log. The currency log will be used to maintain an accurate record of all currency entering and leaving the evidence section. Once the currency is logged-in it will stored in a secured area away from other general evidence.

EVIDENCE SECTION CURRENCY FORM					
*To be completed when submitting any type of currency into the evidence section and attached to evidence sheet.					
CASE #		EVIDENCE CONTROL#			
CASE OFFICER		OFFICER I.D. #			
☐ Search☐ Warrant☐ Evidence☐ Found Property☐ Safekeeping					
U.S. CURRENCY BILLS			U.S. CURRENCY COINS		
_____ x \$100 = \$ _____ _____ x \$50 = \$ _____ _____ x \$20 = \$ _____ _____ x \$10 = \$ _____ _____ x \$5 = \$ _____ _____ x \$1 = \$ _____ Total			_____ x \$1.00 = \$ _____ _____ x .50¢ = \$ _____ _____ x .25¢ = \$ _____ _____ x .10¢ = \$ _____ _____ x .5¢ = \$ _____ _____ x .1¢ = \$ _____ Total \$ _____		GRAND TOTAL: \$ _____
COUNTED & SEALED BY:		Signature:		DATE:	TIME:
VERIFIED BY:		Signature:		DATE:	TIME:
EVIDENCE SECTION ONLY					
Received By: _____ Date/Time: _____ Sealed? Yes ☐ No ☐					



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CURRENCY TRANSFER FORM

The following currency _____ was released to _____ for deposit with the:

- ☐ County Attorney: _____
- ☐ Finance Department: _____
- ☐ Other: _____

Person Submitting Currency: _____

Item Number(s): _____

Signature of Person Receiving: _____

Date and Time: _____

Anytime property/currency leaves the custody of the property room, the transaction needs to be fully documented.
The signed receipt needs to be filed with the original property report/tag number.

This is the DPD Lab Request form

DPS NO. _____

PAGE _____ OF _____

SUBMITTING AGENCY DR. #		UCR CODE	AGENCY	EVIDENCE SECTION USE ONLY STORAGE LOCATION
CASE OFFICER		ID NO.	AGENCY PHONE	
TYPE EXAMINATION REQUESTED ☐ Laboratory ☐ Questioned Documents ☐ Latent Prints ☐ Other				
SPECIAL INSTRUCTIONS (DESCRIBE EXAMINATION NEEDED FOR EACH ITEM, ATTACH ADDITIONAL SHEETS AS NEEDED)				

SUSPECT 1	D.O.B.	OFFENSE (MANDATORY)
SUSPECT 1	D.O.B.	OFFENSE (MANDATORY)
SUSPECT 1	D.O.B.	OFFENSE (MANDATORY)

FOR DPS USE ONLY	ITEM NO.	TO BE EXA M	ITEMIZE AND DESCRIBE ALL EVIDENCE

(FOR ADDITIONAL ITEMS, USE CONTINUATION FORM DPS 802-01825)

HAS THIS EVIDENCE BEEN SCIENTIFICALLY EXAMINED BY ANYONE? ☐ YES ☐ NO ARE CRIMINAL CHARGES PENDING? ☐ YES
☐ NO
 DATE (IF KNOWN) _____ IS OFFENSE REPORT OR SYNOPSIS ATTACHED ☐ YES ☐ NO

ITEM (S) PACKAGE(S)	FROM NAME	ID NO.	TO NAME	ID NO.	PURPOSE	DATE/TIME



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EVIDENCE DESTRUCTION FORM

Case #: _____

Evidence TAG #: _____

Date seized: _____

Case Officer/Badge #: _____

Disposition date: _____

Description of Evidence (lbs., packages, etc.):

Evidence destruction by: _____

Location of destruction: _____

Attached forms: photo of evidence, evidence tag, copy of disposition

Brief summary:

DESTRUCTION WITNESSED BY:

Signature of Evidence Technician

Date

Witness

Witness



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EVIDENCE NOT RETURNED FROM COURT

Date:

To:

From:

Re: **EVIDENCE NOT RETURNED TO PROPERTY ROOM**

Our records indicate that you checked out property/evidence on:

Date: _____

Case #: _____

Tag #: _____

Attached is a copy of the property form that indicates which items were obtained.

This evidence/property has been checked against the current Property Room inventory, and as of this date the property/evidence that you checked out has not been returned.

Please provide an explanation below regarding the whereabouts of this property/evidence:

Your Signature: _____

Badge #: _____



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NOTICE TO CLAIM PROPERTY

BRING THIS NOTICE WITH YOU – Without a Property Report Number or Case Number we may not be able to locate your property for release.

Date: _____

Case Number: _____

Name: _____

Phone #: _____

Description:

The Police Department holds property that belongs to you. You may claim the property by bringing this form with you to the Police Department, 1030 E. Union Street San Luis, Arizona 85349.

Releases are made Monday through Thursday ONLY, 8:00 A.M – 4:00P.M.

Government Identification will be required

Proof of ownership required

If you do not pick up this property within **15 days** after the above date, the property will be disposed of according to our policy.

Any questions call the Evidence Division at (928) 341-2420; ext. 2235 & 2237;

Direct line: (928) 341-2426



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PROPERTY DISPOSITION

Date:

Case Number:

Tag Number:

State Vs.

Charges: 1) _____
2) _____
3) _____
4) _____
5) _____

The following actions were taken regarding property to the above named report:

- ☐ Destroyed
- ☐ Returned to Owner
- ☐ Seized
- ☐ Forfeited

This was due to the following:

- ☐ Case not forwarded for review
- ☐ Request Follow-up not completed
- ☐ Insufficient Evidence / no conviction likely
- ☐ Tabled lack of Leads / no conviction likely
- ☐ No laboratory analysis provided
- ☐ Illegal Search
- ☐ Case Closed
- ☐ Found Property / Over the grace period 30 days
- ☐ Safe keeping Property / Over the grace period 30 days
- ☐ Over the 1 year limit / Misdemeanor cases
- ☐ Over the 7 year limit / Felony cases
- ☐ Other _____

By: _____ Date: _____
Evidence Technician



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PROPERTY RETURN FORM

CASE #

PROPERTY DESCRIPTION:

NAME:

RELEASED PROPERTY TO: _____

RELATIONSHIP: _____

SIGNATURE: _____

EVIDENCE TECH: _____ **DATE** _____



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REQUEST FOR TEMPORARY RELEASE OF EVIDENCE

To ensure that ample time is given to locate and prepare paperwork for items that are needed for court proceedings or other even where the temporary release of evidence is being requested, the following should be filled out completely and turned in to the Evidence Division at least 48 hours before the date it will be checked out unless other arrangements are made with the Evidence Division personnel and items requested are for an urgent matter and the person requesting the items did not have advanced notice.

CASE #: _____

DATE OF REQUEST: _____

DATE ITEMS NEEDED BY: _____

PURPOSE: _____

PERSON MAKING REQUEST: _____

☐ Check box if all evidence items in this case are being requested.

If only specific items are needed, list them below:

1. _____

2. _____

3. _____

4. _____

5. _____

(If additional space is needed, use back of form)

Signature (badge #): _____



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DECLARATION ON RECEIPT OF FIREARMS:

I _____ Do hereby acknowledge receipt of the following firearm(s) from The San Luis Police Department and hereby swear that the following statements do not apply to myself.

I understand that under ARS 166.470 I may not intentionally sell, deliver, or otherwise transfer any firearm to anyone I know or reasonably should know:

- Is under 18 years of age;
- Has been convicted of a felony or found guilty, except for insanity under ARS 161.295, of a felony;
- Has any outstanding felony warrants of arrest;
- Is free on any form of pretrial release for a felony;
- Was committed to the Mental Health and Development Disability Services Division under ORS 426.130; After January 1, 1990, was found to be mentally ill and subject to an order under ORS 425.130 that the person be prohibited from purchasing or possessing a firearm as a result of that mental illness; or
- Currently has a restraining order or has been convicted of domestic violence, a misdemeanor described in ORS 133.055, 133.060, 133.065 and Federal Law 18U.S.C&922(d)(9)&(g)(9).

I further understand that if this weapon(s) has been confiscated from any individual who is prevented by law to have it/them in his/her possession, and if the weapon(s) is returned to the individual, I can and will be prosecuted to the full extent of the law.

Signature of person receiving weapon

Date



TAG FORM

SAN LUIS POLICE DEPARTMENT

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San Luis, AZ 853
Phone: (928) 341-2420 * Fax: (928) 341-2477

PAGE ____ OF ____

DPS NO _____

LOCKER NO _____

EVIDENCE SECTION USE

SUBMITTING AGENCY CR#: 1	CASE OFFICER: 2	ID. NO: 3	LOCATION BIN _____ _____ _____ _____ _____
PROPERTY OF: 4	PHONE#: 5	DATE: 6	
TYPE: 7 ☐ EVIDENCE ☐ SAFE KEEPING ☐ FOUND ☐ STOLEN ☐ TO BE DESTROYED ☐ SEARCH WARRANT ☐ OTHER			
SUSPECT 1: 8	D.O.B:	OFFENSE (MANDATORY): 9	
SUSPECT 2: 10	D.O.B:	OFFENSE (MANDATORY): 11	
SUSPECT 3: 12	D.O.B:	OFFENSE (MANDATORY): 13	
ITEM NO.	ITEMIZE AND DESCRIBE ALL EVIDENCE		
14	15		

(FOR ADDITIONAL ITEMS USE CONTINUATION FORM)

IF DRUGS, HAVE THEY BEEN FIELD TESTED ☐ YES ☐ NO **16** ARE CRIMINAL CHARGES PENDING? ☐ YES ☐ NO **17**

CHAIN OF CUSTODY						
ITEM (S)/PACKAGE(S)	FROM NAME	ID NO	TO NAME	ID NO	PURPOSE	DATE/TIME
18	19	20	21	22	23	24

RECEIVED BY: _____
FINAL RELEASE: _____

DATE _____
DATE _____

ID.NO. _____

INSTRUCTION SHEET

1. SUBMITTING AGENCY CR: San Luis Police Department Case Number
2. CASE OFFICER: Name of Officer turning in item.
3. I.D.NO: Badge # of officer turning in the item.
4. PROPERTY OF: Owner of property (safekeeping)
5. PHONE #: Phone Number of owner or contact #
6. DATE: Date the items were submitted.
7. TYPE
Specify what category the item is by marking an X.
If different items are in different categories list the categories next to items in block #16 with the following:

 E-Evidence F-Found SK-Safekeeping S-Stolen TBD-To be Destroyed
8. SUSPECT 1: Suspect last name, first name, middle, D.O.B.
9. OFFENSE: Use text description of Offense.

 *If only one suspect Skip to box 14
 *If more than 1 suspect: Complete box 10, 11, 12 and 13
10. SUSPECT 2: Suspect last name, first name, m, D.O.B.
11. OFFENSE: Use text description of Offense
12. SUSPECT 3: Suspect last name, first name, m, D.O.B.
13. OFFENSE: Use text description of Offense
14. ITEM #: List the items that are being turned in 1 line for each item. Use continuation sheet if needed.
15. ITEMIZE AND DESCRIBE ITEMS: Describe each item in detail. Include make model, serial numbers. If item is a drug, use approximate weights. If lab work is being requested write LAB next to the item that you want tested
16. IF DRUGS HAVE THE BEEN FIELD TESTED? ☐Yes ☐No
17. ARE CRIMINAL CHARGES PENDING? ☐Yes ☐No

CHAIN OF CUSTODY

*When Turning in Items Directly to Evidence Technician→



18. ITEM:

List items being submitted use 1 line if possible. Multiple items can be listed as 1-5. If multiple items have to be placed into different packages, list the items in each package. List items only, packages not needed.

Items 1-5

Items 6-10

Items 11, 15, 18

19. FROM NAME:

Officers name that is turning in items.

20. ID NO:

Officers BADGE # that is turning in the items.

IF SUBMITTING DIRECTLY TO EVIDENCE TECHNICIAN

You Have Completed This Form!

(LINES 21-24 WILL BE FILLED OUT BY THE EVIDENCE TECHNICIAN)

*If submitting via the evidence lockers: ↘

(COMPLETE SECTIONS 21-24)

21. TO NAME:

The NUMBER # of the locker item was placed in. DO NOT write Evidence Technician or Evidence Technician Name.

22. I.D. NO:

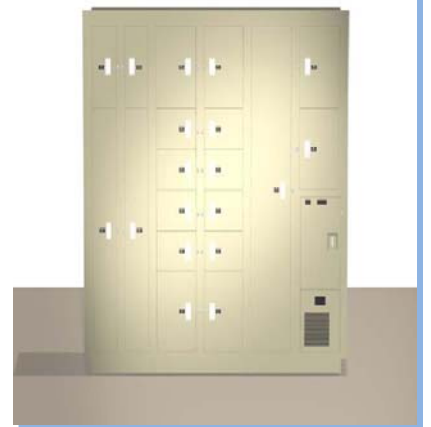
Does not apply (write N/A)

23. PURPOSE:

The category used in box 7

24. DATE/TIME

Date and time evidence was submitted.



