TENINO POLICE DEPARTMENT

POLICY MANUAL

NOVEMBER 2012
# Tenino Police Department Policies and Procedures Manual Table of Contents

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CHAPTER 0.00.00  INTRODUCTION

Effective Date: 02/01/09
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0.1 INTRODUCTION TO THE MANUAL

This manual is an official publication of the Tenino Police Department. It is issued with the authority of the Chief of Police (hereafter referred to as the Chief) and contains the policies, procedures, and regulations for the Tenino Police Department. These policies, procedures, and regulations are established to direct personnel in carrying out their duties and responsibilities. The order in which these policies and procedures have been presented should not be construed as to have any greater degree of importance or effect of any other policy. Violations of any of the policies, procedures, or regulations contained in this manual will be grounds for disciplinary action.

0.2 KNOWLEDGE OF THE MANUAL CONTENTS

It will be the responsibility of every employee to have knowledge of and abide by all policies, procedures, and regulations contained in this manual. Each employee is responsible for staying current with policy and procedures, including additions and revisions.

0.3 ISSUING THE MANUAL

Every employee, upon being issued the manual, will sign a dated form indicating that they have received the manual. The employee is then required to read the manual within thirty days of receiving it. At the end of the thirty days, the employee will be required to sign an additional form indicating that they have read, understood, and will adhere to the provisions of the manual. A form will be placed in the employee's personnel file.

0.4 SECURITY OF THE MANUAL

Employees will keep their manuals secure. Any information which could hamper the department's operation will be kept strictly confidential. Strict confidentiality is especially important with regard to information on emergency response to criminal activity. Loss of a manual or any of its parts will be immediately reported to a supervisor.

0.4.1 Requests for copies of the manual or any of its contents will be referred to the Office Manager of the Tenino Police Department.

0.5 MAINTENANCE OF THE MANUAL
Employees will keep their manual in good condition and repair. Broken covers and tattered pages will be replaced. When necessary, replacement parts/pages will be requested.

0.6 UPDATING THE MANUAL

Employees will be responsible for maintaining their manual in an up-to-date manner by making any changes or additions as directed. Upon being issued manual updates, employees will sign a dated form indicating that they have received the updated material. Employees are responsible for familiarizing themselves with all changes and additions to the manual.

0.7 USE OF THE MANUAL

Employees will consult this manual if they have any questions as to their responsibilities or as to proper procedures. If, upon consulting the manual, the employee's question is still not resolved, a supervisor or commanding officer should be consulted.

0.8 MECHANICS OF THE MANUAL

This manual has been organized to assist employees in consulting its material easily and quickly. To find subject areas, consult the table of contents for the correct chapter and section.

0.8.1 An updated table of contents will be issued as required.

0.8.2 The table of contents will be updated as required.

0.9 POLICY CONCEPT, REVIEW AND IMPLEMENTATION

Because the policies, procedures and guidelines development are so important, it is essential to insure that those department members who are affected by the guidelines have the opportunity to participate in their development from all levels within the organization. Although the participation is essential and desirable, the ultimate responsibility for policy formation rests with the Chief of Police who must operate within the general guidelines set forth by the Mayor and City Council. Members of the Tenino Police Department are encouraged to suggest new policies and procedures. These suggestions should be made through the chain of command.

0.10 STATEMENTS ON DEPARTMENT POLICY

Statements to the media regarding department policies, philosophy, or enforcement procedures will only be made by the Chief of Police or the Chief’s designee.

CHAPTER 1.00.00 LAW ENFORCEMENT ROLE AND AUTHORITY

Effective Date: 02/01/09
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1.1 PURPOSE

The purpose of this section is to establish Tenino Police Department guidelines on responding to a situation using both lethal and less-than-lethal force.

This policy recognizes that the force response by law enforcement officers requires constant evaluation. Even at its lowest level, the employment of force by police is a serious responsibility. The purpose of this policy is to provide officers of the Tenino Police Department with guidelines on reasonable use of force.

This policy consists of principles and values guiding the performance of a specific Tenino Police Department activity. It is not a statement of what must be done in a particular situation. It is a statement of the guiding principles to be followed in activities directed toward attainment of the Tenino Police Department’s objectives of serving our local communities and keeping the peace. The safety of innocent persons and officers is of paramount importance.

1.2 DEPARTMENT AUTHORITY AND JURISDICTION

1.2.1 The Tenino Police Department is established by RCW 35A.13.090 Non-Charter Code City. The authority of officers derives from the Municipal Code and is conferred by the commission issued by the Chief and is enhanced by the Mutual Aid Peace Officers Powers Act of 1985.

1.2.2 Commissioned personnel are sworn to enforce the ordinances of the City of Tenino, State, and Federal laws to protect the public peace and safety within the City of Tenino, and to abide by the Code of Professional Conduct and Responsibility for Peace Officers.

1.2.3 All persons hired as law enforcement officers for the Tenino Police Department shall be commissioned as police officers for the City of Tenino prior to being assigned to law enforcement duties.

Oath of Office: Prior to assuming a police commission, persons hired for a position that requires a commission will take an oath of office to enforce the law uphold the Constitution of the United States and the State of Washington, and the Law Enforcement Officer’s Code of Ethics, before the Chief or a designee.

1.2.4 A law enforcement commission may be issued to any employee of the City of Tenino who, by virtue of training and/or experience, has proven competence in the field of law enforcement and whose duties are police related.

1.2.5 Limited special commissions may be issued upon approval of the Chief to persons who have a need to have limited enforcement capabilities such as parking, animal control and Fire Marshal. These limited commissions will specifically state the authority of the holder to enforce specific identified ordinances. These limited commissions shall be valid until revoked.
1.2.6 Police commissions from other law enforcement agencies may be issued to Tenino police officers from time to time when necessary. No officers may accept a commission from another agency without prior notice and permission from the Chief.

1.2.7 Any abuse or unjustified use of any police commission or mutual aid peace officer’s powers will result in the commission being withdrawn and/or subject the offending officer to departmental discipline procedures.

1.3 USE OF FIREARMS/DEADLY FORCE

1.3.1 Employees will only employ an amount of force which is reasonable and necessary to affect a lawful arrest or assume control over any given situation with a lawful objective.

1.3.2 Whenever an employee must employ an amount of force capable of causing injury in the course of effecting an arrest, overcoming resistance, or controlling a dangerous situation, the employee will submit:

   a. A department Use of Force Report;

   b. An incident report which includes the description of the force used and the reasons for its use.

1.3.3 Police officers may use firearms and other deadly force techniques only under certain restricted, justifiable circumstances, which are spelled out in R.C.W. 9A.16.020, 9A.16.040, and department policy. The following paragraphs outline the Tenino Police Department’s policy toward using deadly force. This policy is not intended to apply in any criminal or civil proceeding other than departmental and civil service processes. The department policy should not be construed as a creation of a higher legal standard of safety or care in an evidential sense with respect to third party claims. Violations of this policy should only form the basis for departmental administrative sanctions.

1.3.4 An officer may only use deadly force when it is necessary to save himself/herself, a citizen, another officer, or a prisoner from death or serious bodily injury. Officers are not permitted to use deadly force for protection from assaults that are not likely to have serious results.

1.3.5 An officer may not use deadly force to effect the arrest or prevent the escape of a person who has committed only a misdemeanor. This restriction does not infringe upon an officer's right of self-defense should he/she be attacked.

1.3.6 An officer shall not use deadly force on a person who is called upon to halt upon mere suspicion, and who simply runs away to avoid arrest.

1.3.7 Deadly force shall not be used on persons who are running away to escape arrest except under certain compelling circumstances in felony cases. Deadly force may be used to effect
the capture or prevent the escape of a suspect whose freedom is reasonably believed to represent an imminent threat of serious bodily injury or death to the officer or other persons; or of a suspect whose continued freedom represents a serious threat to innocent persons or to the public safety in general, so that the potential danger to life as a result of an escape would justify employing deadly force (9A.16.040).

1.3.8 The rules pertaining to self-defense are equally applicable to juveniles, as a suspect can never be considered less dangerous merely because of their youth. In the event officers are attempting the arrest of a felony offender known to be a juvenile, they should not use deadly force unless the potential danger to life as a result of the juveniles escape justifies the consequences of employing deadly force.

1.3.9 Regardless of the nature of the crime or the legal justification for using deadly force on a suspect, officers should remember that their basic responsibility is to protect the public. Officers should assess whether the use of deadly force creates a danger to third parties that outweighs the likely benefits of its use.

1.3.10 Discharging a firearm from or at a moving vehicle shall only be done in the following circumstances and only when all other reasonable alternatives have been exhausted or deemed unacceptable. Firing at or from a moving vehicle can often only increase the risk of harm to other officers or citizens. Accuracy is severely impacted when firing from a moving vehicle; firing at a moving vehicle will have very little impact on stopping the vehicle. Disabling the driver will most likely only result in an uncontrolled vehicle, and the likelihood of injury to occupants of the vehicle (who may not be involved in a crime) is increased when the vehicle is either out of control or shots are fired into the passenger compartment.

   a. An officer shall not discharge a firearm from a moving vehicle unless deadly physical force is being used against the officer or another person by means other than moving vehicle (e.g. fired upon), and the risks are outweighed by the need to use deadly physical force.

   b. An officer shall not discharge a firearm at the driver, occupants, or a moving vehicle unless deadly physical force is being used against the officer or another person by means other than a moving vehicle, or, the moving vehicle poses an imminent and ongoing threat of substantial physical harm to the officer or another person from which there is no reasonable means to escape and the risks are outweighed by the need to use deadly physical force. Once the threat of the moving vehicle ceases, an officer shall not discharge his or her firearm.

   c. Officers shall not intentionally place themselves in a vehicle’s path, to either the front or the rear. If they find themselves in danger from a moving vehicle, they shall attempt to move out of the way, if possible, rather than discharging their firearm. Firing at a moving vehicle will not, in most circumstances, stop the vehicle. Further, should the driver be wounded or killed, the vehicle may still continue in motion.