Vehicle Report

PAGE #

☐ Impounded☐ Towed☐ Stolen☐ Recovered☐ Parked☐ Released

CIRCUMSTANCES

Date of Occurrence:

Time of Occurrence:

Location of Occurrence/Recovery:

Report Date:

Report Time:

VEHICLE INFORMATION

Year:

Make:

Model:

Body Style:

Color:

Vehicle Mileage:

Misc. Information/Identifying Marks:

Lic. Plate:

State:

Expiration Date:

VIN:

Registered Owner or Agent:

Address:

City

State

Zip

Phone:

Driver's Name/DOB/OLN:

VEHICLE REMOVAL AND IMPOUND SECTION

This vehicle was removed in accordance with the following Arizona State Statutes. Refer to the reverse side of this form for information regarding rights you may be entitled to.

Removed for Safe Keeping

- ☐ Recovered stolen vehicle ARS 28-872.C1
☐ The driver was arrested ARS 28-872.C3
☐ Involved in accident, operator unable to provide removal ARS 28-872.C2

Removed with a Hold

- ☐ Parked unattended on the highway ARS 28-872.A
☐ Obstructing the flow of traffic ARS 28-872.B
☐ Abandoned/48 hours ARS 28-4831
☐ Involved in accident, operator unable to provide removal - Hold ARS 28-872.C2
☐ Other

MANDATORY IMPOUNDMENT §28-3511

- ☐ A.1: Driving privilege suspended or revoked for any reason
☐ A.2: Never issued a driver's license or permit and cannot produce evidence of a driver's license issued by another jurisdiction
☐ A.3: The person is subject to an ignition interlock device
☐ B: Driving privilege Suspended/Cancelled/Revoked and cannot provide evidence of a driver's license/permit from another jurisdiction. Must also be involved in an accident without insurance.
☐ C: Arrested for Extreme DUI, AGG DUI, or Underage Drinking and Driving

Removed for Evidence

- ☐ Vehicle impounded for evidentiary reasons

STOLEN VEHICLE QUESTIONNAIRE

Are payments current: ☐ Yes ☐ No Payment Amount: _____

Lienholder's name: _____

Insurance carrier: _____ policy # _____

Type of coverage: ☐ full coverage ☐ liabilityAre all keys accounted for: ☐ Yes ☐ NoDoes anyone else have access to the vehicle: ☐ Yes ☐ NoDoors locked: ☐ Yes ☐ No Ignition locked: ☐ Yes ☐ NoHave you checked to see if vehicle was repossessed/towed: ☐ Yes ☐ NoHas vehicle been involved in an accident recently: ☐ Yes ☐ NoRegistration in vehicle: ☐ Yes ☐ No Title in vehicle: ☐ Yes ☐ NoHave you had other vehicles stolen from you: ☐ Yes ☐ NoAlarm: ☐ Factory ☐ Aftermarket Glass etching: ☐ Factory ☐ AftermarketFactory key/ignition security features: ☐ Yes ☐ No

Any other features:

Additional Installed Equipment

Item Description

Make

Model #

Serial #

Color

Value

RECOVERY INFORMATION

Recovered by: _____ badge/employee #: _____ Agency: _____ Odometer reading: _____

Owner notified?

Arrest made?

☐ Yes ☐ No☐ Yes ☐ No
☐ No apparent damage ☐ Drivable ☐ Wrecked ☐ Burned ☐ Stripped ☐ Abandoned ☐ Ignition damaged ☐ Keys in car

TOWING AND RELEASE OF VEHICLE INFORMATION

Time of Tow:

Towing Company or Owner/Agent Name:

Tow Company or Owner/Agent Address:

Tow Company or Owner/Agent Phone #:

Towing Company or Owner/Agent Signature:

OFFICER ORDERED
HOLD30 DAY IMPOUND
PER 28-3511AUTHORIZED TO
RELEASE VEHICLE

- ☐ I certify under penalty of False Reporting to a Law Enforcement Officer, a class 1 misdemeanor crime per 13-2907.01, that all information given and contained herein is correct and true to the best of my knowledge and in consideration for the assistance of the San Luis Police Department, the undersigned releases the City of San Luis, the San Luis Police Department and their employees from any claims whatsoever arising from the towing, recovering, holding, storing or conveying of the above described vehicle. Any claim for alleged damage is a matter to be handled between the towing company and the owner or operator of the vehicle. The San Luis Police Department is not responsible for any damage incurred during the towing, recovering, holding, storing or conveying of the above described vehicle.

- ☐ I certify that I am legally authorized to take possession of the vehicle described above and release the City of San Luis, the San Luis Police Department and their employees from any claims whatsoever arising from delivering possession of the vehicle to me, and further I certify that I assume and am liable for all expenses accrued in the impounding of the vehicle.

Signature of Owner/Agent: _____

Print Officer Name: _____

Employee #: _____

Officer Signature: _____

Dispatch
Use Only

Entered By:

Date:

Verified By:

Date:

Other Action Taken:

Taken By:

Date:

Other Action Taken:

Taken By:

Date:

☐ Modified ☐ Cleared ☐ Cancelled☐ Modified ☐ Cleared ☐ Cancelled

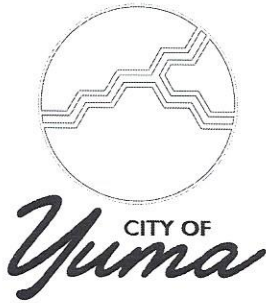
ORIGINAL

Attachment 8

San Luis PD

Organizational Assessment

Yuma PD Property Assessment
Memo



MEMORANDUM

Police Department

TO: Richard Jessup, Chief of Police, SLPD
FROM: Jan C. Schmitt, Evidence and ID Supervisor, Yuma PD
DATE: 10-5-17
RE: On-site Assessment of SLPD Evidence Room and Operations

On 9-22-17 I was contacted by Capt. Steve Suho of Yuma PD Investigations who told me he had been in contact with Chief Lekan of YPD, who had relayed a request from you for assistance with the Evidence Room at the San Luis Police Department. Recent developments had exposed personnel and operational issues within the Evidence Room that had resulted in the person assigned as the Evidence Technician being placed on admin leave. Additionally it was learned that procedural and policy violations may have occurred that may have endangered the integrity of several case. Capt. Suho instructed me to contact you and facilitate a meeting. I made contact and it was agreed I would meet with you on Thursday, 9-26-17. Upon arrival there, I met with you and was given a briefing on what had transpired, and what the plan was long term, i.e., a full audit of the Evidence Room by the AZDPS Evidence Audit Team, and a backup criminal investigation by AZDPS CID. I was requested to conduct a preliminary assessment of current Evidence Room operations and condition and report back to you. I was provided a copy of the SLPD Evidence Policy and the most recent Report of Investigation. I was then escorted into the Evidence Room by Sgt. Marco Santana. Since no one currently on duty at SLPD had edit rights to the New World Evidence Module, I made contact with Lourdes Pullen, the IT Administrator for New World in Yuma County, who made me a user with supervisor's rights on the SLPD Evidence Module. This would allow me to view current inventory, chain of custody, run reports, and see the current condition of the evidence being stored by SLPD. My next priority was to see the overall condition of the Evidence Room, take note of

storage locations and the physical condition of the evidence stored there, and see how what is known as the "big three", the guns, money and drugs were stored. I was provided keys to the drug room, which is also where the money is stored, and the gun room. I then began to examine in detail the arrangement of evidence, found property and safekeeping property stored on the shelves. Although there was no one present that could provide detailed information about the operation of the Evidence Room, Sgt. Santana was able to provide basic information. The assessment of the physical operation and the accompanying records recorded with the New World Evidence module and the paper Evidence Tags utilized by SLPD, which are stored in file cabinets within the Evidence Room, took approximately 3 days. On day 3, I utilized the skills of YPD Evidence Technician Jodi Mai, who possesses a master knowledge of the abilities and workings of New World. My assessment was completed on the afternoon of Wednesday, 10-4-17. What follows is a detailed breakdown of what was discovered.

EVIDENCE STORAGE FACILITY, POLICIES AND PROCEDURES

At first glance, the SLPD Evidence Room appears to be organized and clean. Property is stored in bags and boxes, labeled and barcoded and placed upon high density shelving that is labeled according to the size of the property stored there, i.e., SM for small items, MD for medium items, LG for large and XL for extra large items. There is a separate shelf labeled SK for Safekeeping which is broken down by month to allow the technician to easily keep within the statute mandated 30 day storage limit. (ARS 12-941, 12-942) The Evidence Room is divided as Front Room and Back Room and there is separate, locked storage for drugs and firearms. I noted the drug room to have a constantly operating exhaust fan to remove fumes and odors. The drug room also contains a small, hand carried fire safe used for storage of US Currency, which is separately locked. The high density shelving is also used for storage of evidence packaging supplies and crime scene processing supplies. Upon closer examination, much of the evidence is stored on the shelves singly, in bags and envelopes, rather than stored within a box. The Back Room contains the commercial freezer and refrigerator used to store biological evidence. The back room is somewhat disorganized, in that evidence is simply stacked on the

floor, or on unnumbered shelves, which makes it difficult to locate. In the event the technician needs to find an individual piece of evidence they would have to search each item's tag looking for the correct item. I located a small, rolling safe against the wall, with a high security combination lock and at least two strong locking lugs. This safe is heavy, and although it has wheels, is much more secure than the small fire safe currently being used to store money. I located a note from the previous evidence technician that stated the safe was difficult to open, which is why the fire safe was being used. CDs containing audio and video recordings of interviews are stored on a shelf in the plastic jewel cases designed for CD storage, however the seal and security is compromised. Although the case is taped shut, there are no initials present to prevent tampering. Fireworks of several different kinds were stored on the open shelves without any kind of packaging. I discovered there were multiple items of drugs marked for destruction stored within the shelves in the main room, the drug room and on shelving in the back room. I checked the dates on these boxes and found some of them dating back to the 1990s and upon reviewing the SLPD policy manual, found this to be in direct violation of SLPD Property and Evidence Policy for Removal, Return and Release, **Section H.4.**, Disposal, which states that "...when 500 lbs of evidence are accumulated, a destruction shall be made within a month." A precursory examination of the boxes revealed well over this amount was being stored and marked "TBD" which I was told meant "to be destroyed". Although the above policy speaks directly about marijuana disposal, I found several hundred pounds of marijuana, and at least 200 lbs of what was classified as a "white crystal like substance" which appeared to be methamphetamine. Most of these boxes are marked with the tag numbers for the cases they belong to, but many of them had no supporting documentation stored in the file cabinet. They were also not located with New World. At least one box, containing 74 lbs of methamphetamine was found to have the tag filed in Records. This item was already marked as destroyed on the evidence tag, however it still showed as being stored in the Evidence Room in New World. Within the drug room, I discovered a box containing a large amount of unlabeled, uncategorized property that appeared to be small bales of marijuana and packages of suspected

methamphetamine in a box labeled "TBD". It is unknown how long these items have been stored. It should be noted that the medical waste incinerator has been in service at the Yuma Police Department for approximately 5 years. Its availability to other agencies has been announced at several SCOPE meetings and discussed at length at quarterly meetings of the Arizona Association for Property and Evidence, which previous SLPD Evidence Technicians were members of and in attendance. In fact, one former SLPD Evidence Technician was an employee of the Yuma Police Department and was well aware of its availability. When I inspected a set of shelves in the Back Room, I found a box containing both small drug items and counterfeit US Currency marked for destruction. Bicycles were piled in a heap on the floor, creating a safety hazard. Boxes of older evidence which were determined to be evidence from unsolved homicides, were stacked in the corner. The boxes were beginning to lose their integrity and the stack was falling in upon itself. A separate stack against the Firearms Room wall was determined to be another unsolved homicide which had recently been repackaged. A check of Case Search in New World revealed no supplementary report from anyone indicating the evidence had been repackaged, nor was the chain of custody annotated on the evidence tag form indicating anyone had signed the property out to repackage it. I did find an inventory to be affixed to each box, which was completed by Lt. Figueiroa who was the commander of the Investigations Division. I learned further that Lt. Figueiroa had been asked to repackage the items by the Records supervisor, who had taken over duties in the Evidence Room when the previous Evidence Technician had resigned. To further complicate matters, I was told that Lt. Figueiroa was related to both victims in this particular homicide.

A review of the San Luis Police Department Evidence Division Policy and Guidelines provided to me found several failures to adhere to written directives. In addition to the destruction policy noted above, **Section G**, Inspections, calls for audits and unannounced inspections to be conducted separately by the Evidence Technician, an outside supervisor and the Administration Lieutenant. Among others, the purpose for these audits and inspections is to "determine if the facility is

being maintained in a clean and orderly fashion, ensure policies and property management procedures are being adhered to, ensuring accountability procedures are being maintained and ensuring that property having no further evidentiary value is being promptly disposed of." Given the amount of drugs being stored outside of secure locations, held for a period of time considerably longer than mandated in the policy, and labels and markings being removed, it appears obvious that this portion of the policy was being ignored. Additionally, unannounced inspections as directed by the Director of Public Safety/Chief to "ensure the integrity of the tracking storage of evidence system" are required to be done at least annually. If this was in fact being done as required, the amount and age of the drugs stored outside secure areas would have been vastly reduced. **Section E.3.** requires all narcotics evidence to be stored "...in the designated room." This violation is visible with only a cursory inspection of the Front Room shelving. **Section E.5.** requires currency to be stored "in a safe" which is also not being adhered to, as evidenced by the alleged counterfeit currency being stored on the shelf and marked for destruction. (Counterfeit currency is not confirmed counterfeit until verified by the US Secret Service.)

RECOMMENDATION: An inventory must be immediately conducted of all the drugs stored both in the drug room and the main evidence room to separate all the drugs marked for destruction. Steps must be taken to actually dispose of these items either by transferring them to the DEA, or by burning, utilizing one of the commercial incinerators available throughout the state or through a cooperative agreement with the Yuma Police Department using our medical waste incinerator which is exempt from any EPA or ADEQ regulations for destruction of drug evidence. As for the drugs that are unmarked and unlabeled, I would suggest compiling them all into one case, itemizing them, and completing a new case report as Found Contraband. These items should then be kept for a minimum of 1 year and when it is determined they don't belong to any active case, destroy them. In the future, prohibit any drug evidence from being stored outside the secure drug room. Active drug evidence and drugs to be destroyed should be kept separate within the drug room and clearly marked. Annotate each case in New World for drugs that are

staged for destruction, with a target disposal date and maintain their storage location. Never mark drugs as destroyed until the actual destruction occurs.

Contact a local lock and safe company and have the floor safe reconditioned for ease of operation, remove the wheels, then bolt it to the floor or attach it to a pedestal and bolt it to the wall and use it for storage of money.

Bicycles should be stored outside, either in an available connex box or in the fence, vehicle storage lot across the street from the Police Department. A secondary security measure such as a chain through the frame could be utilized to further secure them.

The storage shelves being utilized in the Back Room should be numbered, and the corresponding number should be added to New World as a storage location. This would allow the technician to place items by shelf number rather than by the more general "Back Room", and would simplify and speed up locating evidence at a later date. For floor storage, paint or tape squares on the floor, which are then numbered for storage of larger items like large speakers, amplifiers and larger boxes. This allows the technician to go directly to the numbered square instead of having to read every evidence tag to find the correct item.

Designate one wall as Homicide Storage, and either affix numbered shelves to the wall, or secure smaller evidence in larger, sturdy boxes which should be clearly labeled. This allows this evidence to be monitored to prevent the boxes from degrading over time.

Obtain file boxes, or what are known as "bankers boxes" to store evidence on the shelving. These boxes are sturdy and long lasting. Each item of individual evidence should be bar coded and labeled, then stored within a box on the shelf. Multiple cases can be stored within each box, maximizing storage space, containing smaller items of evidence and preventing loss from falling behind the shelf. While each

piece of evidence is marked and labeled with case information, the outside of the box need only be annotated as to which case numbers it contains. To recycle these boxes, affix a blank, full page label over previous markings and reuse.

CDs should be stored in an envelope, and the flap sealed and initialed to prevent tampering. These envelopes can then be stacked in the same manner as the jewel cases are currently being stored.

Obtain a Flammables locker, available from any industrial supply house, or some type of sealable metal storage bin for storage of fireworks and other flammable items.

Counterfeit US Currency should be immediately, or as soon as possible after submission, forwarded to the US Secret Service for confirmation. For integrity of the chain of custody, forward via FedEx, with signature required. Once confirmed as counterfeit, the USSS will return a receipt, which is then scanned into New World as part of the report and New World should then be annotated to reflect the disposal of that item of evidence. If the Secret Service determines the bill is in fact genuine, it can be returned to evidence for final disposition, either by returning to the store that surrendered it or the person who used it at the store if they are identified.

SUBMISSION AND INTAKE OF PROPERTY

I was advised by Sgt. Santana that when an officer brings in property for storage, he obtains a pre-numbered, controlled Evidence Tag from Dispatch. This is an Inventory invoice that contains general case information, an itemized list of property, and a section at the bottom for chain of custody documentation. This form is completed by the officer, then the same information is input into New World using the controlled number as the "tag number" in New World. (Although New World has the capability of assigning its own tag number, this feature has been disabled by the IT Administrator for SLPD's use, and the officer must manually input the tag number

printed on the evidence tag form.) The property is then individually packaged, mostly in heat sealed plastic bags (including marijuana), the bags are marked with a Sharpie with case information, and the property and evidence tag forms are secured in the slam lockers on the outside of the Evidence Room. The Evidence Technician then removes the property from the slam locker, checks the information from the evidence tag against what the officer put into the New World evidence module, selects a location, inputs the location into New World, then consolidates all the evidence from each case into a bag, closes the bag by stapling and affixes a bar code. After completing the chain of custody at the bottom of the evidence tag form, the property is placed on a shelf, or secured in the appropriate location and the evidence tag form is secured in a file cabinet. I learned also that this paper form is the only way to obtain a signature for release of the property. SLPD does not utilize the electronic signature pad available, so signatures are captured in ink. It seemed to me that there is a redundancy on the part of both the officer and the technician. One of the reasons New World was implemented was to reduce the amount of paper forms being completed and maintained.

RECOMMENDATION: There are several recommendations concerning the submission and intake of property. My first would be to reduce or eliminate the use of heat sealed bags. Heat sealed plastic does not allow the exchange of air, and contributes to mold growth. Marijuana grows a mold known as Aspergillus, which can cause sickness and respiratory problems when breathed. It is suggested that evidence be packaged in paper such as envelopes, bags and boxes which will reduce or eliminate mold growth. Other containers like new, clean paint cans can be purchased for items needing additional protection or security.

Contact IT and have New World reconfigured to allow it to assign tag numbers. These numbers are individual and unique to each piece of property. All property submitted after reconfiguration would require no paper forms and eventually, through attrition, the amount of paper forms stored within the Evidence Room would dwindle and be eliminated. The entire inventory would eventually be logged within New World, which is backed up electronically.

Eliminate staples altogether. Staples can scratch and puncture skin when handling, causing bleeding. Skin and blood contain human DNA, which can be transferred to the packaging of the evidence and risk cross contamination by both leaving additional DNA on evidence, or worse yet, exposing the technician to a possible bio hazard. Bags and envelopes should be tape sealed, and the tape initialed to maintain the integrity of the evidence. Each time that item is opened, it should be resealed and re-initialed.

NEW WORLD

While searching New World, both Jodi and I discovered that there is a discrepancy in how transfer and disposition of evidence is recorded. Many items that show as "TBD" on the packaging are still shown as stored with a location they are not stored in. Items that have been released to the owner, as reflected on the Property Tag form, still show as being stored. There were over 100 items that still show up in Quick Property Search, indicating they are still in the custody of the Evidence Room, however a Property Search of the individual item shows them to be released to other agencies such as the DEA. A report of Outstanding Property was run, which was over 100 pages long. We discovered this was because the technician is not utilizing the disposition information in New World, only the chain of custody. They were also not checking the "item disposed of" box in Rapid Chain of Custody, if that function is being used. This means anyone searching for that property would have to track it via the chain of custody tab, or physically look at the Property Tag in the file cabinet, rather than see it as disposed of in the Property Room tab. New World recognizes it as stored or still outstanding, rather than released. Correctly disposing of the property in New World is the responsibility of the Evidence Technician, since only they have rights to perform this function. It appears past users of New World did not have sufficient knowledge of the functions and capabilities of the program, which created problems in the program's ability to recognize whether an evidence item was actually released or still in storage. Many items show as destroyed, such as the boxes of drugs previously mentioned, when in

fact they are still being stored awaiting destruction. On two separate occasions while doing property intake to clear the slam lockers, both Jodi and I discovered property in the lockers that didn't show up in Property Quick Search. This most likely is a result of officers not exiting correctly (exiting LERMS before clicking the "save" button in Quick Property Entry) which fails to transfer the entry to Quick Property Search so the technician can process it. Both of these items had be re-entered by the officer.

I also discovered that the Evidence Room does not receive Property Disposition supplements from officers in a consistent manner. I was told they were notified by Records that a disposition had been received and the officer was supposed to complete the supplement based on that notification. This contributes to missed supplements and property not being released or disposed of in a timely manner.

RECOMMENDATION: Provide additional, hands on training in the New World evidence module for officers and new evidence technicians. This will show them all the functions and capabilities of the program. The Evidence Technician must use all the categories provided in the Property Room tab. Failing to complete the Property Disposition section creates a conflict within New World, and causes it not to reflect the actual status of property stored. When property has been disposed of and not completed in the Property Disposition tab, the chain of custody may show the property as destroyed or released, but New World will still show it as stored and provide a storage location which only confuses the user. The technician may go to the location to find the property and will be unable to locate it.

Reduce and eventually eliminate the paper Property Tag form. This can only occur after New World is reconfigured to add tag numbers. Once officers become accustomed to entering property the correct way, the additional work of filling out the paper form will be eliminated and hasten an officers return to duty. This will also greatly reduce the amount of work and the amount of paper being filed by the evidence technician.

Purchase an electronic signature pad to capture signatures of those receiving and returning property, which would eliminate the need for the paper form and reduce the amount of work being performed by the technician. The pad is installed at the Evidence Window for release of property to officers and owners. The paper form can still be retained for use in the field where the pad is not available, when releasing property to owners. The form can then be scanned into New World as a document and part of the report, and New World annotated to reflect the disposition.

The items that still appear in Property Quick Search can be individually deleted by a user with edit rights without compromising any records, or you may seek assistance from IT to perform a group delete and remove them all at once.

Request that IT add a priority category to Mobile Client labeled "Property Disposition" When other reports like "In Custody" are being reviewed and approved by the supervisor, only the Evidence Room can approve a Property Disposition supplement. These supplements stay in Mobile Client until reviewed by the Evidence Technician who can then print them and use them for notes, reminders and to obtain contact information from to notify owners. We require that all owners to receive property have to be listed in the supplement along with contact information, so the technician doesn't have to go back to Case Search to locate the phone number or address for the owner. Having these supplements handy also reduces the chance the property will be forgotten, allowing timely release or destruction.

CONCLUSION

The condition of the SLPD Evidence Room and the property stored there appears to be the result of months and years of mismanagement by the on duty Evidence Technician and all of his/her superiors, as detailed in the Policy and Guidelines. Many of the situations found there are in direct contradiction to best practices and acceptable procedure. All previous personnel working as Evidence Technicians

suffered either a lack of knowledge of or a failure or refusal to abide by policy and procedure guidelines and a refusal to use available resources that would assist them in management and disposal of high priority evidence, maintain an accurate accounting of property stored, and perform timely disposal of evidence required in those guidelines. The failure to correctly utilize the available software program that is designed to monitor, track and record all transactions concerning property left them in a situation where they are currently unable to determine the chain of custody of many high priority items of evidence and find themselves storing property that should have been disposed of years ago. It is my belief that the current administration has recognized and publicly exposed past errors, has removed personnel responsible and is taking immediate steps to correct this situation in a timely manner.

Attachment 9

San Luis PD

Organizational Assessment

Citizen complaint form in Spanish



DEPARTAMENTO DE POLICIA SAN LUIS, ARIZONA

Formulario e información acerca del proceso de quejas

Usted está a punto de iniciar u ofrecer información acerca de una queja en contra de un oficial u otro empleado del departamento de policía de San Luis. Lo siguiente es información importante que esté departamento le pide que lea y que tome en cuenta cuando este formulando su queja o dando información acerca de una.

Hacemos el esfuerzo de promover y mantener entre nuestros empleados el nivel MAS ALTO de profesionalismo, para esto necesitamos el apoyo de los ciudadanos de nuestra comunidad. Le pedimos a todos que nos hagan saber cuándo un oficial o empleado de este departamento de policía esté involucrado en conducta impropia o criminal. Se iniciara una investigación de todos los reportes de este tipo de conducta para determinar porque ocurrió y para prevenir que en el futuro empleados de este departamento se vean involucrados en este tipo de acciones.

Aun cuando no se le requiere, le pedimos que haga su declaración por escrito en sus propias palabras. Le pedimos que nos diga la razón de su queja o bien si es testigo, su involucramiento en la misma. Esto le ayudara al departamento a investigar la queja de una manera más rápida y efectiva. De antemano le agradecemos su información, para nosotros es de suma importancia.

DE ACUEDRO CON LAS LEYES DE ESTE ESTADO, ES ILEGAL EL QUE UNA PERSONA DE INFORMACION FALSA, FRAUDULENTO O SIN FUNDAMENTO A UN DEPARTAMENTO DE POLICIA (ARS § 13-2907.01A). EL DEPARTAMENTO DE POLICIA DE SAN LUIS PROCESARA A TODO EL QUE VIOLE ESTA LEY.