1.3.11 The discharge of warning shots is prohibited.
1.3.12 Special weapons such as, but not limited to; sniper rifles, explosives, impact weapons, tear gas (other than an individual chemical protection device) may be employed with the approval of the Shift Supervisor when employed by personnel trained in its use. If this should occur the Shift Supervisor must notify the Patrol Sergeant.

1.3.13 It is the duty of supervisors to see that only the weapons authorized by this department are carried by employees under their supervision.

1.3.14 All sworn personnel will receive training from the department’s firearms instructor or range officer prior to receiving a department-issued firearm. These same individuals will receive and be tested on the Tenino Police Department’s Use of Force Policy and related directives before being authorized to carry any weapon.

1.4 LESS LETHAL FORCE

1.4.1 For the purposes of this policy, less lethal force includes but is not limited to the use of pain compliance or physical force, physical strikes, the Advanced Taser, chemical agents and impact weapons. Less lethal weapons include the Advanced Taser, chemical agents and impact weapons.

1.4.2 The decision to use less lethal force must be made dependent on the actions of the subject(s) or threat facing the officer(s), and the totality of the circumstances known at the time of the incident. The use of force in any circumstance must be reasonable and necessary. Use of less lethal weapons may be used in situations where:

   a. A subject is threatening him/herself, an officer, or another person with physical force and other means of controlling the subject are unreasonable or could cause injury to the officer(s), the subject or others; or

   b. In cases where officer/subject factors indicate the officer(s), subject, or others would be endangered by the use of physical force; or

   c. Other means of lesser or equal force have been ineffective and the threat still exists to the officer(s), subject, or others.

1.4.3 The use of any type of force which is contrary to policy may result in disciplinary action.

1.4.4 Less lethal force is not always effective and therefore is not meant to be used in deadly force situations.

1.4.5 All less lethal force will be used in a manner consistent with departmental training and directives. Employees may not carry less lethal weapons on or off duty without being instructed and trained in their use.
1.4.6 All less lethal force training will be under the direction and supervision of a certified training instructor.

1.4.7 Employees may carry less lethal weapons while on duty. These weapons are restricted to those that have been issued or approved for use by the Tenino Police Department.

1.4.8 Employees may carry less lethal weapons while off duty if they are first approved by the Chief of Police. Any use of less lethal weapons off duty must be in accordance with departmental policy.

1.4.9 All incidents involving the use of less lethal force will be described in detail in the officer’s incident report. In addition, the officer will be required to complete a department Use of Force Report.

1.4.10 All incidents involving the use of less lethal force will be reviewed by the officer’s immediate supervisor. In the case of use by a supervisor, the Patrol Sergeant will review the incident. All reports indicating use of force will be directed to the Patrol Sergeant for final review. The Patrol Sergeant is responsible for any necessary recommendations to the Chief should any use of force appear to be improper.

1.4.11 Neck holds or Lateral Vascular Neck Restraints (LVNR) must be considered potentially lethal. Because of this, they may be considered as an alternative to the use of a firearm when the use of a firearm is justified. Neck holds will not be used for routine control of a person already in custody or restrained.

1.4.12 All members of this department who desire to carry a chemical agent will be issued 10% solution Oleoresin Capsicum (OC).

1.4.13 Whenever pepper spray has been used on someone, that person will be secured and first aid will be administered. This will consist of flushing the contaminated areas with water, exposure to fresh air, and the removal of contact lenses.

1.4.14 Personnel shall only carry department issued Advanced Tasers and cartridges. A record of cartridge serial numbers will be maintained by the department Taser instructor. A record of issued Tasers will also be maintained by the department Taser instructor.

1.4.15 Department personnel shall receive training prior to being authorized to carry a Taser. Department personnel will be required to take refresher training every two years in order to maintain their authorization to carry a Taser.

1.4.16 Department issued Advanced Tasers may be assigned to patrol and specialty units.

1.4.17 When an officer is about to deploy an Advanced Taser, the officer should, if practical, advise other officers it is about to be deployed (i.e., ‘Taser, Taser, Taser’).
1.4.18 The effective range of the Advanced Taser is 3 to 19 feet with the 21-foot cartridge. Firing an Advanced Taser cartridge at a distance less than 3 feet may not provide adequate distribution of the probes to allow the unit to function properly.

1.4.19 The Advanced Taser has the ability to ignite flammable liquids. Officers will not knowingly deploy the Advanced Taser at someone who has come into contact with flammables or in environments where flammables are obviously present.

1.4.20 Proper consideration and care should be taken when deploying the Advanced Taser on subjects who are in an elevated position or in other circumstances where a fall may cause substantial injury or death.

1.4.21 When loaded with an air cartridge, the Advanced Taser shall not be aimed at the head, neck or genital areas except when deadly force may be utilized. When used in the “touch stun” mode (no air cartridge loaded), contact with the neck or groin is permissible.

1.4.22 The Advanced Taser should not be used on women known to be pregnant (muscular contractions caused by the Advanced Taser could cause complications in the pregnancy) or elderly persons, unless other means short of lethal force have been used.

1.4.23 When the Advanced Taser is used on a subject, immediate action should be taken to care for the injured, apprehend any suspects, and to protect the scene. Once the subject is restrained or has complied, the Advanced Taser should not be discharged further. The following considerations and actions shall be addressed after deployment when applicable:

a. Advanced Taser will not be left unattended, except in exigent circumstances, as when an officer is forced to act alone in taking custody of an immediate threat.

b. Medical personnel will be summoned to the scene to assess the subject. If the exam or other circumstances dictate the subject needs further medical treatment, the subject will be transported to St. Peters Providence Hospital, Centralia Providence Hospital, or Capital Medical Center. Medical treatment will not be denied for anyone who requests it.

c. If probes have impacted sensitive areas on the subject such as the face, neck, groin or breast, the subject will be transported to one of the above hospital facilities where medical personnel will remove them.

d. Officers may remove probes from other areas not designated as sensitive. Officers will assist with first aid if necessary.

e. Photographs will be taken of probe impact points prior to and after probe removal along with any other related injuries.

f. Probes removed from the subject will be handled as a biohazard. They should be placed in a sharps container.
g. Officers will attempt to locate and collect a sampling of the yellow, pink and clear colored I.D. Tags dispersed at the time the cartridge is fired. The I.D. Tags will then be placed into evidence along with the expended cartridge(s).

h. The deploying officer will complete a department Use of Force Report. An incident report will also be completed when any Advanced Taser is used.

i. In the event the subject is booked into jail, the officer will advise the jail staff that the subject was controlled with the use of the Advanced Taser.

j. After an Advanced Taser is used, the department Advanced Taser instructor will be notified. The instructor will then conduct a data port download as soon as practical and this information will be attached to the Use of Force Report.

1.5 FIREARMS AND AMMUNITION

1.5.1 All weapons including handguns, rifles, shotguns, batons, chemical agents, and tasers shall be used only when necessary in the performance of duty or in training. Discharge or use of any weapon, other than in training, requires an incident report be written describing the force used and the reason for its use. All on-duty officers shall be armed with a department-approved firearm.

1.5.2 A second or back-up weapon is authorized, but only upon meeting approval of the firearms instructor and department armorer.

1.5.3 A department-approved handgun intended for official use by any employee must meet the following requirements:

   a. The firearm must be inspected and approved by the department armorer and Chief of Police.

   b. The employee must demonstrate his/her safe and proficient use of the weapon during regular firearms qualification sessions.

   c. The employee must meet training requirements with each approved weapon.

1.5.4 The carrying of an off-duty weapon, police identification and handcuffs is encouraged but not mandated. An employee who elects not to carry a weapon while off duty shall not be subjected to disciplinary action if an occasion should arise in which the employee could have taken law enforcement action if armed.

1.5.5 Any employee that chooses to carry a weapon for back-up or off-duty use must use a .38 Spl, .357 Mag, .45, .40, .9mm, or .380 caliber weapon.
1.5.6 All weapons used by officers in their official capacity will be registered with the firearm instructor. This includes back-up and off-duty weapons. Employees are responsible for notifying the firearm instructor of any weapons they carry in an **official capacity** on or off duty. For clarification, "Official Capacity" off duty means that the officer is carrying the weapon under the authority of the Tenino Police Commission.

1.5.7 Modifications of or to department-owned firearms shall be limited to those approved by the Chief.

1.5.8 Modifications to personally owned firearms used on duty or off duty shall not defeat any of the manufacturer's safety features. Modifications shall not affect the safety or reliability of the firearm operation. Modifications to personally owned firearms used in an Official Capacity on or off duty shall be reported to the department armorer and Chief of Police.

1.5.9 A firearms instructor or department armorer shall perform an annual inspection of all firearms used while on or off duty.

1.5.10 All necessary repairs to department-owned firearms will be coordinated by the department armorer.

1.5.11 Each employee is responsible for the care and cleaning of their on-duty and off-duty weapons and will, at all times, maintain them in a clean and serviceable manner. If any employee believes a firearm is not functioning properly, they will put the weapon out of service and contact the firearm instructor as soon as possible.

1.5.12 Employees shall immediately report the loss or theft of any department or personally owned firearm to the Chief through the Chain of Command. The report will be in writing and will detail all the facts concerning the incident.

1.5.13 Employees shall keep weapons on their person, in a gun locker, in a locked changing room locker, locked desk or in a secure place when at the police department or on-duty.

1.5.14 Shotguns or Rifles are to be carried in the patrol vehicles, secure, and within the reach of the driver. They are to be secured in the gun rack if available. Prior to placing the weapon in the vehicle, the officer will complete the following inspection while utilizing the clearing barrel in the parking area:

   a. The weapon will be stored with the safety on, bolt locked to the rear, empty chamber. If the weapon is found in any other state (loaded), the officer will clear the weapon, make it safe, and contact his supervisor to report the storage violation.

   b. The bolt will be placed forward, chamber empty, magazine inserted or tube loaded. The shotgun will only be loaded with 00 buckshot. Slugs may be carried for reloads and may be loaded if a situation warrants their use.
c. The weapon will be inspected for any other defects. If the weapon does not function or is found to be faulty, it will be tagged "Out of Service". The firearm instructor or department armorer will be notified as soon as possible.

d. After steps A through C have been completed, the weapon will be secured in the vehicle. At the end of the shift, the weapon will be unloaded by either removing the magazine or unloading the tube. The weapon will then be stored as described above.