He leído por completo la información de arriba y entiendo su contenido.	Fecha y Hora:
Querellante / Testigo:	
San Luis Police Department Sergeant:	Date & Time:

“Trabajando Juntos... Para Una Comunidad Segura”

INFORMACIÓN DEL QUERELLANTE / TESTIGO

NOMBRE:		Fecha de Nacimiento:
Domicilio:		
Ciudad:	Estado:	Código Postal:
Numero de Teléfono:		
Casa:	Trabajo:	Otro:
FECHA DEL INCIDENTE:	HORA DEL INCIDENTE:	

Anote a todas las personas que estén involucradas en lo ocurrido ó que hayan sido testigos:

NOMBRE:	Teléfono:
Domicilio:	
NOMBRE:	Teléfono:
Domicilio:	
NOMBRE:	Teléfono:
Domicilio:	
NOMBRE:	Teléfono:

Domicilio:

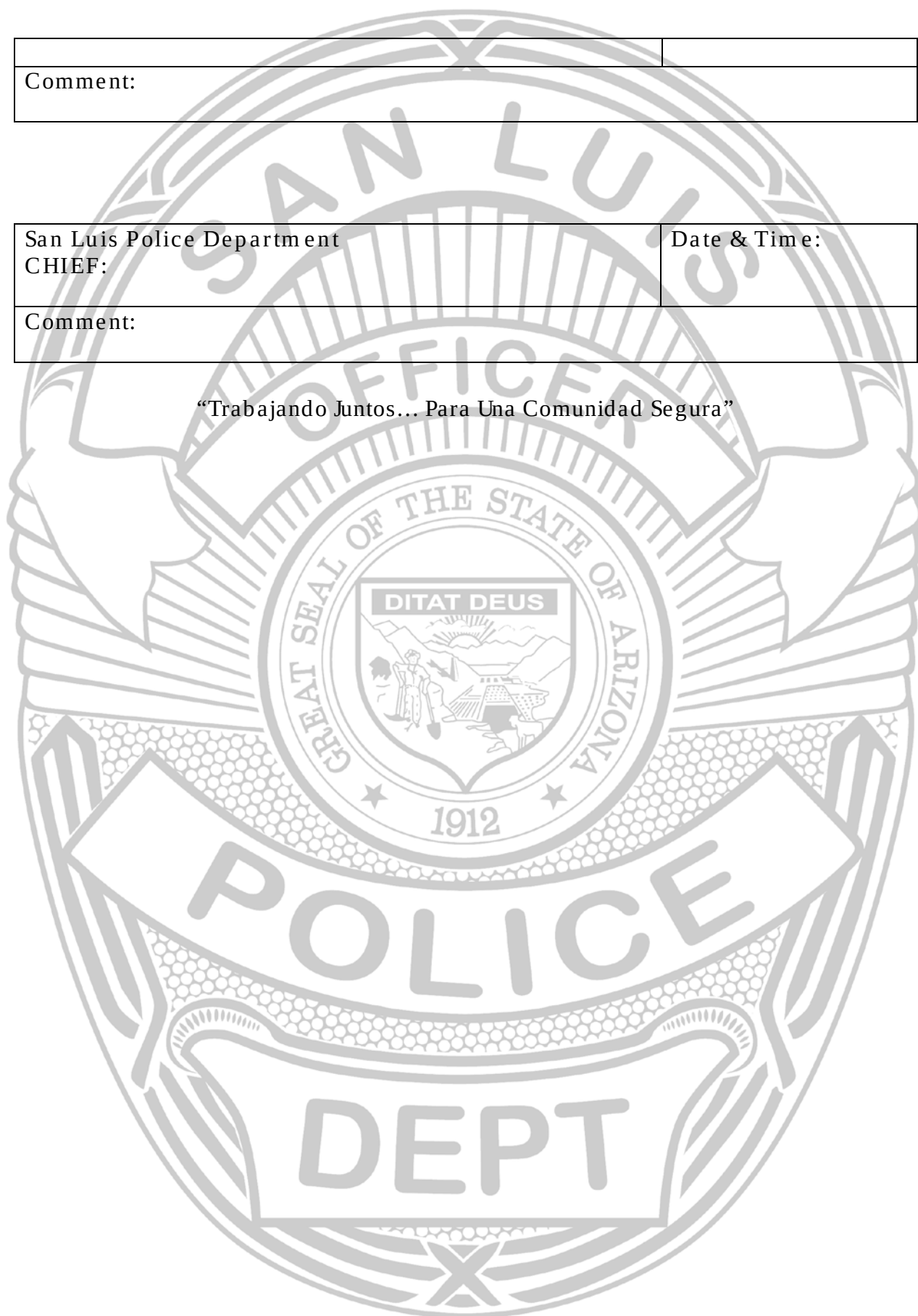
DECLARACIÓN DEL QUERELLANTE / TESTIGO

Lo siguiente es mi declaración de lo ocurrido, la cual es correcta y verdadera.

Comment:	

San Luis Police Department CHIEF:	Date & Time:
Comment:	

“Trabajando Juntos... Para Una Comunidad Segura”



Attachment 10

San Luis PD

Organizational Assessment

Supplemental Use of Force form



Subject: Age: _____ Sex: _____ Height: _____ Race: _____ Weight: _____



WEAPON/DEVICE USED/DEPLOYED

Weapon/Device (check one):

☐ Impact Weapon (Baton) ☐ Chemical Agents ☐ Control Holds ☐ Hard Hand Techniques (Hand Strikes & Kicks)

☐ CEW (Conducted Electrical Weapon) ☐ Less Lethal (Sand Bag) ☐ Firearm

Weapon Serial No.: _____

If a TASER was used:

Cartridge Type(s) used: Standard ☐ 15-ft ☐ 21-ft ☐ 25-ft

Smart cartridge ☐ 25-ft ☐ 35ft

Cartridge(s) Serial No.: _____

Was a Video Recorder used? Y / N

Was any other video captured? Y / N Type of camera: _____

Photographs taken? Y / N

CEW use (circle one): Success / Failure Suspect wearing heaving or loose clothes: Y / N

Number of CEW cartridges fired: _____ Number of CEW cycles applied: _____

Usage (check one): () Arc Display Only () LASER Display Only () CEW Application

CEW: Is this a probe contact: Y / N Is this a drive-stun contact: Y / N

Approximate target distance at the time of the probe launch: _____ feet

Distance between the two probes: _____ inches Need for an additional shot? Y / N

Did probe contacts penetrate the subject's skin? Y / N Probes removed on scene: Y / N

Need for additional CEW applications? Y / N Did the CEW respond satisfactorily? Y / N

If the CEW deployment was unsuccessful was a drive-stun follow-up used? Y / N

Did CEW application cause injury: Y / N If yes, was the subject treated for the injury: Y / N

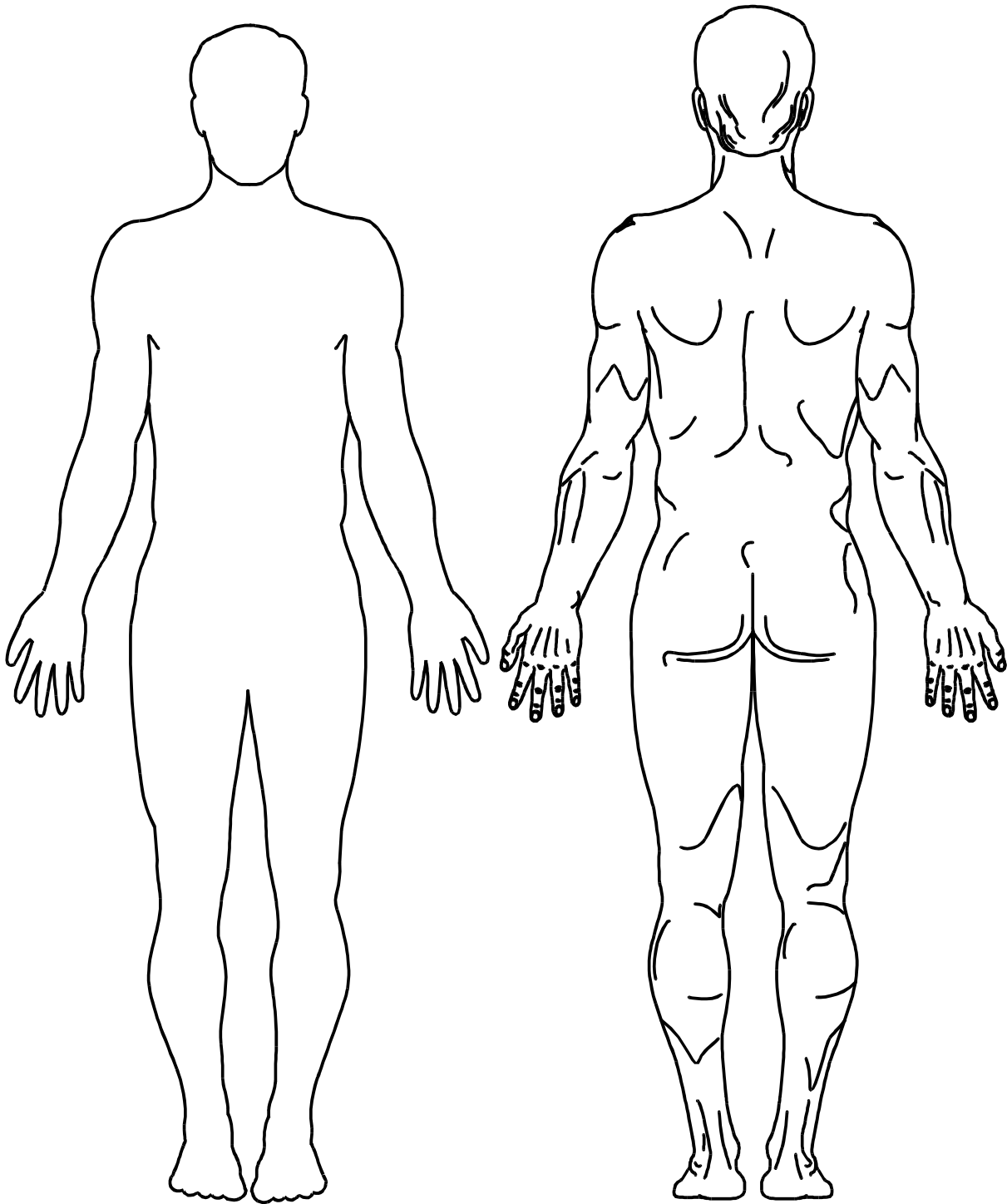
Medical Treatment by: _____ EMS incident #:

DESCRIPTION OF INJURY (Provide detail facts of the incident, note if video or audio was used:



APPLICATION AREAS

(Place "X's" where Probe hit subject AND "O's" where drive-stunned – Place arrow and list type of impact on body, ie... baton strike, kick, punch, palm strike, or shot placement. Attach color photograph of injury to this report in CD form and Paper Form.





DESCRIBE THE SUBJECT'S DEemeanor AFTER FORCE OPTION WAS USED OR DISPLAYED?

SYNOPSIS OF FORCE OPTION USED:

ADDITIONAL INFORMATION:

Report Completed by: _____

Date: _____

Attachment 11

San Luis PD

Organizational Assessment

City of San Luis
Job Descriptions



HUMAN RESOURCES DEPARTMENT

City of San Luis

CHIEF OF POLICE

DEFINITION:

Under administrative direction, plans, organizes, directs, and reviews the functions of the Police Department including but not limited to: patrol, investigations, dispatch, records, and other law enforcement services and programs; provides leadership to the department and the City organization; to coordinate assigned activities with other City departments and outside agencies; and provide highly responsible and complex administrative support to the City Manager.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Develops, plans, and implements Department goals and objectives; develops and implements long and short-term strategic plans; recommends and administers policies and procedures.
- Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees, and participates in the development of the Department's annual work plan; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Supervises and participates in the development and administration of the Department budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.
- Selects, trains, motivates, and evaluates personnel; provides a high level of leadership; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards as necessary for efficient and professional operations of the Department.
- Represents the Department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Plans, organizes, directs, and evaluates all operations relating to police services including patrol, investigations, dispatch, records, and other law enforcement services and programs.
- Responds to emergency law enforcement and emergency calls as required and oversees activities.
- Assesses decisions made by law enforcement personnel for adherence to legal regulations/departmental policies and takes action as necessary.
- Develops and maintains professional working relationships with City Officials, other Police Chiefs, Sheriffs, Mexican authorities, and Federal Agency representatives.



HUMAN RESOURCES DEPARTMENT

City of San Luis

- Creates and communicates crime prevention and safety programs to City personnel and community citizens; coordinates crime analysis and crime mapping and related community safety initiatives.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state and federal laws, rules, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration, and human resource management.
- Principles and practices of budget preparation and administration.
- Principles and practices of law enforcement administration, organization, and management.
- Standard operating rules and procedures of a recognized law enforcement agency.
- Principles and practices of communications, media outreach and social media.
- Principles and practices of 21st Century Policing.

Ability to:

- Plan, direct, and control the administration and operations of the Department.
- Prepare and administer department budgets.
- Develop and implement department policies and procedures.
- Supervise, train, and evaluate assigned personnel.
- Establish and maintain cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Assess and prioritize multiple tasks, projects and demands.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply federal, state, local, and department policies, procedures, laws and regulations.
- Demonstrate assertiveness and integrity.
- Represent the City's interests before boards and commissions of local agencies and special districts as directed by the City Manager.