1.5.15 Shotgun/Rifle racks will be kept closed during normal patrol. If an incident occurs which indicates the likelihood that a shotgun or rifle may be needed, the rack may be opened prior to proceeding on the call. Upon arrival, precautions will be taken to close the gun rack or to lock the car if the shotgun or rifle is not used.

1.5.16 All weapons in a vehicle will be removed and secured at the Tenino Police Department prior to transporting that vehicle for maintenance.

1.5.17 Shotguns/Rifles will be carried in the vehicle with the safety on and the chamber empty. The safety will be released only when the weapon is about to be fired.

1.5.18 The firearm storage area will be secured at all times while not in use.

1.5.19 While employees are on duty, all firearms will be loaded only with department issued and approved ammunition. Ammunition shall not be altered in any way.

1.5.20 Uniformed officers will carry a minimum of eighteen rounds of issue ammunition on their duty belt (including the rounds in the firearm).

1.5.21 Plain-clothes officers while on duty will carry sufficient ammunition on their person to permit one full reload of their duty firearm. Officers assigned to undercover or specialized details may be exempt from this requirement with approval from their supervisor.

1.5.22 All off-duty weapons carried by officers in an official capacity will be loaded with ammunition authorized by this department.

1.6 FIREARMS PROFICIENCY

1.6.1 It is the policy of this department that each officer qualifies with his/her service weapon, back-up weapon and off-duty weapon a minimum of once a year.

1.6.2 The required qualification course/format will be left to the discretion of the firearms instructor. Employees must qualify with a passing score under a pass/fail system before they are authorized to carry their primary, back up or off-duty weapon(s).

1.6.3 A range schedule will be posted announcing the days and hours the range will be open. Employees may shoot on city time if the workload permits, and with permission of their supervisor.
1.6.4 Employees who fail to meet the qualification requirements will be granted a thirty-day grace period. Within that thirty-day period, the employee must report to the range officer for remedial training and certification.

1.6.5 Employees who fail to achieve certification after attending remedial firearms training will be subject to discipline for failure to comply with department policy.

1.7 INTERNAL REVIEW PROCESS

1.7.1 When a firearm is discharged while the employee was acting as a commissioned officer and there is no death or injury:

   a. The involved employee will notify his/her supervisor as soon as possible;
   
   b. A supervisor will respond to the scene;
   
   c. The Patrol Sergeant will be notified, and will decide on all subsequent notifications;
   
   d. The Patrol Sergeant shall make the decision to respond to the scene and interview the employee. If the Patrol Sergeant does respond, he/she will submit a report or see that one is completed;
   
   e. The involved employee will submit a Use of Force Report and an incident report explaining the incident, before leaving 'on-duty' status.
   
   f. The Chief will review the incident and if any action or follow-up is necessary he/she will direct a request back through the Patrol Sergeant.

1.7.2 When a firearm is discharged and there is a death or injury involved:

   a. The employee shall immediately determine the physical condition of any injured person and render first aid when appropriate, request medical aid, and notify dispatch of the incident location;
   
   b. During any period where the involved officer(s) is required to remain on the scene but has no immediate duties to fulfill, the officer(s) should be taken to a quiet area away from the scene of the incident. A peer counselor or other officer should remain with the officer(s), but should be advised not to discuss details of the incident;
   
   c. The supervisor should arrange for the officer(s) directly involved in the incident to leave the scene as soon as practical and be taken to a quiet, secure setting;
   
   d. The involved employee will protect his/her weapon for examination and submit it to the appropriate investigator. Upon relinquishing a weapon, and at the discretion of the Chief or Patrol Sergeant, the employee will be given a replacement;
e. The employee will provide the on-scene supervisor with a verbal synopsis of the incident, and then prepare either a detailed written or taped report within seventy two hours, unless otherwise directed by the Chief or Patrol Sergeant. This may be prepared with the assistance of the department and officer’s legal counsel, if they are available;

f. No stimulants or depressants should be given to the officer(s) unless administered by medical personnel;

g. Any standard investigations that will occur concerning the incident should be discussed with the officer(s);

h. The officer(s) should be advised that they may seek legal counsel;

NOTE: In beginning the report, the officer involved should always state for the record the following:

"This report is prepared by me pursuant to departmental requirements and through its submission I do not intend to waive any of my constitutional rights with regards to any possible criminal or civil liability."

i. The Chief will review the incident based on information provided by the investigators to determine if disciplinary action is necessary;

j. The Chief will forward a copy of the investigators report to the Prosecutors Office for review.

1.7.3 When an employee applies force to another person through the use of a lethal or non-lethal weapon (including grappling or striking with any part the employee’s body):

a. The involved employee will immediately notify his/her supervisor;

b. A supervisor will respond to the scene;

c. Whenever an officer performing any law enforcement related activity uses physical force or less lethal force as defined in Section 1 Use of Force (on- or off-duty, inside or outside the city), the officer shall be required to complete a Use of Force Report;

d. The supervisor may submit additional comments regarding the incident on a memorandum to the Patrol Sergeant;

e. The Patrol Sergeant will review the report and any additional comments. If there is a question of the improper use of force, the Patrol Sergeant will forward the report to the Chief who will review the incident and if any action or follow up is necessary he/she will direct a request back through the Patrol Sergeant.
1.8 POST SHOOTING

1.8.1 The employee involved in a shooting incident will usually be assigned to administrative duties. The assignment to administrative duties is not to be construed as punishment or that the employee has acted improperly.

1.8.2 All employees directly involved in any discharge of a firearm, at a time and under circumstances that could be considered police related, shall write an incident report immediately after the occurrence unless the shooting resulted in death or injury in which case they will submit an incident report within seventy two hours of the incident, unless otherwise directed by the Chief.

1.8.3 All officers whose actions result in the death or serious injury of another human being will immediately be removed from duty and placed on administrative assignment or leave pending internal review of the incident.

1.8.4 In all cases where any person has been injured or killed as a result of a firearm discharge by an employee, the involved employee will be required to undergo a post shooting trauma interview within seventy two hours of the incident. The debriefing shall be conducted by a licensed professional and shall not be related to any departmental investigation of the incident. The interview is to help determine whether the employee is fit for continued duties. After the counseling sessions, the specialist shall advise the Tenino Police Department:

   a. Whether it would be in the officer's best interest to be placed on administrative leave or administrative assignment and for how long;

   b. Issues regarding the officer's physical and mental fitness for duty; and

   c. What would be the best continued course of counseling?

1.8.5 If the officer disagrees with the initial department-designated specialist, he may seek an additional opinion at department expense.

1.8.6 In all cases where any person has been injured or killed as a result of a firearm discharge by an employee, all associated employees (Officers, Fire Department, Dispatch) will be encouraged to attend a post shooting trauma debriefing. This debriefing may be facilitated by a peer support group.

1.8.7 In all cases where any person has been injured or killed as a result of a firearm discharge by an employee, the involved employee and his/her family will be encouraged to utilize whatever religious or non-denominational services that they may chose. Affected employees may refer themselves or be referred to the Employee Assistance Program (EAP). These services are not related to the departmental investigation of the incident and nothing discussed will be divulged to the department.
1.8.8 All involved employees shall not discuss the incident with anyone except the department's legal advisor, the employee's psychologist, the chosen clergy, the employee's immediate family, employee's legal counsel and those assigned to investigate and debrief the employee as related to the incident.

1.9 STRESS RECOGNITION

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 mechanisms. Unless adequately treated, these situations can cause disabling emotional and physical problems. It has been found that officer-involved shootings resulting in death or serious bodily injury to a citizen or a fellow officer may precipitate such stress disorders.

1.10 DEFINITIONS

a. **Post-Traumatic Stress Disorder**: An anxiety disorder that can result from exposure to short-term severe stress or the long-term build-up of repetitive and prolonged milder stress.

b. **Officer Involved Shooting Incident**: An incident where shooting causes death or serious physical injury to an officer or other person.

c. **Officer Involved Traumatic Incident**: An incident where the use of force (other than firearm) causes death or serious physical injury to an officer or another person.

d. **Officer Involved Traumatic Traffic Crash**: An incident where, through the use of a police vehicle, death or physical injury to an officer or another person occurs.

1.10.1 As post-traumatic stress disorders may not arise immediately, or the officer(s) may attempt to hide the problem, each supervisor is responsible for monitoring the behavior of unit members for symptoms of the disorder.

1.10.2 The Chief of Police or his designee may order an officer to seek assistance or counseling from a mental health specialist upon a reasonable belief that stress may be disrupting the officer's job performance.

1.11 DESTRUCTION OF ANIMALS

1.11.1 Sick, injured, or dangerous animals may be destroyed after all attempts to notify an agency capable of disposing of the animal (Animal Control, State Game Dept.) have been made and the agency has not or cannot respond in a reasonable time.

1.11.2 Animals must be destroyed in a safe manner and, whenever possible, out of the public view.
1.11.3 Anytime an animal is destroyed by the use of a firearm, the officers will complete an incident report prior to going off-duty.

CHAPTER 2.00.00 WRITTEN DIRECTIVES AND PROCEDURES
Effective Date: 02/01/09
Revision Notes: N/A

2.1 PURPOSE
a. To provide guidelines for routine Tenino Departmental operations;
b. To establish a consistent format for written procedures;
c. To provide for the proper preparation, and distribution of the Department procedures, rules, and regulations.

2.2 POLICY
It is the policy of the Tenino Police Department to provide Department personnel with a clear understanding of the policies and procedures which govern and guide their work. A written directive system is therefore established that is designed to encompass certain personnel policies, procedures, rules, and regulations.

2.3 AUTHORITY AND RESPONSIBILITY
2.3.1 The Chief of Police has the ultimate authority to issue, modify, or approve Department written directives and memorandums. The Patrol Sergeant is authorized to act on behalf of the Chief of Police and issue, modify, or approve Department written directions and memorandums.

Memorandums may be issued by the Office Supervisor for matters relating to personnel and records. The Shelter Manager may issue memorandums relating to Animal Shelter operations. Additionally, any individuals authorized by the Chief of Police may issue memorandums. A copy of all written directives and memorandums issued will be forwarded to the Chief of Police.

2.3.2 Department procedures are issued by the authority of the Chief of Police. Each member of the Department will be issued a Procedure Manual. Personnel will not deviate from established procedures except when it appears absolutely necessary or at the direction of a supervisor. In those circumstances, personnel must be able to justify their actions.

2.3.3 Supervisors will thoroughly acquaint themselves with each procedure issued. Supervisors should ensure that members assigned to their unit have an understanding of the procedure and are in compliance with it.
2.3.4 The five specific forms in which an order can be disseminated are:

a. **Policy and Procedures Manual**, which is considered the same as an order from the Chief of Police.

b. **Policy Directives**, which are approved changes to the current policy. These changes are issued when necessary and are incorporated annually into the Policy and Procedures Manual.

c. **Directives**, which are a written order which specifies certain things will occur and/or certain individuals will perform a certain task.

d. **Memorandums**, which are an informational document used to provide notice of upcoming events or actions, to seek information or inquiry, and to solicit interest or involvement.

e. **Verbal Orders**, which are given verbally from a supervisor to a subordinate which outline a policy position or direct that employee to carry out a specific task or duty. For further clarification, verbal orders have the equivalent authority of written orders.

Procedures, policy changes, directives, and memorandums will occur from time to time. These changes will be provided to each employee in writing (electronic mail acceptable), and will be posted on the Policy Directive Bulletin Board. Each employee will be required to initial the form to acknowledge receipt and review of the issued document. Written directives will be issued to all personnel unless otherwise directed.

2.3.5 Personnel will file the written directive in the appropriate section of their manual using the decimal number as a guide. The Table of Contents will be adjusted accordingly.

2.3.6 Members of the Tenino Police Department are encouraged to note any procedure, rule, regulation, or part thereof that they feel needs to be reviewed or changed. These revisions and changes may be the result of it being found no longer applicable, it having a negative impact on the ability of the Department to provide police services in a contemporary environment, a revision in the law, or some other justifiable reason.

These corrections and suggestions should be documented and routed through the employee's supervisor to the Chief of Police.

2.3.7 New procedures or revisions in existing procedures will be distributed for review to selected personnel by the Chief of Police. Comments and suggestions will be returned to the Chief of Police.

2.3.8 Procedures will be organized according to the numerical number assigned under the chapter classification. The front page of each procedure will indicate the date of issuance and the last date the procedure was revised. Supervisors will be provided with a memo explaining if the procedure is new or revised for correct purging of the manual.
2.3.9 All personnel will properly maintain their manual and ensure the contents are current and updated promptly. Department manuals will be maintained in accessible locations within the police facility for easy reference and periodic inspection. Personnel manuals will be inspected at every general inspection.

2.3.10 Procedures will be reviewed every year, or sooner if necessary, from the date of issuance or, if the procedure has been revised, from the last date of revision.

CHAPTER 3.00.00 DEPARTMENT GOALS AND OBJECTIVES
Effective Date: 02/01/09
Revision Notes: N/A

3.1 PURPOSE

To provide for the formulation, annual updating, and distribution to all personnel the goals and objectives of the Department.

3.2 POLICY

3.2.1 The mission of the Police Department:

a. To deter crime and apprehend criminals;

b. To maintain strong police-community relations; and

c. To continually enhance the training and expertise of each member of the police force.

3.3 GOALS

3.3.1 The goals of the Department:

a. To identify criminal activity, pursue and apprehend criminal offenders, and proceed in the prosecution of known offenders.

b. To maintain a proactive patrol and investigation force and thus reduce the opportunity to commit crime.

c. To facilitate the movement of people and vehicles through analysis and commitment of selective traffic enforcement resources.

d. To perpetuate a sound managerial environment that focuses upon Department goals and provides for career development through training, advancement and reward for exemplary performance.

e. To instill public confidence in the agency by maintaining a high degree of professionalism, dedication and expertise in the development of police service.
3.3.2 The Chief of Police with assistance from the leadership team, shall annually review, update, and distribute to all personnel, written goals and objectives for the Department and each organizational component.

3.3.3 Information provided through monthly staff meetings and general Department meetings will assist the Chief of Police in revising or setting new goals and objectives. Supervisors are encouraged to solicit from their subordinates ideas and suggestions pertaining to Department goals and objectives. Suggestions will be discussed at monthly Staff meetings.

3.3.4 Division Commanders will annually submit goals and objectives for their respective components.

3.3.5 Semi-annual evaluations will be submitted from each component stating progress made toward the attainment of goals and objectives.

3.3.6 Statistical data gathered throughout the year will be used to measure the effectiveness and the attainment of the goals of the Department. Data sources shall include, but not be limited to:

   a. Crime Reporting Systems;
   b. Bureau of Identification;
   c. Criminal Information Systems; and,
   d. Monthly Department Reports.

CHAPTER 4.00.00 AGENCY JURISDICTION, MUTUAL AID AND REGIONAL SERVICES
Effective Date: 02/01/09
Revision Notes: N/A

4.1 PURPOSE

The purpose of this section is to provide guidelines for the geographical boundaries and jurisdictional responsibilities of the Tenino Police Department. This section will also outline the circumstances and procedures for requesting and seeking mutual aid from other police agencies. Additionally, this section will outline how to develop and maintain an effective working relationship with other law enforcement, criminal justice, social, and peripheral support agencies.

4.2 POLICY

Within the corporate limits of the City of Tenino, the Tenino Police Department has exclusive jurisdiction to enforce the ordinances of the City of Tenino. In addition, the Department shall
enforce the laws of the State, as provided by the Revised Code of Washington and other State laws. The Tenino Police Department recognizes that on occasion circumstances can develop that will overwhelm the resources of the Tenino Police Department or other law enforcement agencies of neighboring communities. Under these circumstances, the Tenino Police Department may be asked to provide assistance to another agency or may request assistance from other agencies. The Tenino Police Department shall attempt to develop a liaison with other agencies interested in similar concerns involving the criminal justice system.

4.3 AGENCY JURSDICTION

4.3.1 General authority Washington peace officer as defined by RCW 10.93.020, means any full-time, fully compensated and elected, appointed, or employed officer of a general authority Washington law enforcement agency who is commissioned to enforce the criminal laws of the state of Washington generally.

4.3.2 Limited authority Washington peace officer (Animal Control and Code Enforcement) means any full-time, fully compensated officer of a limited authority Washington law enforcement agency empowered by that agency to detect or apprehend violators of the laws in some or all of the limited subject areas for which that agency is responsible. A limited authority Washington peace officer may be a specially commissioned Washington peace officer if otherwise qualified for such status under this chapter.

4.3.3 Specially commissioned Washington peace officer (Reserve Officers) means any officer, whether part-time or full-time, compensated or not, commissioned by a general authority Washington law enforcement agency to enforce some or all of the criminal laws of the state of Washington, who does not qualify under this chapter as a general authority Washington peace officer for that commissioning agency, specifically including reserve peace officers, specially commissioned full-time, fully compensated peace officers duly commissioned by the states of Oregon or Idaho, or any such peace officer commissioned by a unit of local government of Oregon or Idaho.

4.3.4 A reserve peace officer is an individual who is an officer of a Washington law enforcement agency who does not serve the said agency on a full-time basis but who, when called by the agency into active service, is fully commissioned on the same basis as full-time peace officers to enforce the criminal laws of the State.

4.4 GEOGRAPHICAL BOUNDARIES

4.4.1 All members of the Tenino Police Department should familiarize themselves with the geographical boundaries of the Cities of Tenino and Rainier and the Town of Bucoda.

4.4.2 The consolidated dispatch center, CAPCOM, is provided with a map of Tenino, Rainier, and Bucoda. At any time there is a question concerning geographical boundaries, CAPCOM, or the on-duty supervisor should be consulted.

4.4.3 The CAPCOM map will be updated, as needed.
4.5 JURISDICTION

4.5.1 Within the City of Tenino limits, as well as the City of Rainier and the Town of Bucoda, the Tenino Police Department will enforce the ordinances of those municipalities and the laws of the State, and carry out all duties and responsibilities attributed to the police department by the Chief of Police.

4.5.2 The Tenino Police Department will enforce the traffic ordinances of Tenino, Rainier, Bucoda, and the traffic laws, as denoted in the RCW, on all City/Town streets and State and/or County highways/roadways within the jurisdictions of the Tenino Police Department.

4.6 CONCURRENT JURISDICTION

4.6.1 Effective law enforcement is not a solitary effort but requires the cooperation and interaction of many agencies. The Tenino Police Department supports this concept and will cooperate with other duly empowered agencies in the discharge of these duties.

4.6.2 Various Federal, State, and municipal law enforcement agencies have police powers within the corporate limits of Tenino, Rainier, and Bucoda. The origin of their office, federal, state, etc., will define the scope of their authority. Examples of concurrent jurisdictional authority are:

a. Washington State Patrol – State Law establishes the powers and duties of the WSP.

b. Thurston County Sheriff's Office - TCSO assists and cooperates with law enforcement agencies of the incorporated areas of County, whenever practical and possible.

4.6.3 Employees of the Tenino Police Department can offer assistance to outside police agencies when situations arise where these agencies must exercise their authority in Tenino, Rainier, and Bucoda.