HUMAN RESOURCES DEPARTMENT

City of San Luis

- Identify and respond to public and City Council issues and concerns.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Graduation from an accredited four-year college or university with a bachelor's degree in Criminal Justice, Administration of Justice, Business Administration, Public Administration, or closely related area of study. Job related experience may substitute for the required education on year-for-year basis. Five (5) years management or professional administrative experience in a law enforcement agency.

LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment.

Special Requirements:

- Arizona POST certification within one year of appointment.
- Bilingual in Spanish preferred.
- Residency within 25 miles of San Luis and within the US required, San Luis residency preferred.
- Must have the ability to pass an extensive background check including polygraph examination.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 50 pounds unaided. The employee may be required to run, climb, tackle and restrain suspects, fire a weapon and drive a vehicle.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.



HUMAN RESOURCES DEPARTMENT

City of San Luis

Work Environment:

The employee usually works in an office environment where the noise level is usually quiet; employee may work in field environment subject to heat, cold, inclement weather, emergency situations with loud noise. May be exposed to hazardous intoxicants.

OTHER CONDITIONS OF EMPLOYMENT:

May require after hours work including evenings, weekend and holidays.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 06-07-2017



HUMAN RESOURCES DEPARTMENT City of San Luis

POLICE LIEUTENANT

DEFINITION:

Under limited supervision, oversees fiscal, personnel, and planning and operational functions of the Police Department to provide a safe community environment. The fundamental reason this classification exists is to command and administer a patrol or bureau within the Police Department. When assigned as Lieutenant, or in the absence of superior officer, incumbents of this class command the Police Department during major events or emergencies. Although largely administrative in nature, certain assignments require extreme physical exertion. Supervision is exercised over subordinate sworn officers and civilians. A Police Lieutenant serves under the direct general supervision of the Police Commander. Performance is evaluated on the basis of results obtained. Duty hours of this class vary significantly due to the requirements for 2 hour availability.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Assists in the oversight and management of the daily operations of an assigned bureau of the Police Department.
- Plans, directs, administers and coordinates personnel and resources to provide service.
- Supervises sworn and non-sworn staff.
- Develops specialized plans and performs research on projects assigned.
- Prepares and supervises the preparation of necessary reports and records.
- Prepares and administers operating and capital improvements budgets.
- Establishes direct liaison with members of the community for the purposes of improving police service and improving department community communications.
- Represents the department in various community activities and makes public presentation to groups.
- Enforces department rules and regulations.
- Assigns priorities to unit mission.
- Coordinates activities with other sections, division and agencies.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Assists in building relationships with internal and external departments and agencies to coordinate services, develop and support community partnerships, resources and events.
- Assists or oversees research, development, submission, administration, implementation and compliance with grant funding requirements.
- Reviews current operational and administrative functions to determine trends, ensure consistency, and recommend more effective ways of utilizing department, division, or assigned area resources and personnel.



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- Monitors, coordinates and direct assigned field service areas such as Emergency Dispatch, Patrol, Investigations and Crime Analysis Bureaus.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Principles and practices of effective employee management and supervision.
- Principles and practices of leadership.
- Modern law enforcement management principles for efficient and cost effective management of allocated resources, including personnel administration, planning, purchasing and budgets.
- Local community issues and regional community resources available to citizens.
- Duties, powers, authorities and limitations of a Police Officer.
- Federal, State and City criminal and traffic laws and related court decisions, department policies, General Operations Orders, Police Management Regulations, City of San Luis Management Procedures, Administrative Regulations, Memorandums of Understanding and Personnel Rules/Policies.
- City organization, operations, policies and procedures.
- State of Arizona criminal justice and court procedures and records management requirements.
- Computers and specialized hardware and software for preparing reports and maintaining records.

Ability to:

- Manage, coordinate, and supervise assigned staff.
- Establish and maintain effective working relationships with others and interacting with the public.
- Recognize and control sources of personal stress in order to effectively perform class requirements.
- Effectively communicate verbal and written instructions by phone, police radio system or in person in a group or one-to-one setting.
- Think and act quickly and effectively in emergencies, and under stressful situations.
- Prepare and maintain records and reports.
- Observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards and accurately recall details.
- Maintain moral integrity.



HUMAN RESOURCES DEPARTMENT

City of San Luis

- Remain in a sitting position for extended period of time.
- Maintain acceptable level of physical fitness to meet department standards.
- Enforce rules, regulations, and policies.
- Prepare and administer budgets.
- Interpret and explain legal standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Care for, maintain, and safely operate of a variety of law enforcement tools and equipment.
- Investigate and resolve conflicts, personnel issues, citizen inquiries, and complaints.
- Understand and follow written and oral instructions.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

High school diploma or GED is required and ten (10) years of law enforcement experience with at least one (1) year experience as Sergeant; supplemented by an accredited bachelor's degree in a job relevant field or have two years to complete your bachelor's degree.

LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment.

Special Requirements:

- Certification as a Law Enforcement Officer with Arizona POST is required.
- Depending upon the needs of the City, some incumbents of the class may be required to demonstrate fluency in both Spanish and English as a condition of employment.
- San Luis, Arizona residency preferred but not required.

ADDITIONAL REQUIREMENTS

This position requires the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage. Some positions will require the performance of other essential and marginal functions dependent upon shift, work locations, or assignment.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



HUMAN RESOURCES DEPARTMENT City of San Luis

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and stand; walk long distances; drive a vehicle; talk and hear, both in person and by radio. Use hands to finger, handle, feel or operate equipment; engage in repetitive movements of hands and wrists; reach with hands and arms; stoop, bend, kneel and crouch and occasionally lift or move up to twenty-five pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, the use of both eyes, depth perception, peripheral vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning. Observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

Work Environment:

Work is performed in a standard office environment, and in the field on tactical assignments; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet department standards.

This job is classified as Safety Sensitive, and subject to Federal and state regulations.

Adopted: 00-00-00

BOS Approved: 00-00-00

Revised: 00-00-00



HUMAN RESOURCES DEPARTMENT

City of San Luis

POLICE SERGEANT

DEFINITION:

Under limited supervision, supervises law enforcement activities of Police Department staff on an assigned shift.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Supervises, deploys, and evaluates the work of Police Officers on an assigned shift.
- Performs duties of a Police Officer as necessary, including patrols, arrests, issuing of citations, criminal cases, and testifying in court.
- Directs, reviews, and participates in the preparation of reports.
- Accompanies Police Officers on high risk calls and provides guidance and assistance to officers involved in vehicle stops.
- Issues information and orders at briefings and advises officers of potential problems.
- Recommends personnel actions to command officers and assists in disciplinary actions.
- Supervises and conducts investigations of criminal cases and gathers, preserves, and analyzes facts and evidence.
- Supervises and participates in interviewing of victims, witnesses, and complainants.
- Collects, documents, prepares, and submits evidence for analysis, processing, or retention.
- Oversees the proper maintenance of all assigned police vehicles and equipment.
- Supervises and participates in administrative and operational activities.
- May develop course outlines, lesson plans, training aids, and tests and participate in instruction for the Law Enforcement Academy, training conferences, and meetings.
- May oversee the work of a criminal investigative unit or a team of officers assigned to a specialized project or program.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Principles and practices of effective employee management and supervision.
- Local community issues and regional community resources available to citizens.



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- Duties, powers, authorities and limitations of a Police Officer.
- Federal, State and City criminal and traffic laws and related court decisions, department policies, General Operations Orders, Police Management Regulations, City of San Luis Management Procedures, Administrative Regulations, Memorandums of Understanding and Personnel Rules/Policies.
- City organization, operations, policies and procedures.
- State of Arizona criminal justice and court procedures, and records management requirements.
- Methods and techniques of interrogation.
- Preservation of evidence and admission into court.
- Principles and practices of leadership.
- The roads and routes within the County.
- Computers and specialized hardware and software for preparing reports and maintaining records.

Ability to:

- Gather, analyze, and evaluate facts and evidence.
- Manage, coordinate, and supervise assigned staff.
- Establish and maintain effective working relationships with others and interacting with the public.
- Recognize and control sources of personal stress in order to effectively perform class requirements.
- Effectively communicate verbal and written instructions by phone, police radio system, or in person in a group or one-to-one setting.
- Think and act quickly and effectively in emergencies, and under stressful situations.
- Prepare and maintain records and reports.
- Observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards and accurately recall details.
- Maintain moral integrity.
- Maintain acceptable level of physical fitness to meet department standards.
- Interpret and explain legal standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Care for, maintain, and safely operate of a variety of law enforcement tools and equipment.
- Understand and follow written and oral instructions.
- Investigate and resolve conflicts, personnel issues, citizen inquiries, and complaints.



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MINIMUM QUALIFICATIONS:

Education, Training and Experience:

High school diploma or GED is required and five (5) years of full-time professional level law enforcement work experience.

LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment.

Special Requirements:

- Certification as a Law Enforcement Officer with Arizona POST is required.
- Depending upon the needs of the City, some incumbents of the class may be required to demonstrate fluency in both Spanish and English as a condition of employment.
- San Luis, Arizona residency preferred but not required.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and stand; walk long distances; drive a vehicle; talk and hear, both in person and by radio; use hands to finger, handle, feel or operate equipment; engage in repetitive movements of hands and wrists; reach with hands and arms; stoop, bend, kneel and crouch and occasionally lift or move up to twenty-five pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, the use of both eyes, depth perception, peripheral vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

Work Environment:

Work is performed in a standard office environment, and in the field on tactical assignments; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet department standards.

This job is classified as Safety Sensitive, and subject to Federal and state regulations.



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City of San Luis

Adopted: 00-00-00
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POLICE CORPORAL

DEFINITION:

Assists the sergeant in supervising law enforcement or investigative duties; performs other work as required and assigned. This is a Lead Worker position, which works under general supervision. Positions at this level train other employees and/or monitor the work produced by their employees and perform diverse duties of an advanced and specialized nature. The employee exercises judgment in analyzing facts or circumstances surrounding issues. Discretion is required in the application of policies, procedures, and guidelines, and in the selection of appropriate resource for use in accomplishing assigned work. The decisions made affect operations of the work unit and the organization. Work often requires development of recommendations and independent actions consistent with policies, general directives, and broad regulations.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Appears in court and/or hearings as a witness.
- Arrests and issues citations.
- Assist in training, supervising, and evaluating the work of police officers assigned to a unit.
- Evaluates work performance by unit.
- Functions as a supervisor in the sergeant's absence.
- Instructs in police policies, procedures, and techniques.
- Interviews/interrogates witnesses and prepares reports.
- Maintains chain of evidence pertinent to criminal investigations.
- Maintains detailed records of police activity including statistics, arrest reports, warrants, and dispositions.
- Communication activities and summonses.
- Patrols, inspect, and support officers in the field.
- Inspects personnel and issues information orders.
- Received complaints, reviews, and prepares reports.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.



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- Principles and practices of leadership.
- Local community issues and regional community resources available to citizens.
- Duties, powers, authorities and limitations of a Police Officer.
- Federal, State and City criminal and traffic laws and related court decisions, department policies, General Operations Orders, Police Management Regulations, City of San Luis Management Procedures, Administrative Regulations, Memorandums of Understanding and Personnel Rules/Policies.
- City organization, operations, policies and procedures.
- State of Arizona criminal justice court procedures and records management requirements.
- Methods and techniques of interrogation.
- Preservation of evidence and admission into court.
- Computers and specialized hardware and software for preparing reports and maintaining records.
- The roads and routes within the County.
- Methods and techniques of interrogation.

Ability to:

- Prepare and maintain records and reports.
- Establish and maintain effective working relationships with others and interacting with the public.
- Recognize and control sources of personal stress in order to effectively perform class requirements.
- Effectively communicate verbal and written instructions by phone, police radio system, or in person in a group or one-to-one setting.
- Think and act quickly and effectively in emergencies and under stressful situations.
- Observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards and accurately recall details.
- Maintain moral integrity.
- Maintain acceptable level of physical fitness to meet department standards.
- Interpret and explain legal standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Care for, maintain, and safely operate of a variety of law enforcement tools and equipment.
- Investigate and resolve conflicts, personnel issues, citizen inquiries, and complaints.
- Manage, coordinate, and supervise assigned staff.
- Understand and follow written and oral instructions.



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MINIMUM QUALIFICATIONS:

Education, Training and Experience:

High school diploma or GED is required and three (3) years of full-time professional level law enforcement work experience.

LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment.

Special Requirements:

- Certification as a Law Enforcement Officer with Arizona POST is required.
- Depending upon the needs of the City, some incumbents of the class may be required to demonstrate fluency in both Spanish and English as a condition of employment.
- San Luis, Arizona residency preferred but not required.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and stand, walk long distances, drive a vehicle, talk and hear, both in person and by radio. Use hands to finger, handle, feel or operate equipment; engage in repetitive movements of hands and wrists; reach with hands and arms; stoop, bend, kneel and crouch and occasionally lift or move up to twenty-five pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, the use of both eyes, depth perception, peripheral vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning. Observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with City staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

Work Environment:

Work is performed in a standard office environment, and in the field on tactical assignments; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet department standards.