4.6.4 In any situation where a question arises concerning jurisdiction with another agency, the responding officer will make every effort to resolve the matter. If this is not possible, the matter will be turned over to the officer's supervisor.

4.6.5 Supervisors unable to resolve the matter should seek assistance from the Patrol Sergeant or Chief of Police.

4.6.6 In addition to other law enforcement agencies having jurisdiction, commissioned members of the Tenino Police Department have police powers in other jurisdictions as defined by RCW 10.93.070:

In addition to any other powers vested by law, a general authority Washington peace officer who possesses a certificate of basic law enforcement training or a certificate of equivalency or has been exempted from the requirement thereof by the Washington State Criminal Justice
Training Commission may enforce the traffic or criminal laws of this State throughout the territorial bounds of this State, under the following circumstances:

a. Upon the prior written consent of the Sheriff or Chief of Police in whose primary territorial jurisdiction the exercise of the powers occurs;

b. In response to an emergency involving an immediate threat to human life or property;

c. In response to a request for assistance pursuant to a mutual law enforcement assistance agreement with the agency of primary territorial jurisdiction or in response to the request of a peace officer with enforcement authority;

d. When the officer is transporting a prisoner;

e. When the officer is executing an arrest warrant or search warrant; or

f. When the officer is in fresh pursuit, as defined in RCW 10.93.120.

4.7 MUTUAL AID AGREEMENTS

4.7.1 The Tenino Police Department has Mutual Aid Agreements with numerous police agencies in Washington State. The purpose of these agreements is to provide assistance in the form of personnel or material resources to participating municipalities as determined by the Chief of Police.

4.7.2 The Office Manager shall keep a file of all mutual aid agreements involving the Tenino Police Department and another law enforcement agency.

4.7.3 RCW 10.93.001:

a. This chapter may be known and cited as the Washington Mutual Aid Peace Officer Powers Act of 1985.

b. It is the intent of the legislature that current artificial barriers to mutual aid and cooperative enforcement of the laws among general authority, local, state, and federal agencies be modified pursuant to this chapter.

c. This chapter shall be liberally construed to effectuate the intent of the legislature to modify current restrictions upon the limited territorial and enforcement authority of general authority peace officers and to effectuate mutual aid among agencies.

d. The modification of territorial and enforcement authority of the various categories of peace officers covered by this chapter shall not create a duty to act in extraterritorial situations beyond any duty which may otherwise be imposed by law or which may be imposed by the primary commissioning agency.
e. The decision to render or request emergency assistance from agencies within Thurston County is the responsibility of the on-duty Shift Supervisor. The decision to render or request mutual aid from agencies outside of Thurston County will be the responsibility of the Patrol Sergeant who will notify the Chief of Police as soon as practical.

f. The Chief of Police shall determine under what conditions assistance will be requested from mutual aid agencies for all planned or scheduled incidents or events.

4.8 REQUESTING MUTUAL AID

4.8.1 Mutual aid can be short term such as an officer needing back-up on a traffic stop, or long term such as the request for a SWAT team in a tactical situation.

4.8.2 Request for short term mutual aid (immediate back-up is needed) can be initiated by a patrol officer if the on-duty supervisor is not immediately available or the situation is so emergent that it would not be safe to await the on-duty supervisor’s decision. Usually this occurs when an officer makes a "Code 3" request through CAPCOM.

4.8.3 Other requests for mutual aid shall be made by the on-duty supervisor when/if they feel it is appropriate. Some of the following situations would be valid reasons to request mutual aid:

   a. Requesting an agency to respond to a pending emergency call for service when TPD personnel are on other calls;

   b. A spontaneous planned protest or civil disturbance;

   c. Extensive concentrated search for a dangerous criminal or a lost person;

   d. A disturbance call at a large function that requires additional officers;

   e. Any other emergency related to police work where extra aid is required.

4.8.4 When feasible, contact should be made with the highest ranking officer on duty with the assisting agency.

4.8.5 When the Patrol Sergeant is requesting mutual aid from agencies outside of Thurston County, he should first notify the Chief of Police. The Patrol Sergeant will also need to provide the following information to the Commanding officer of the other agency:

   a. Nature of emergency;

   b. Number of personnel needed;

   c. Special resources, if any;
d. Where to report, staging location or at scene;

e. Supervisor in charge;

f. Estimated time officers will be needed.

4.8.6 The Chief or Patrol Sergeant shall assume full responsibility and command for operations at the scene. He will assign personnel and equipment of the aiding agency to positions when and where he deems necessary. Some suggested uses of mutual aid personnel are:

a. Providing care and aid to injured;

b. Search and rescue operations;

c. Evacuations;

d. Traffic and crowd control;

e. Perimeter security;

f. Transporting prisoners;

g. Mass processing of arrestees.

4.8.7 As a general rule, mutual aid personnel will supplement the Tenino Police Department's forces and, as such, should not be assigned to hazardous duties when adequate manpower from the Tenino Police Department is available.

4.8.8 Those officers not having a common radio frequency should be assigned to positions not needing immediate communications or assigned with officers having access to our frequency.

4.8.9 The order in which the manpower is returned to duty in their own communities is at the discretion of the Patrol Sergeant.

4.8.10 Requesting aid also covers using an assisting member's facility for operating a temporary detention facility in mass arrest incidents. Supplies from the Tenino Police Department should be used whenever possible.

4.9 PROVIDING MUTUAL AID

4.9.1 If the Tenino Police Department is contacted by another participating agency requesting mutual aid from outside Thurston County, the Chief or Patrol Sergeant will be immediately notified.
4.9.2 The Chief or Patrol Sergeant shall review the request and make a determination as to how many officers and what type of equipment can be spared, without leaving the City of Tenino dangerously unprotected.

4.9.3 The safety and security of the City of Tenino is the Tenino Police Department's first concern and only the personnel and equipment which can be spared will be sent.

4.9.4 If necessary, the Patrol Sergeant may call additional personnel to meet needs and still comply with the request for aid.

4.9.5 Unless otherwise directed, each police officer assigned to respond to a request for aid will respond in uniform.

4.9.6 Sworn police officers responding to a request for assistance from another municipality have all the powers of a sworn police officer employed by the requesting municipality.

4.9.7 No officer will respond to a wide scale request for mutual aid within the State, without prior approval by the Patrol Sergeant.

4.9.8 Responding officers are subject to the direction of the Chief of Police of the requesting municipality or his designee.

**4.10 REQUESTING EMERGENCY FEDERAL LAW ENFORCEMENT ASSISTANCE**

4.10.1 In the event of an emergency which requires immediate Federal law enforcement assistance, the Patrol Sergeant or Shift Supervisor is authorized to make the appropriate request.

4.10.2 The following Federal law enforcement agencies can be contacted on a 24-hour basis:

   a. Federal Bureau of Investigation
   b. Drug Enforcement Administration
   c. U.S. Secret Service
   d. U.S. Customs Service
   e. U.S. Postal Inspection Service
   f. U.S. Military Police
   g. Department of Defense
   h. Department of Justice Organized Crime
4.10.3 The Chief of Police will be informed, as soon as possible, of any request for emergency assistance from a federal agency.

4.11 NATIONAL GUARD EMERGENCY ASSISTANCE

4.11.1 In the event of an extreme emergency, i.e., a great natural disaster or criminal activity, where a large number of personnel will be required for an extended period of time, it may be necessary to request assistance from the Washington National Guard. The Patrol Sergeant will contact the Chief of Police, who in turn will contact the Mayor and/or Mayor. The Mayor will follow the legal steps to declare a State of Emergency.

4.12 RELATIONSHIPS WITH OTHER AGENCIES

4.12.1 The goals and objectives of the Tenino Police Department cannot be achieved without the assistance and cooperation of other criminal justice agencies.

4.12.2 Assistance and cooperation can only be achieved by positive exchange with local juvenile and adult courts, prosecutors, probation and parole agencies, and adult and juvenile correctional agencies.

4.12.3 Officers of the Tenino Police Department are expected to cooperate fully with members of the Prosecutor’s Office in the preparation and prosecution of criminal cases. However, should a Prosecutor decline to prosecute a case or cause a case to be dismissed because of alleged mishandling by a member of the Tenino Police Department, that case will be reviewed by the Patrol Sergeant.

4.12.4 Officers shall bring to the attention of their supervisor any case the Prosecutor declines to prosecute because of alleged mishandling. Supervisors shall forward all documentation to the Patrol Sergeant. If necessary, a meeting between the Patrol Sergeant and the supervisor of the Prosecutor’s Office will be held to review the case.

4.12.5 Department members are encouraged in the course of their duties to establish contact with the various criminal justice agencies when such contact will aid either the criminal justice agency or the department.

4.12.6 The Chief of Police, or his designee, shall attend meetings hosted by the Courts, Prosecutor, and/or other Law Enforcement Executives to discuss matters of mutual concern. Information regarding any changes in policy, procedures, or the law will be disseminated to all personnel.

4.13 LIAISON WITH LAW ENFORCEMENT AGENCIES
4.13.1 Law enforcement agencies should assist and cooperate with other Federal, State, and local police departments. Such cooperation facilitates the exchange of information needed in criminal investigations helps develop joint plans for dealing with matters of common concern, and the sharing of statistical and support services.

4.13.2 The Chief of Police, or his designee, will attend regularly scheduled meetings of criminal justice and public safety agencies. These meetings enable participants to discuss matters of mutual concern, review policies and procedures, and to plan for events of a multi-jurisdictional nature.

4.14 LIAISON WITH THE FIRE DEPARTMENT

4.14.1 The Chief of Police and Fire Chiefs, or their designees, will meet on an as-needed basis to discuss mutual problems and concerns about the operation of joint policies and procedures for mutual response to fires, medical emergencies, or disaster calls.

4.14.2 Members of the Tenino Police Department shall, during joint operations, cooperate fully with members of the Fire Department. Should any problems arise, the on scene supervisor should attempt to resolve the issue immediately. All matters that create operational problems between the Police and Fire Departments will be documented and brought to the attention of the Chief of Police.

4.15 LIAISON WITH COMMUNITY SOCIAL SERVICE AGENCIES

4.15.1 Law enforcement officers in the course of performing their duties often encounter people in need of help that can best be provided by another criminal justice agency or a social service agency.

4.15.2 Exercising sound discretion based on one or more of the following criteria should guide those in need of help to the appropriate agencies:

   a. Assessment of the person’s need through discussion or observations;
   b. Request by the person or relative for specific help;
   c. The necessity of immediate aid.

4.15.3 A list of Social Agencies serving Thurston County is located in CAPCOM. These agencies include assistance for family crisis intervention, drug dependency, family and individual counseling, and shelter care for domestic violence victims. The following are some of the social agencies available:

   a. CPS (Child Protective Services)
   b. ASPEN (Abuse Support and Prevention Education Now)
c. Dispute Resolution Center

d. ADDS (Alcohol Drug Dependency Service)

e. Adult Protective Services

f. Crisis Line

g. Hope Source

4.16 ADULTS

4.16.1 In cases involving certain mitigating circumstances, (i.e., simple assaults involving elderly neighbors), officers are reminded that an alternative to physical arrest would be the issuance of a citation or referral to social service resources in certain cases where prosecution is not a viable option (i.e., drug abuse, alcohol abuse, mental health issues).

NOTE: Officers are reminded that there is little discretionary authority available for felony cases.

4.16.2 Adult Protective Services may be called upon to provide assistance for the health and well being of elderly residents.

4.17 REGIONAL SERVICES

4.17.1 The Tenino Police Department shall participate in the Law Enforcement Regional Network (LERN) radio system, which provides for designated communications between interjurisdictional agencies.

4.17.2 The Tenino Police Department shall participate in the WACIC and ACCESS. This provides information on criminal suspects, stolen property, and can assist in the apprehension of wanted subjects and recovery of property. ACCESS/WACIC/NCIC and WASIS rules will be followed.

4.17.3 The Tenino Police Department shall participate in the Uniform Crime Reporting system. This provides information on trends in crime and arrest rates and increases the accuracy in the Uniform Crime Report as compiled by the FBI.

4.17.4 This department maintains full participation within the State fingerprint/criminal history records system.

4.18 TASK FORCES

4.18.1 In an effort to consolidate resources, the Tenino Police Department may enter into a Memorandum of Understanding with surrounding jurisdictions. If so, the Memorandum of

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Understanding will cover what agency policy guidelines will be followed. A copy of all applicable policies will be maintained by the Chief of Police and the relevant division.

4.18.2 Personnel assigned to a task force will comply with department policy and procedures as well as the policy and procedures for that task force. Tenino Police Department policy and procedures will take precedence over task force policy and procedure unless otherwise approved.

CHAPTER 5.00.00 DEPARTMENT ORGANIZATION AND DIRECTION
Effective Date: 02/01/09
Revision Notes: N/A

5.1 PURPOSE

To explain the organizational structure of the Tenino Police Department.

5.2 POLICY

The Tenino Police Department structure is designed to provide the most effective police service practical. The Tenino Police Department makes a commitment to allocate adequate staff positions in order to provide both efficient and effective delivery of police services. The structure of the Tenino Police Department is not rigid. It is subject to alteration based on the changing needs of the Tenino Police Department and the communities it serves.

5.3 PROCEDURE

Each organizational Division is under the direct command of only one supervisor.

Each employee is accountable to only one supervisor at any given time. The Tenino Police Department will evaluate the number of subordinates reporting to a supervisor to ensure it is not excessive. When looking at this relationship, factors such as the supervisor’s ability, experience, maturity of subordinates, and the sensitivity, volume or complexity of the work will be considered. As a general policy, the number of employees under any one supervisor should not exceed six (6).

5.4 PATROL DIVISION

5.4.1 The Patrol Division is supervised by the Patrol Sergeant who answers directly to the Chief of Police. The Patrol Division is comprised of four (4) squads, each consisting of one (1) Sergeant, one (1) Corporal and two (2) to three (3) Officers. Officers assigned as Canine Officers will rotate with squads as determined by the Chief of Police.

5.5 SUPPORT SERVICES DIVISION

5.5.1 Support Services includes those assigned to the records/clerical division. This division is supervised by the Office Manager, who answers directly to the Chief of Police. The Animal
Control Division is supervised by the Animal Control Manager, who answers directly to the Chief of Police. The Detective Sergeant oversees the detective division and answers to the Patrol Sergeant. Code Enforcement is supervised by the assigned Corporal.

5.6 COMMAND PROTOCOL

5.6.1 Command protocol in operations involving personnel of different units normally will be determined by rank. The following will apply during joint Patrol/Investigation cases:

a. The officer assigned the call will be in charge unless relieved by an investigator called to the scene or relieved by a supervisor.

b. The investigator assigned the case will be in charge of the investigation unless relieved by a supervisor.

c. In all instances where a supervisor relieves the officer or investigator at the scene, that supervisor will then assume control of the situation.

5.6.2 A personnel distribution table will be maintained which depicts allocated strength to the various unit components of the Tenino Police Department.

5.6.3 The organizational structure of the Tenino Police Department will be reviewed at least annually as part of the budget review process and reorganized as necessary.

5.7 AUTHORITY AND RESPONSIBILITY

5.7.1 All members of the Tenino Police Department are delegated the authority to make decisions relative to their position and to execute their responsibilities accordingly.

5.7.2 Members delegated the authority to make decisions relative to their positions, in order to execute their responsibilities, shall be held fully accountable for the use of, or failure to use, this delegated authority.

5.8 DIRECTION

5.8.1 The Chief of Police is the chief executive officer of the police department and is responsible for the protection of lives and property through the supervision of all police functions. The Chief of Police is responsible for organizing, controlling, and directing the personnel and resources of the police department.

5.8.2 In the event that the Chief of Police becomes incapacitated, unavailable, out of town, or otherwise unable to command, the Patrol Sergeant will be in charge. If he is unavailable, the on-duty Supervisor will be in charge. For anticipated absences, the Chief of Police may appoint a designee to act in his absence.
5.8.3 The on-duty supervisor will be held accountable for the performance of the employees under the supervisor's immediate control. Although supervisors may free themselves of the actual performance of a given task, a supervisor cannot rid himself of the responsibility or accountability for the accomplishment of the task.

5.8.4 Employees are required to obey and fully execute any lawful order, written or oral, given by a superior or relayed by a designee of a superior (WASPC 12.1.3).

5.8.5 Any employee who receives an order that conflicts with any previous order or instruction will advise the person who issued the second order. The responsibility for counteracting the original order rests with the supervisor who issued the second order. In the event neither issuing supervisors can be readily advised, the employee will carry out the most recent order and advise a supervisor of the conflict as soon as practical.

5.8.6 To ensure that lines of communication are maintained and utilized throughout the organizational structure, monthly staff meetings shall be scheduled. All Command Staff (Chief, Patrol Sergeant, Sergeants) are required to attend unless otherwise excused. Each member in attendance will have the opportunity to bring up and discuss matters of interest. Supervisors will solicit from their personnel items for discussion. Minutes of each staff meeting will be typed and distributed to all supervisors.

ORGANIZATIONAL CHART DEPICTED ON NEXT PAGE
CHAPTER 6.00.00 DEPARTMENT REPORTS AND FORMS
Effective Date: 02/01/09
Revision Notes: N/A

6.1 PURPOSE

The purpose of Tenino Police Department reports and forms is to establish and maintain procedures to ensure the accountability of all Department forms and to provide for various reporting requirements within the Department.

6.2 POLICY

The proper use, preparation, and processing of required forms is vital to the effective and efficient operation of the Department. Every employee will utilize only those forms authorized by the Department and promptly complete and submit all required forms.

6.3 ACCOUNTABILITY

6.3.1 Only those forms authorized by the Chief, Patrol Sergeant, or required by law, shall be utilized by Department personnel.

6.3.2 The Patrol Sergeant is responsible for developing, modifying, reviewing, and approving new forms.

6.3.3 The Office Manager is responsible for ordering and storing all Department forms.

6.3.4 A master file containing an original copy or an electronic copy of each form in use shall be maintained by the Office Manager.

6.3.5 The Office Manager will check the inventory of forms used by the Department personnel monthly. Supervisors should check that the appropriate number of forms is available in the report room. Additional forms are stored in the storage room.

6.3.6 Personnel removing forms from the storage room must inform the Office Manager as soon as possible when it appears the inventory of a form is getting low.

6.3.7 The Office Manager is responsible for placing printing orders for all Department and other required forms.

6.4 REPORT PREPARATION AND PROCESSING

6.4.1 All written and electronic reports and forms requiring a supervisor's signature should be accurately, completely, and promptly submitted for approval.

6.4.2 Supervisors are required to check each report and form submitted to ensure that all the proper data and information is completely and accurately provided.
6.4.3 All written and electronic field reports cleared by the patrol shift supervisor will be submitted to Records section for processing or handling into the computer database. Records personnel will enter reports into the database (Spillman) in a timely fashion.

6.4.4 Once all reports have been entered into the database, the Records section shall file all reports and distribute copies to appropriate units.

6.4.5 The Records section is responsible for all original reports submitted to the unit and will ensure all originals are properly filed.

6.4.6 The Patrol Sergeant or Detective Sergeant shall review all reports being forwarded from Detectives and the Patrol Division to ensure they are complete and all required information has been provided. Incomplete reports will be returned to the reporting person's supervisor with the request for the necessary additional data or correction.

6.4.7 Only authorized personnel are authorized to enter or remove any original reports or forms from the files or control of the Records unit.

6.4.8 Requests for copies from outside the Department shall be provided according to law and approved by a member of the command staff or records specialist.

6.5 PERSONNEL REPORTING RESPONSIBILITIES

6.5.1 Each officer is responsible for updating the shift summary book at the conclusion of each shift.

6.5.2 Annual reports are required from the Investigations Unit, Training Officer, Patrol Division, Community-Oriented Policing statistics, Records section, Code Enforcement, Animal Control. These reports should accurately reflect the unit's activity during the last year.