This job is classified as Safety Sensitive, and subject to Federal and state regulations



HUMAN RESOURCES DEPARTMENT
City of San Luis

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00



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POLICE OFFICER

DEFINITION:

Under general supervision, performs a variety of law enforcement work associated with patrol, traffic enforcement, and investigations.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Enforces laws and ordinances, maintains order, protects life and property, investigates crimes, and assists in crime prevention activities.
- Patrols assigned areas, responds to calls for assistance, and takes appropriate action.
- Controls and restrains potentially violent persons.
- Investigates suspicious conditions, activities, or persons.
- Assists other law enforcement agencies and provides needed backup when requested.
- Participates in rescue activities for sick and injured persons.
- Arrests, transports, and books violators and escorts prisoners to jail or court.
- Serves warrants, subpoenas, and other court orders.
- Prepares detailed reports of felony and misdemeanor crimes as well as criminal and civil traffic complaints.
- Conducts investigations of criminal cases and gathers, preserves, and analyzes facts and evidence.
- Conducts interviews and interrogations and records statements and testimony.
- Collects, prepares, and submits evidence for analysis, processing, or retention.
- Prepares material evidence and documentation for courtroom presentations and testifies in court as required.
- Provides information to attorneys and other authorized personnel.
- Participates in special enforcement details or special operations.
- Promotes crime prevention programs at local schools and within the community.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- The roads and routes within the County.
- Methods and techniques of interrogation.



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- Modern law enforcement methods and procedures, including case laws governing arrest, rules of evidence, probable cause, use of force, custody of evidence and property, and search and seizure.
- Principles and practices of leadership.
- Local community issues and regional community resources available to citizens.
- Duties, powers, authorities and limitations of a Police Officer.
- Federal, State and City criminal and traffic laws and related court decisions, department policies, General Operations Orders, Police Management Regulations, City of San Luis Management Procedures, Administrative Regulations, Memorandums of Understanding and Personnel Rules/Policies.
- City organization, operations, policies and procedures.
- State of Arizona criminal justice and court procedures and records management requirements.
- Methods and techniques of interrogation.
- Preservation of evidence and admission into court.
- Computers and specialized hardware and software for preparing reports and maintaining records.
- Principles and practices of leadership.
- Investigative methods and analysis techniques.

Ability to:

- Perform defensive tactics in which require quick reflexes, agility, coordination and strength.
- Gather, analyze, and evaluate facts and evidence.
- Prepare and maintain records and reports.
- Establish and maintain effective working relationships with others and interacting with the public.
- Recognize and control sources of personal stress in order to effectively perform class requirements.
- Effectively communicate verbal and written instructions by phone, police radio system, or in person in a group or one-to-one setting.
- Think and act quickly and effectively in emergencies, and under stressful situations.
- Observe or monitor objects or people's behavior to determine compliance with prescribed operating or safety standards and accurately recall details.
- Maintain moral integrity.
- Maintain acceptable level of physical fitness to meet department standards.
- Interpret and explain legal standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Care for, maintain, and safely operate of a variety of law enforcement tools and equipment.
- Investigate and resolve conflicts, personnel issues, citizen inquiries, and complaints.



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- Understand and follow written and oral instructions.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

High school diploma or GED is required and the ability to serve our community with courtesy and respect.

LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment.

Special Requirements:

- Certification as a Law Enforcement Officer with Arizona POST is required.
- Depending upon the needs of the City, some incumbents of the class may be required to demonstrate fluency in both Spanish and English as a condition of employment.
- Availability to work flexible schedule.
- Must successfully pass a comprehensive background investigation including credit check, polygraph, and psychological examination and meet the minimum POST standards for medical examination and physical ability.
- San Luis, Arizona residency preferred but not required.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit and stand; walk long distances; drive a vehicle; talk and hear, both in person and by radio; use hands to finger, handle, feel or operate equipment; engage in repetitive movements of hands and wrists; reach with hands and arms; stoop, bend, kneel and crouch and occasionally lift or move up to twenty-five pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, the use of both eyes, depth perception, peripheral vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, the employee is frequently required to sit and stand; walk long distances; drive a vehicle; talk and hear, both in person and by radio; use hands to finger, handle, feel or operate equipment; engage in repetitive movements of hands and wrists; reach with hands and arms; stoop, bend, kneel and crouch and occasionally lift or move up to twenty-five pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, the use of both eyes, depth perception, peripheral vision and the ability to adjust focus.

Work Environment:



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Work is performed in a standard office environment, and in the field on tactical assignments; may be exposed to physical attacks, hazardous chemicals, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet department standards.

This job is classified as Safety Sensitive, and subject to Federal and state regulations

Adopted: 00-00-00

BOS Approved: 00-00-00

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HUMAN RESOURCES DEPARTMENT City of San Luis

TRANSIT ENFORCEMENT OFFICER

DEFINITION:

Under general supervision, enforces city ordinances, and state laws relating to parking regulations and public transportation, directs vehicular and pedestrian traffic; interacts with the public in regard to enforcement issues and general information matters; services and maintains parking enforcement equipment, such as meters, parking machines and signs; and performs related duties as assigned.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Enforces parking laws and public transportation regulations; patrols streets on foot, bicycle or in vehicle; identifies vehicle parking and public transportation violations and determines, writes and/or issues citations or warnings in accordance with city, or state laws, regulations, ordinances and procedures.
- Responds to calls of possible illegal activity, traffic congestion, or complaints related to areas of responsibility; within scope of responsibility and expertise, may assist and coordinate with the police personnel, fire department or other law enforcement or public safety agencies as necessary.
- Interacts intensively with the public on an ongoing basis; receives, listens to and skillfully handles parking and public transportation enforcement issues and complaints.
- Researches and responds to customer complaints, questions and concerns or refers complaints and requests to supervisor or other departments as warranted.
- Educates the public regarding parking regulations and citations.
- Answers questions from public regarding city geography and other general matters.
- Conducts inspections of vehicles used in public transportation commerce; checks public transportation drivers to insure adherence to city ordinances and state laws related to public transportation.
- Services and maintains parking enforcement equipment and vehicles.
- Monitors proper functioning of, cleans and performs minor repairs of parking meters and machines; notifies supervisor of malfunction that require repair outside scope of expertise.
- Collects money from parking meters and transports to City Hall (Utilities Department).
- Identifies curb repainting and signage needs and recommends resolution to supervisor.
- Directs traffic at intersections or other locations when needed or requested by police personnel.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:



HUMAN RESOURCES DEPARTMENT City of San Luis

- State laws and City Ordinances related to parking regulation.
- Procedures, terminology and techniques to operate two-way radios and handheld electronic ticketing devices.
- City organization, operations, policies and procedures.
- Computers and specialized hardware and software for preparing reports and maintaining records.

Ability to:

- Interpret, apply, explain and enforce laws, codes and ordinances related to parking enforcement.
- Exercise sound judgment within established guidelines and supervisory direction.
- Analyze situations and determine appropriate course of action.
- Prepare clear and concise written reports.
- Prepare and maintain clear, concise and accurate documentation.
- Establish and maintain effective working relationships with others and interacting with the public.
- Effectively communicate verbal and written instructions by phone, or in person in a group, or one-to-one setting.
- Maintain moral integrity.
- Understand and follow written and oral instructions.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

High school diploma or GED is required. Patrol and code enforcement experience preferred.

LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment.

Special Requirements:

- Must have the ability to pass an extensive background examination.
- Must have the ability to pass written test.
- Fluency in both Spanish and English is preferred.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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Physical Demands

While performing the duties of this job, the employee is frequently required to sit and stand; walk or ride a bicycle long distances; drive a vehicle; talk and hear, both in person and by radio; use hands to finger, handle, feel or operate equipment; engage in repetitive movements of hands and wrists; reach with hands and arms; stoop, bend, kneel and crouch and occasionally lift or move up to twenty-five pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the ability to adjust focus.

Mental Demands

While performing the duties of this position, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use math; observe people and situations; read and interpret data, information and instruments; learn and apply new skills; work with constant interruptions; and interact with the public, some of whom may be dissatisfied, quarrelsome and/or abusive.

Work Environment:

Work is performed in a standard office environment and in the field at a variety of public and private locations; may occasionally be required to bend, reach, stoop, and lift objects.

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HUMAN RESOURCES DEPARTMENT City of San Luis

ADMINISTRATIVE ASSISTANT

(This position is part of the Clerical/Administrative Support career series)

DEFINITION:

Under general supervision, performs specialized administrative clerical, office-technical and/or secretarial work of above-average difficulty and complexity in a variety of office settings throughout the City and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This is the journey level classification in the administrative support field. This classification is distinguished from Administrative Coordinator in that the latter classification is the highest administrative classification performing the most complex work and often supervising the work of lower level clerical, administrative, and technical staff.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Provides general administrative support services for management personnel, departments, divisions, and/or programs; prepares a wide range of reports and documents from written material or machine transcription using a computer or other office equipment.
- Formats documents, charts, reports and forms using standard (MS Office) and specialized applications; edits for punctuation and spelling; proofreads for accuracy and consistency; may independently compose and prepare reports, letters and/or memoranda.
- Performs general secretarial work; receives and screens visitors, callers and mail, and directs to appropriate individual or office; takes and transmits messages; makes appointments; greets and assists customers in person, on the phone, on the computer or through other means of communication.
- Provides and gathers general information to/from a variety of sources; makes travel arrangements; identifies customer needs; searches for, receives and explains information regarding rules, regulations, policies, procedures and technical office operations.
- Processes and maintains information related to departmental operations, including information of a moderately technical, specialized or sensitive nature; codes, files and retrieves documents and records using standard alphabetical, numerical, coded and computerized filing systems.
- Researches, compiles, maintains and processes general statistical, financial and/or numerical data related to departmental personnel, payroll, purchasing, inventory, budget and/or other functions; verifies and makes entries and notations.
- Reviews material for completeness and accuracy; performs basic computations and calculations; may compute, collect and receipt monies and fees; may maintain basic ledgers and accounts;



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may process accounts receivable, perform billing operations, and/or make deposits; may develop and maintain spreadsheets and databases, either by hand or computer.

- Maintains specialized records of departmental operational activities (e.g., invoices, purchase orders, payments, permits, citations, equipment inventories, time and attendance records, personnel records, grant submittals, inspections, financial/budget information, travel/training request, etc.
- Coordinates and monitors departmental and/or program specific activities, arranges visitor tours, and maintains a calendar of pertinent meetings and events; works with City personnel and/or outside agencies to coordinate departmental programs and projects and monitors activities.
- Assists in the preparation of departmental budget and monitors department/division expenditures; coordinates purchase cards; prepares purchase requisitions; maintains petty cash.
- Serves at meetings of City boards and committees; arranges and coordinates meetings for boards, commissions, and outside agencies; assists in preparing and distributing agenda packets and correspondence; attends meetings and takes, transcribes, and assures proper distribution of minutes and verbatim transcripts.
- May train or review the work of others; may provide lead or technical assistance as part of a training program.
- May issue certificates, permits, licenses, citations, police reports, and other documents; provides customer service in a calm, helpful and effective manner.
- May attend meetings with City personnel and/or outside agencies and record/transcribe meeting minutes.
- Depending on department assignment, may receive or transmit emergency or public assistance calls as required.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Standard office practices, procedures, and equipment.
- Project/program coordination and implementation.
- Applications of automated information systems.
- Applicable laws, regulations, statutes, policies, and procedures (Federal/State/City) applicable to work unit.
- Business English, spelling, grammar, punctuation, and arithmetic calculations.
- Manual and/or automated filing procedures and file maintenance ;MS Office (Word, Excel, PowerPoint, Publisher).



HUMAN RESOURCES DEPARTMENT City of San Luis

Ability to:

- Utilize a variety of office procedures and equipment.
- Follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Communicate effectively with others.
- Write clearly and legibly; perform basic arithmetical operations.
- Maintain complex and sophisticated filing systems.
- Use specialized software programs.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

High school diploma or GED equivalent is required. Three (3) years of clerical experience performing increasingly responsible secretarial and administrative tasks. Depending upon the needs of the City, some incumbents of the class may be required to demonstrate fluency in both Spanish and English as a condition of employment.

LICENSES AND CERTIFICATES:

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid Arizona driver license will be required at the time of appointment and must be maintained throughout employment.

Special Requirements:

- Bilingual in Spanish preferred.
- Residency within 25 miles of San Luis and within the US required, San Luis residency preferred.
- Must have the ability to pass an extensive background check including polygraph examination.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.



HUMAN RESOURCES DEPARTMENT City of San Luis

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment:

The employee works in an office environment where the noise level is usually quiet. Certain positions within the classification may require availability to work flexible schedule.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 06-07-2017



HUMAN RESOURCES DEPARTMENT City of San Luis

POLICE COMMUNICATIONS SUPERVISOR

DEFINITION:

Under general supervision, supervises the operations of the public safety communications center and staff providing law enforcement/emergency communication support for the City of San Luis.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Oversees, and participates in, the operation and monitoring of radio dispatch, telephone, and automated information systems providing law enforcement support.
- Prioritizes enforcement and service requests, assumes responsibility for complex situations, and ensures appropriate action is initiated and documented.
- Responds to questions/concerns/complaints, researches issues, and provides specialized information as required.
- Coordinates communications activities with internal departments and other public and private agencies to determine requirements and ensure optimal response, service, and support.
- Develops, recommends, and implements approved work unit policies and procedures.
- Researches information and prepares miscellaneous reports.
- Prepares an annual operating budget for the Communications Division.
- Supervises, trains, and evaluates the performance of staff and determines work assignments.
- Ensures the proper maintenance of all communications equipment.
- Conducts training sessions for staff regarding communications procedures and applicable rules and regulations.
- Develops, recommends, and implements operating procedures and practices for the communications unit.
- Reviews and prepares reports.
- Establishes and maintains manual and/or automated records of communications activities.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- The operation of communication equipment including radio, telephone, and automated information systems.
- Rules and regulations of the Federal Communications Commission applicable to the operation of radio receivers and transmitters.



HUMAN RESOURCES DEPARTMENT

City of San Luis

- The principles and practices of emergency dispatching.
- Applicable Federal/State/County/City/agency laws, ordinances, and regulations.
- Law enforcement terminology, codes, and procedures.
- Proper use and care of radio and telephone equipment.
- Principles and practices of effective employee management and supervision.
- Computers and specialized hardware and software for preparing reports and maintaining records.

Ability to:

- Operate communications equipment including radio, telephone, and automated information systems.
- Communicate clearly and concisely and accurately relaying details.
- Manage, coordinate, and supervise assigned staff.
- Establish and maintain effective working relationships with others and interacting with the public.
- Prepare and maintain records and reports.
- Enforce rules, regulations, and policies.
- Understand and follow written and oral instructions.
- Handle multiple projects simultaneously and use good judgement in prioritizing work assignments.
- Effectively communicate verbal and written instructions by phone, police radio system or in person in a group or one-to-one setting.
- Think and act quickly and effectively in emergencies, and under stressful situations.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

High school diploma or GED equivalent is required. Three (3) years of full-time public safety communications work.

LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment.

Special Requirements:

- Must successfully pass a comprehensive background investigation and polygraph.
- Depending upon the needs of the City, some incumbents of the class may be required to demonstrate fluency in both Spanish and English as a condition of employment.



HUMAN RESOURCES DEPARTMENT City of San Luis

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public.

Work Environment:

Work is performed in a standard office environment. May occasionally be required to bend, reach, stoop, and lift objects.

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 06-07-2017



HUMAN RESOURCES DEPARTMENT
City of San Luis

POLICE COMMUNICATIONS OFFICER

DEFINITION:

Under general supervision, operates various communications equipment, answers and processes emergency and non-emergency calls, and dispatches public safety units.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Monitors emergency and general support radio frequencies.
- Receives emergency (911) and non-emergency calls from the public, dispatchers, and law enforcement agencies via multi-line telephones, walk-ins, and radio system.
- Records and routes emergency calls to appropriate authorities.
- Determines priorities of all calls and dispatches required units to non-emergency situations.
- Receives radio calls from field units.
- Transmits messages via radio, telephone, computer, fax, or other communication equipment.
- Makes inquiries to obtain requested information or services.
- Maintains status and location control of Police and Fire units and directs them to the scene of non-emergency situations.
- Uses various computer systems for data entry and information retrieval.
- Creates and maintains daily log of public safety communications activities.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Law enforcement terminology, codes, and procedures.
- Proper use and care of radio and telephone equipment.
- Rules and regulations of the Federal Communications Commission covering the operation of radio receivers and transmitters.
- The operation of communication equipment including radio, telephone, and automated information systems.
- Rules and regulations of the Federal Communications Commission applicable to the operation of radio receivers and transmitters.
- The principles and practices of emergency dispatching.
- Applicable Federal/State/County/City/agency laws, ordinances, and regulations.



HUMAN RESOURCES DEPARTMENT City of San Luis

- Principles and practices of effective employee management and supervision.
- Computers and specialized hardware and software for preparing reports and maintaining records.

Ability to:

- Operate communications equipment including radio, telephone, and automated information systems.
- Communicate clearly and concisely and accurately relaying details.
- Establish and maintain effective working relationships with others and interacting with the public.
- Understand and follow written and oral instructions.
- Handle multiple projects simultaneously and use good judgement in prioritizing work assignments.
- Effectively communicate verbal and written instructions by phone, police radio system or in person in a group or one-to-one setting.
- Think and act quickly and effectively in emergencies, and under stressful situations.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

High school diploma or G.E.D. equivalent. One (1) year as police dispatcher or equivalent clerical experience. **Must have the ability to monitor emergency and general support radio frequencies.**

LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment.

Special Requirements:

- Must successfully pass a comprehensive background investigation and polygraph.
- Depending upon the needs of the City, some incumbents of the class may be required to demonstrate fluency in both Spanish and English as a condition of employment.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided.



HUMAN RESOURCES DEPARTMENT City of San Luis

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public.

Work Environment:

Work is performed in a standard office environment. May occasionally be required to bend, reach, stoop, and lift objects.

Adopted: 00-00-00

BOS Approved: 00-00-00

Revised: 00-00-00



HUMAN RESOURCES DEPARTMENT City of San Luis

PROPERTY AND EVIDENCE TECHNICIAN

DEFINITION:

Under the general supervision, of the Criminal Investigation Division (CID), performs tasks in a wide range of situations in law enforcement fieldwork not requiring peace officer status. To support and assist police officer and other department personnel and to collect, preserve, process and document evidence collected at crime scenes.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Responds to calls for service of crime scene processing as directed by the CID supervisor or detectives.
- Receives, packages, documents, and stores evidence or found items submitted by police officers.
- Researches cases for court dispositions or supplemental police reports and advises on the disposal of evidence.
- Properly disposes of and documents evidence that is no longer needed.
- Returns evidence or found property to lawful owners.
- Deposits and documents currency submitted by officers into City of San Luis General Fund Account and documenting such transaction.
- Processes evidence for a wide variety of crime scenes such as homicides, suicides, officer involved shootings, domestic violence, elder abuse, child abuse and suspicious, natural and accidental death scenes.
- Maintains manual and computerized records including evidence custody documents, chain of custody documents, property receipts, property control files, and related reports.
- Transports materials, documents, and victims including children.
- Inspects, orders, and maintains authorized department equipment/supplies that are used for processing crime scenes and/or gathering evidence.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Functions of a municipal law enforcement agency.
- Department regulations and procedures relative to the processing, retention and disposal of evidence.



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City of San Luis

- Laws regarding the disposal of certain items of evidence (e.g., firearms, bio-hazard evidence, sexual assault kits, unsolved homicide evidence).
- Statute of limitations for crimes.
- Maintaining clean working environment to avoid cross contamination of evidence.
- City ordinances, city codes, and courtroom protocol and procedures.

Ability to:

- Maintain confidentiality.
- Comply with state and federal regulations.
- Perform Crime Information Bureau (CIB) and National Crime Information Center (NCIC) transactions in accordance with the law.
- Collect, process, and document evidence and fingerprints; complete accurate and complex sketches of crime scenes; learn, utilize and stay current with evidence collection techniques and equipment.
- Recall facts in order to testify in court.
- Maintain a professional demeanor during stressful situations.
- Learn, understand, and interpret laws, rules, regulations and policies.
- Understand and carry out oral and written directions.
- Understand and follow safety procedures; and use a laptop computer and a personal computer to write reports and retrieve information.
- Enter and maintain all information received, as required and directed, into the Records Management System (RMS).
- Exercise good judgement in reviewing case records to determine disposition of accumulated evidence.
- Organize and place property, evidence, and documents in descending order.
- Coordinate with other law enforcement agencies in the development of procedures for disposition of property.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Former law enforcement officer or two (2) years of experience in a non-sworn capacity with a municipal police agency with frequent public contact equivalent to completion of the twelfth grade supplemented



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by course work or specialized training in Police Science, Administration of Justice, or evidence collection. Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment.

Special Requirements:

- Bilingual in Spanish preferred.
- Residency within 25 miles of San Luis and within the US required, San Luis residency preferred.
- Must have the ability to pass an extensive background check including polygraph examination.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 50 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment:

The employee works in an office environment where the noise level is usually quiet. Certain positions within the classification may require availability to work flexible schedule.

OTHER CONDITIONS OF EMPLOYMENT:



HUMAN RESOURCES DEPARTMENT
City of San Luis

Adopted: 00-00-00
BOS Approved: 00-00-00
Revised: 00-00-00



HUMAN RESOURCES DEPARTMENT City of San Luis

ANIMAL CONTROL OFFICER

DEFINITION:

Under the direction of a Police Captain, enforces various City ordinances and regulations governing animal control; maintains records and reports; impounds, feeds, cleans and disposes of animals as needed, and performs other related duties as required.

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Enforces City ordinances by patrolling assigned areas.
- Captures and impounds dead, sick, injured and abused animals.
- Investigates cases of cruelty, neglect, abandonment, animal bites and barking dogs.
- Explains various ordinances regarding animal control to the public; posts signs and distributes flyers and pamphlets.
- Writes citations for violations of City ordinances related to animals; responds to court requests for contested citations.
- Assists in the removal of deceased animals from City property and other locations; assists the public in trapping domestic and wild animals.
- Quarantines biting animals for observation according to established guidelines.
- Prepares and maintains an animal control vehicle; utilizes a variety of animal control devices and equipment including leash, muzzle, traps, catch pole, net, radio, and tranquilizing equipment.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- City geography and street locations.
- Oral and written communication skills.
- Methods, equipment and materials used in animal care, control and shelter.
- Best practices in animal control.
- Applicable Federal, state, and local laws, ordinances and department rules and regulations.
- Geographical layout of the county.
- First aid methods and techniques.
- Principles of record keeping and reporting.
- Modern office processes and procedures.



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- Relevant computer hardware and software applications.

Ability to:

- Speak, read, and write in English language.
- Demonstrate aptitude for animal control work and a willingness to handle a variety of animals.
- Learn basic animal control and care principles, processes, procedures and practices.
- Learn to operate animal control equipment.
- Learn basic first aid.
- Work outside normal business hours.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

High School Diploma or GED Equivalent. Ability to learn basic animal control and care principles, processes, procedures and practices and serve the community with courtesy and respect.

LICENSES AND CERTIFICATES:

A valid driver license is required at the time of application. A valid Arizona driver license is required at the time of appointment and must be maintained throughout employment.

Special Requirements:

- Bilingual in Spanish preferred.
- An employee in this class is required to live within fifteen (15) miles of the City limits, and within the United States, San Luis residency preferred.
- Requires availability to work flexible schedule.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is frequently required to talk, hear, sit, stand, walk, bend, stoop, kneel; and is occasionally required to taste, smell, run, climb, balance, crouch, and crawl; is frequently required to lift and carry up to 25 pounds. The employee is required to perform strenuous tasks requiring muscular strength and coordination is occasionally required to lift and/or moves up to 100 pounds; is occasionally required to maintain body balance while ascending or descending ladders or open stairs, and maintain body equilibrium while bending at the waist or at the knees.



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Mental Demands

While performing the duties of this class, an employee may come in contact with a member of the public or an animal by touching, controlling, sitting by, and riding with the individual or animal. Hand-to- hand exchanges of documents, money, personal property, clothing and other items may be required.

Work Environment:

The job may require immediate response to criminal or medical emergencies where blood, body fluids or other medical hazards may be present.