CHAPTER 7.00.00 COMPENSATIONS, BENEFITS AND CONDITIONS OF WORK
Effective Date: 02/01/09
Revision Notes: N/A

7.1 COMPENSATION AND BENEFITS

7.1.1 Exempt employees of the Tenino Police Department are covered under the City of Tenino Employee Rules and Regulations.

7.1.2 All other employees of the Tenino Police Department are covered under the appropriate bargaining unit agreement and the City of Tenino Employee Rules and Regulations.

7.2 BENEFITS
7.2.1 Exempt employees of the Tenino Police Department are covered under the Tenino City Rules and Regulations.

7.2.2 All other employees of the Tenino Police Department are covered under the appropriate bargaining unit agreement and City of Tenino Employee Rules and Regulations.

7.3 LEAVE

7.3.1 Complete information regarding administrative leave, holiday leave, sick leave and vacation leave will be based on the specific bargaining unit contract and the City of Tenino Employee Rules and Regulations.

7.4 INSURANCE/RETIREMENT

7.4.1 Complete information regarding retirement program(s), health insurance program(s), applicable disability and death benefits and professional liability protection provided the agency will be based on the specific bargaining unit contract and the City of Tenino Employee Rules and Regulations.

CHAPTER 8.00.00 PLANNING AND RESEARCH
Effective Date: 02/01/09
Revision Notes: N/A

8.1 PURPOSE

To establish and coordinate the planning process within the Tenino Police Department.

8.2 POLICY

The Tenino Police Department recognizes that proactive planning and research will greatly facilitate the achievement of department goals and objectives, maximize the provision of police services, and enable the department to identify and respond effectively to problem situations. Planning and research activities are essential to the effective management of this department.

8.3 PROCEDURE

8.3.1 The Chief or his/her designee is responsible for research and planning. As part of this responsibility the Chief or his/her designee shall produce reports of the Department’s operational activities to include type of activity, location, time and date. This formal function will include:

a. Multi-year planning;

b. Goals and operational planning;
c. Budget preparation;

d. Crime and population trends;

e. Crime analysis;

f. Traffic accident and enforcement analysis;

g. Crime prevention initiatives.

8.3.2 The Chief or his/her designee shall also be responsible for preparation of any staff research studies of proposed programs and equipment.

8.4 MULTI-YEAR PLAN

8.4.1 The Tenino Police Department’s multi-year plan is intended to provide a basic context for department activities for a period of five years or more. The plan is updated whenever necessary but is reviewed and updated by the management team (consisting of the command staff and all supervisors) at least annually. The plan will be consistent with the direction and goals adopted by the City Council.

8.4.2 The Chief is responsible for overseeing the development and implementation of the Department’s multi-year plan. The plan shall be developed considering the following elements:

a. The Department’s long-range vision;

b. Identification and evaluation of emerging public safety philosophies/strategies and their effect on the Department’s operation;

c. Anticipation of long-term organizational needs;

d. Anticipation of population trends and their impact on workloads;

e. Anticipation of personnel needs, using budget projections, population projections, potential jurisdictional boundary changes, and community service level expectations;

f. Anticipation of training and professional development needs;

g. Identification of capital improvement and equipment needs based on legislative requirements, deterioration of existing equipment/facilities, new technology, and improvements in the quality and level of service;

h. Anticipation of potential long-term problems (five years or more).

CHAPTER 9.00.00 CRIME ANALYSIS
9.1 PURPOSE

The purpose of the analysis of crime trends within Tenino, Rainier, and Bucoda is to provide current and useful information of criminal activity to all operational components within the Tenino Police Department. Operational and administrative personnel use this information to allocate personnel and to develop strategies for the reduction of crime.

9.2 POLICY

It is the policy of the Tenino Police Department to analyze incidents of crime. The analysis should provide information on the methods of operation of individual criminals, crime patterns, and data from field interviews and arrests. Information will be used in both short- and long-term department planning efforts and should estimate future crime trends and identify enforcement priorities.

9.3 RESPONSIBILITY AND AUTHORITY

9.3.1 Crime Analysis is a function of the office of the Chief of Police or his/her designee.

9.4 ANALYSIS / SOURCE DOCUMENTS

9.4.1 Crime data should be gathered from all available sources, which may include, but not be limited to:

   a. Incident reports;
   b. Supplemental reports;
   c. Record management systems;
   d. Officer observations.

9.5 CRIME DATA SUMMARY

9.5.1 To aid in the analysis of crime trends and information, the data will be summarized by the following:

   a. Geographic area;
   b. Type of crime;
   c. Crime dates and times.
9.6 INFORMATION DISTRIBUTION

9.6.1 The Crime Analyst will disseminate a report to administrative and operational components as requested.

9.6.2 The crime analysis information is for law enforcement purposes only and should not be released to the media or public unless previously authorized by the Chief of Police, or his designee.

CHAPTER 10.00.00 ALLOCATION AND DISTRIBUTION OF PERSONNEL
Effective Date 02/01/09
Revision Notes: N/A

10.1 PURPOSE

To establish guidelines for the allocation and distribution of personnel.

10.2 POLICY

It is the policy of the Tenino Police Department to ensure that it has sufficient personnel to provide effective police service, and that personnel are distributed within the Department in an efficient manner.

10.3 STAFFING

The allocation of sworn officers is determined by the Chief of Police. The Chief of Police will annually reassess the allocation of personnel during the budget preparation process.

10.4 DISTRIBUTION OF PERSONNEL

10.4.1 Personnel allocated to each organizational component will be distributed in a manner which is consistent with workload demands or assessments. These distributions will take into account the time and location factors necessary to complete a task and encourage the equalization of individual workloads.

10.4.2 Patrol personnel are assigned in accordance with the temporal and geographic distribution of incidents to equalize individual workloads. Information on temporal concerns will be compiled from activity reports.

10.4.3 Support personnel are assigned in accordance with the results of the workload assessments for those units.

10.4.4 The Chief of Police will have the final decision on the distribution of department personnel.

10.5 CIVILIAN PERSONNEL
10.5.1 Whenever practical, positions not requiring the specific knowledge, skills and abilities of a sworn officer will be specified as a civilian position and staffed accordingly.

10.5.2 The following positions within the Tenino Police Department are specified as civilian:

a. Records Clerk(s)

b. Secretary

c. Office Manager

d. Code Enforcement (limited Commission)

e. Animal Control (limited Commission).

10.6 CADET PROGRAM

10.6.1 The purpose of the Cadet program is to give interested minors an opportunity to better understand the police officer's function in the law enforcement field. A Cadet may perform duties as needed to assist the Tenino Police Department to achieve the mission of the Tenino Police Department.

10.6.2 The Tenino Police Department Cadet shall serve at the discretion of the Chief of Police. Cadets are required to review, be knowledgeable in, and adhere to all Tenino Police Department policies.

10.6.3 An individual interested in becoming a Cadet for the Tenino Police Department can obtain an application from the Tenino Police Department. Applicants will fill out the requested information on the application and return it to the Tenino Police Department. Once the application is returned, it will be forwarded to the Cadet/Reserve Coordinator.

10.6.4 The Cadet/Reserve Coordinator will initiate a preliminary background investigation. If the applicant is successful with the initial process, a background investigation packet will be completed after reviewing the necessary application criteria to ensure the Cadet meets minimum requirements. The Coordinator will then make a recommendation for further testing. A background investigation for Cadet applicants may be modified to apply to the duties performed.

10.6.5 All Cadet applicants are required to meet the following minimum standards:

a. Be a resident of the State of Washington and a citizen of the United States;

b. Be able to read, write, and speak the English language;

c. Have graduated from an accredited high school or completed their GED;
d. Be in general good health;

e. Be at least 18 years of age;

f. Possess a valid Washington operator’s license;

g. Physically impaired applicants will be accommodated to the best of the department’s ability.

10.6.6 The Chief of Police will appoint successful applicants.

10.6.7 A Cadet’s uniform will consist of the following:

a. A blue polo shirt. The polo shirt will have the Tenino Police Department badge stenciled over the left breast. The shirt shall include the Volunteer’s first initial and last name stenciled over the right breast with VOLUNTEER stenciled below the name, and VOLUNTEER stenciled on the back;

b. Khaki or BDU style pants;

c. Black belt, black socks, and black shoes.

10.6.8 Cadets may participate in the ride-along program as observers. Cadets may fulfill various duties as determined by the ride-along officer. These may include:

a. Traffic/crowd control;

b. Radio operation;

c. Motorist assistance;

d. Completion of routine paperwork that will not be used in any court action;

e. Crime scene protection;

f. Interpreting.

10.6.9 Cadets may NOT do any of the following:

a. Interview witnesses or suspects;

b. Participate in any arrest or be left in control of any prisoner;

c. Leave the police vehicle, unless told to do so by the assigned officer;
d. Be armed in any manner;

e. Assist at any incident, unless told to do so by the assigned officer;

f. Sign any arrest report, incident report, accident report, traffic citation, or other legal documentation;

g. Assist in providing cover for any possible crime in progress;

h. Ride with any vice, narcotics, or organized crime unit.

10.6.10 If the assigned officer is dispatched to a call considered an extreme high risk (confirmed robbery in progress, assault with a firearm with suspect still in the area, etc.), the officer shall return the Cadet to the station or drop them at a nearby safe location such as an open business. The officer should then advise CAPCOM of the location of the Cadet while proceeding to the incident.

10.6.11 While at the scene of an incident with an elevated risk (for example, domestic disputes) the Cadet will remain in the police vehicle until the assigned officer determines the scene is safe. The Cadet may only leave the vehicle with permission from the assigned officer unless they determine that the risk of staying in the patrol vehicle outweighs the risk of finding a safer location.