Adopted: 00-00-00

BOS Approved: 00-00-00

Revised:

Attachment 12

San Luis PD

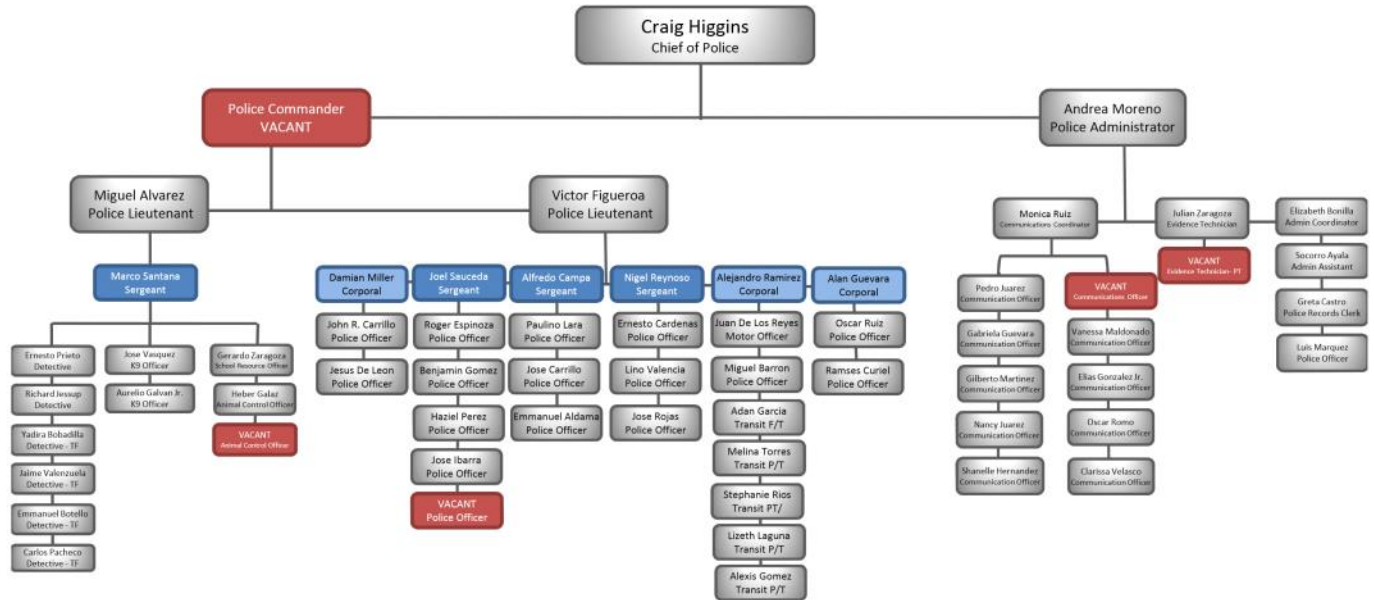
Organizational Assessment

SLPD organizational charts

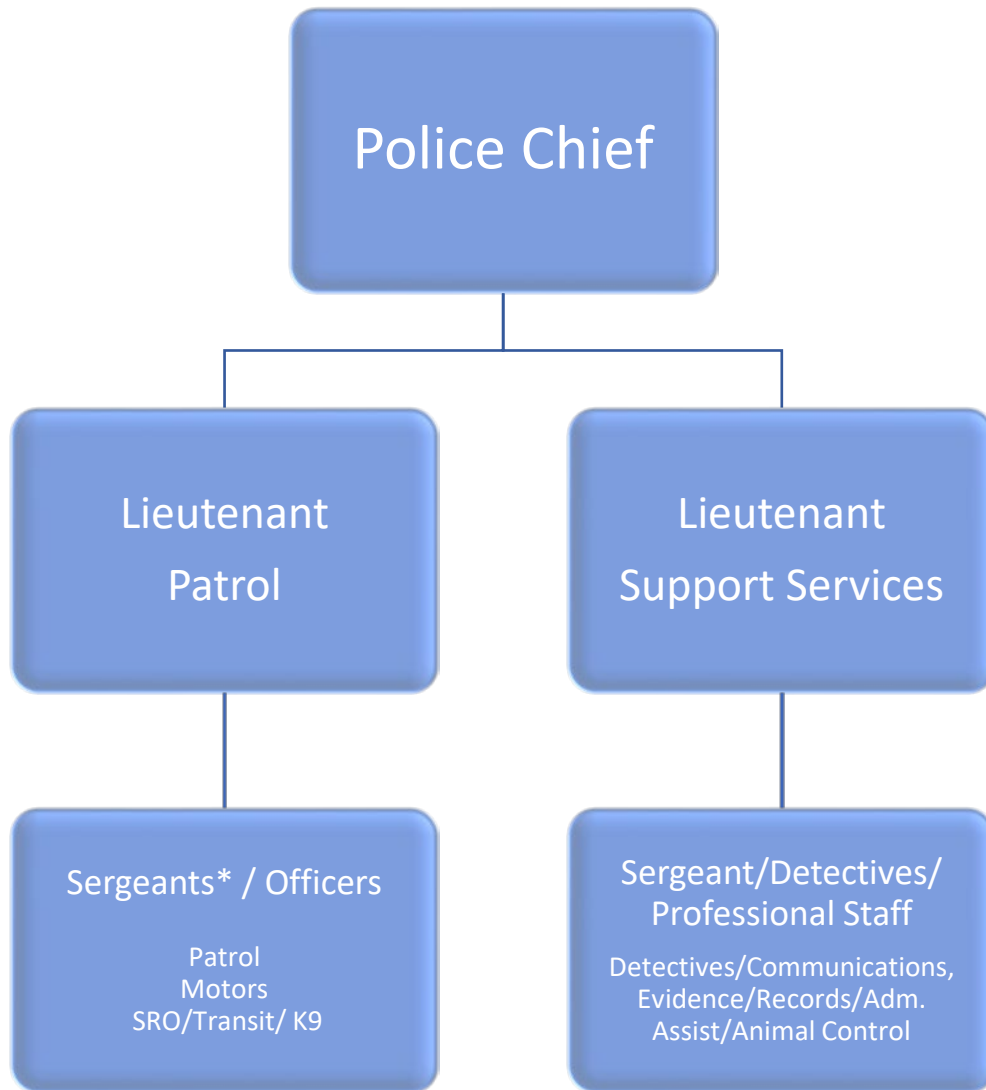
PD Organizational Chart - Proposed 2017

Tuesday, April 18, 2017 6:37 PM

POLICE



San Luis Police Department Organizational Assessment
Recommended Organizational Chart



*Note: Corporal positions all upgraded to Sergeants, eliminate corporal rank

Attachment 13

San Luis PD

Organizational Assessment

Criminal investigations
review matrix

San Luis PD Criminal Investigations Review

Case #	Report Date
Type of Crime	Misd. / Felony
Officer Name	Det. Name
Reviewer	Review Date

Yes	No	N/A	
☐	☐	☐	Case folder checklist present?
☐	☐	☐	Victim interviews documented?
☐	☐	☐	Victim interviews recorded?
☐	☐	☐	Witness interviews documented?
☐	☐	☐	Witness interviews recorded?
☐	☐	☐	Suspect interviews documented?
☐	☐	☐	Suspect interviews recorded?
☐	☐	☐	Were reasonable attempts made to locate/interview victims, witnesses and suspects?
☐	☐	☐	If applicable, interviews were available, but not completed for the following.
☐ Victim	☐ Suspect	☐ Witness	
☐	☐	☐	Photographs of crime scene?
☐	☐	☐	Crime scene sketch completed?
☐	☐	☐	Other evidence documented (description, location stored)?
☐	☐	☐	Supervisor review documented?
☐	☐	☐	Case referred for prosecution?
☐	☐	☐	Case prosecuted?
☐	☐	☐	Further appropriately handled?

Notes:

Attachment 14

San Luis PD

Organizational Assessment

Patrol Schedule

San Luis Police Department

January 20 th - February 2 nd	Sat. 20 th	Sun. 21 st	Mon. 22 nd	Tue. 23 rd	Wed. 24 th	Thu. 25 th	Fri. 26 th	Sat. 27 th	Sun. 28 th	Mon. 29 th	Tue. 30 th	Wed. 31 st	Thu. 1 st	Fri. 2 nd
Patrol Squad A														
SP. MILLER	1800-0600	1800-0600			1900-0600	2200-0600				1900-0600	PC CRS	PC CRS	PC CRS	PC CRS
K9 VASQUEZ	1900-0400	1900-0400		K9 CERT	K9 CERT	1800-0400				1700-0500	1700-0500			1700-0500
ALDAMA	2000-0600	2000-0600			VACATION	VACATION				1700-0600	1700-0600			1600-0600
IR. CARRILLO	VACATION	VACATION			2000-0600	2000-0600				1700-0600	1700-0600			1600-0600
ZARAGOZA	2200-0600	2200-0600		INTOX	2200-0600	2200-0600				1700-0600	1700-0600			1600-0600
Patrol Squad B														
DET SAUCEDA	0600-1800	0600-1800		Tyler NW	0600-1400	0600-1200				0600-1900	0600-1900			0600-2000
ELIZ	0600-1600	0600-1600			0800-1800	0800-1800				0600-1600	PC CRS	PC CRS	PC CRS	PC CRS
DET LOS RYERS	0700-1700	0700-1700			0700-1700	0700-1700				0600-1900	0600-1900			0600-2000
CORRAL	0800-1800		MHFA-PS	Tyler NW	0600-1500	0600-1400				0600-1600	PC CRS	PC CRS	PC CRS	PC CRS
ESPINOZA	1200-2000	1200-2000		INTOX	1200-2000	1200-2000				0600-1900	0600-1900			0600-2000
Patrol Squad C														
DET BOHLE			1700-0600	1700-0600			1600-0600	1800-0600	1800-0600			2200-0600	2200-0600	
GAVAN			1700-0600		SHOT	SHOT	1600-0600	1800-0600	1800-0600			2000-0400	2000-0400	
CARRILLO			1700-0600	1700-0600			1600-0600	2000-0600	2000-0600			1800-0400	1800-0400	
ROAS			MHFA-PS	1600-0600			1600-0600	2000-0600	2000-0600			2000-0600	2000-0600	
GONZALEZ				INTOX	1700-0600		1600-0600	2000-0600			PC CRS	PC CRS	PC CRS	PC CRS
Patrol Squad D														
DET CHAVEZ			0600-1900	0600-1900			0600-2000	0600-1800	0600-1800			0600-1400	0600-1400	
DE LEON			0600-1900	0600-1900			0600-2000	0600-1600	0600-1600			0600-1600	0600-1600	
BARRON			0600-1900	0600-1900			0600-2000	0700-1700	0700-1700			0700-1700	0700-1700	
VALENZUELA			0800-2200	0600-1900			0600-1900	1000-1800	0800-2000			0800-2000	0800-2000	
AVILA			0600-1900	INTOX			0600-2000	1000-2000			PC CRS	PC CRS	PC CRS	PC CRS
Support Services														
CH. RAMIREZ			0800-1600		0700-1900	1200-2200	0800-1600			0800-1700	1900-0600		0800-1800	2000-0600
MARQUEZ	0700-1900				0800-1800	0800-1800	1000-2000				VACATION	0800-1800	1000-2000	0800-1800
TEO GARCIA			0800-1600	1000-1800	1000-1800	0800-1600	0800-1600	1000-1800		0800-1600	1000-1800	1000-1800	0800-1600	
TEO GOMEZ				1600-2000	1600-2100	1600-2100	1600-2100	1500-2000			1600-2000	1600-2100	1600-2100	
TEO TORRES	1200-1700		1000-1500	1000-1400	1000-1500					1600-2100	0800-1200	1500-2000		1600-2100
TEO LAGUNA	1400-1900		1600-2000		1500-2000		0800-1300			1000-1500	1000-1400		1000-1500	1600-2100
ACO GALAZ			0900-1700	0900-1700	0900-1700	0900-1700	0900-1700			0900-1700	0900-1700	0900-1700	0900-1700	0900-1700
ACO REYES			0900-1700	0900-1700	0900-1700	0900-1700	0900-1700			0900-1700	0900-1700	0900-1700	0900-1700	0900-1700
Criminal Investigations Division														
SP. SANTANA			0800-1600	0800-1600	0800-1600	0800-1600				0800-1600	0800-1600	0800-1600	0800-1600	0800-1600
PRIETO			0800-1600	0800-1600	0800-1600	0800-1600	0800-1600			0800-1600	0800-1600	0800-1600	0800-1600	0800-1600
PAC-ECO			0800-1600	0800-1600	0800-1600	0800-1600	0800-1600			0800-1600	0800-1600	0800-1600	0800-1600	0800-1600
DATA			0800-1600	0800-1600	0800-1600	0800-1600	0800-1600			0800-1600	0800-1600	0800-1600	0800-1600	0800-1600
BOBADILLA			0800-1600	0800-1600	0800-1600	0800-1600	0800-1600			0800-1600	PC CRS	PC CRS	PC CRS	PC CRS
GOMEZ			FI CRS	FI CRS	FI CRS	FI CRS	FI CRS			0800-1600	PC CRS	PC CRS	PC CRS	PC CRS
CARDENAS			1000-2000	0800-1600	0800-1600	0800-1600	0800-1600			0800-1600	0800-1700	0900-1600	0900-1600	0800-1700
VALENZUELA			LD	LD	LD	DPS	DPS			DPS	DPS	DPS	DPS	DPS

Attachment 15

San Luis PD

Organizational Assessment

International Association of Property
and Evidence (IAPE) Standards /
digital version available at
[http://home.iape.org/evidence-
resources/iape-documents.html](http://home.iape.org/evidence-resources/iape-documents.html)

Attachment 16

San Luis PD

Organizational Assessment

Call Classifications
NIJ

SEARCH (search.org) and the National Institute of Justice (NIJ) standard law enforcement call for service prioritization:

Priority 1 – Emergency

- Life-threatening calls
- In-progress felonies
- Probability of injuries from criminal activity or accidents
- Robbery and panic alarms
- Urgent calls from police officers

Response: Immediate response by two officers from any source or assignment and notification to paramedics/fire if injuries are believed to have occurred.

Priority 2 – Urgent

- In-progress misdemeanors
- Possibility of injuries
- Serious non-routine calls (domestic violence)
- Burglary alarms (response governed by agency policy)

Response: Immediate response by two available officers or those on interruptible activities (i.e., traffic stops).

Priority 3 – As Soon As Possible

- Reports where victim is calling from a public place (not in danger)
- Routine misdemeanor in-custody
- Non-serious routine calls (non-violent disturbances, noise complaints, etc.)

Response: Immediate response, if possible, dependent upon activity levels.

Priority 4 – Routine

- Cold criminal activity reports
- Routine miscellaneous calls for service
- Non-urgent service calls

Response: Dispatch as soon as practical, dependent upon activity levels.

Priority 5 – In-House Calls

- Calls handled in-house by dispatchers
- Officer-initiated activities

Response: Handle in order of occurrence with internal resources.