CHAPTER 11.00.00 FISCAL MANAGEMENT
Effective Date: 02/01/09
Revision Notes: N/A

11.1 PURPOSE

The purpose of this section is to establish guidelines for the budgeting process and fiscal control procedures for the Tenino Police Department.

11.2 POLICY

The Tenino Police Department will utilize only those accounting principles and fiscal management techniques that ensure the effective and efficient utilization of resources in all department operations.

11.3 CHIEF EXECUTIVE OFFICER

11.3.1 The Mayor is charged with selecting a department head who is charged with the administration of the affected department. For the Tenino Police Department, the Chief is designated as the Chief Executive Officer. The Chief shall have the ultimate responsibility for the fiscal management of the police department.

11.4 OTHER AUTHORIZED PERSONNEL
11.4.1 The fiscal management of the overall police budget is one of the duties of the Chief. Purchase authorizations in any amount must be approved by a command staff officer.

11.5 FISCAL MANAGEMENT FUNCTION

11.5.1 The Chief of Police is responsible for the continuing and ongoing review and analysis of the entire budget and for monthly internal monitoring of the Tenino Police Department's non-cash fiscal activities. Monthly reports provided by the City of Tenino Finance Department will be reviewed for any unauthorized expenditures.

11.5.2 The Patrol Sergeant will assist in the fiscal management function with annual budget development and the supervision of internal expenditures. Procurement or requisitioning of department property is centralized through the Office Manager.

11.5.3 The Office Manager is responsible for maintaining records for inventory control of department property and equipment.

11.5.4 The Office Manager is responsible for maintaining an accounting system that includes, at a minimum, provisions for status reports showing:

   a. Initial appropriations for each account or line item;

   b. Expenditures and encumbrances made during the period;

   c. Unencumbered balance.

11.5.5 The City of Tenino utilizes Great Plains software for tracking/auditing the current financial situation of the City of Tenino. The Office Manager will keep this system updated as needed.

11.5.6 Random audits are conducted by the State of Washington as required by State Law.

11.5.7 All department personnel are expected to cooperate fully with this audit and should be prepared to supply any and all documentation as may be required by Federal or State law, City regulations or department policy.

11.6 BUDGET

11.6.1 All financial considerations in the operation of the City are reserved to the City Council with administration by the Mayor. Following direction from the Mayor and Finance Director and utilizing input from organizational component personnel, including operational and activity analysis, the Chief is responsible for budget preparation and presentation to the City Council for approval.
11.6.2 The Chief of Police may request other department personnel to prepare recommendations for budget considerations. The following are requirements whenever submitting a request for a budgetary line item:

   a. All requests must be in writing and submitted prior to the preliminary budget presentation;

   b. All requests should clearly describe the specific item recommended, including make, model, etc;

   c. Describe the anticipated use and need for the item;

   d. Total cost of the item;

   e. Source or vendor for obtaining the recommended item.

11.6.3 The Chief of Police will make the final determination of all items requested in the budget and the presentation of the budget request before the City of Tenino.

11.6.4 In the event of additional or emergency funds being needed to meet circumstances that cannot be anticipated by prior fiscal planning, the Chief of Police will request such funding through a supplemental budget.

11.6.5 Administration of the Tenino Police Department's appropriation throughout the fiscal year is the responsibility of the Chief of Police. Any changes, modifications, amendments, or problems during the budget year that affect other members or units within the Tenino Police Department will be discussed at the monthly staff meeting.

11.7 REQUISITION AND PURCHASING OF EQUIPMENT

11.7.1 The Chief of Police or his designee must authorize all requisitions and purchases of department equipment and supplies. Once approved by the Chief of Police or his designee, all requests for purchases will be submitted to the Finance Department for final approval and authorized payment.

11.7.2 Written requests for the purchase of equipment or supplies will be forwarded to the Chief of Police or his designee with a description of the item to be purchased, the price of the item, and the name and address of the vendor.

11.7.3 The Chief of Police or his designee must sign all purchase orders before payment can be approved by the City of Tenino.

11.7.4 When purchasing items, the Tenino Police Department will adhere to the following structure:

   a. A Purchase Order is required for all purchases made.
b. Supervisors may authorize local purchases up to $100.00 (one hundred dollars). These purchases may be made without obtaining a purchase order in advance. After the purchase is made, a purchase order must be completed and attached to the receipt.

11.7.5 Periodically, the Tenino Police Department may find it necessary to purchase standardized items, (i.e. vehicles, portable radios). Nothing in this procedure is intended to preclude the Tenino Police Department from purchasing items from vendors who have submitted for State purchase of standardized items, or from entering into an agreement with other governmental agencies for the purchase of such items that are in the best interest of the Tenino Police Department when purchased in large quantities, such as citation books.

11.7.6 The Chief of Police will periodically review the financial statement from the City of Tenino, including expenditures and purchases.

11.7.7 The Chief of Police or his designee may authorize an emergency purchase or rental of equipment or services not planned for as part of the fiscal budget. The Tenino Police Department provides funds for minor contingencies in the annual budget. Large expenditures necessary to effectively protect the public health and safety, protect property, and provide emergency assistance to victims in the event of a natural or man-made disaster requires approval of the Mayor as outlined in the City of Tenino Personnel Manual.

11.8 COLLECTION, SAFEGUARDING, AND DISBURSING CASH

11.8.1 Department personnel will collect, safeguard, and disperse cash on a limited basis.

11.8.2 Cash received as evidence, safekeeping, or found property will be handled per department evidence and property procedures.

11.8.3 Records clerks will record all funds received. All funds collected will be transferred to the City of Tenino Finance Department for deposit. Financial reports from the Finance Department will be used to verify the amount of money brought in. Any discrepancy discovered will be immediately brought to the attention of the Patrol Sergeant.

11.8.4 Funds received can be for a variety of reasons, some of which include:

a. Copying of reports;

b. Restitution;

c. Parking fees;

d. City License fees;

e. Concealed Pistol License fees;
f. NSF fees.

11.8.5 Any individual paying for a service or fee will be given a receipt showing the amount paid.

11.8.6 The Confidential Informant Fund may only be used with approval from the Chief or Patrol Sergeant. A portion of this fund will be kept in a safe in the inner property room allowing for limited access. This fund will:

a. Be reconciled on a monthly basis and audited by the Patrol Sergeant and Office Manager during times that the fund is being utilized for operations;

b. Any discrepancies discovered will be reported immediately to the Chief of Police;

c. The Finance Department may conduct random audits of this fund.

11.8.7 Petty cash is dispersed by the Office Manager. All personnel must submit a signed petty cash form, explaining the reason for reimbursement. All requests must be approved by the Chief of Police or his designee. Personnel should seek approval before expenditures are made when requesting reimbursement from the petty cash account.

11.8.8 The Office Manager will compare all expenditures from the petty cash account against the financial statement of the Tenino Police Department expenditures. All petty cash reimbursements will be correctly logged in the proper budget line item.

11.8.9 The Chief of Police may, at any time, request an internal audit of any of the fiscal controls or procedures of the Department. The Chief of Police or his designee may inspect any records, statements, accounts or files associated with the fiscal management of any and all operations.

11.9 SUPPLEMENTAL APPROPRIATIONS

When approved by the Chief, supplemental or emergency appropriations will be sought from the City Council. The Chief or designee will prepare an Agenda Report for submission to the Mayor. The office of the Mayor will prepare the actual ordinance for inclusion with the Agenda. Appropriation transfers shall be accomplished, on request through approval of the Mayor using the executive transfer process specified by the City Council.

11.10 FISCAL SYSTEM

All fiscal management and reporting by the Tenino Police Department shall comply with the Washington State Budget Accounting and Reporting System (BARS) as ordered by the City Finance Director.

CHAPTER 12.00.00 PERSONNEL CLASSIFICATION

Effective Date: 02/01/09
12.1 PURPOSE

The purpose of personnel classification is:

a. To provide a structured classification plan with specific requirements and descriptions for each position;

b. To provide a clear description of those duties and tasks which define the specific job; and

c. To list the job specifications for every position within the Tenino Police Department.

12.2 POLICY

The Tenino Police Department will ensure that job classifications are based on an analysis of position requirements, including job tasks, as well as an assessment of the requisite skills, knowledge, and abilities. These classifications will then be utilized to define the functions, responsibilities, duties, requirements, and specifications of an assignment or position.

12.3 PROCEDURE

A written job analysis of every position in the Tenino Police Department will be maintained on file with the Office Manager. The job analysis will include:

a. The work behaviors (duties, responsibilities, functions, tasks, etc. of each position);

b. The frequency with which the work behavior occurs;

c. The criticality of the job related skills, knowledge, abilities, and behaviors.

12.4 CLASSIFICATION PLAN

12.4.1 The Tenino Police Department will maintain a Classification Plan consisting of the following elements:

Categorization of every job into classes, based upon similarities in duties, responsibilities, and qualification requirements;

a. Class specifications for every job within a class;

b. Provisions for relating compensation to classes;

c. Provisions for reclassification.
12.4.2 The Tenino Police Department will identify the responsibilities within a class specification to inform personnel assigned to a particular classification of their primary duties.

12.4.3 Positions in the Tenino Police Department are controlled to varying degrees by the Civil Service Commission and/or the City of Tenino Human Resource Department. The Civil Service Commission and Human Resource Department is responsible for the testing process of new hires and promotions within the department.

CHAPTER 13.00.00 UNIFORMS / GROOMING
Effective Date: 02/01/09
Revision Notes: N/A

13.1 PURPOSE

The purpose of this section is to establish the standards and specifications of Tenino Police Department uniform parts for full-time sworn officers, reserve officers, code enforcement officers, and animal control officers, and to set guidelines that provide for uniformity in the wearing of seasonal work and dress uniforms.

13.2 POLICY

All personnel of the Tenino Police Department, individually and collectively, will exhibit a professional appearance in order to:

a. Gain respect, trust, and support from the communities served by the Department.

b. Maintain uniformity and promote public recognition of uniformed officers.

13.3 UNIFORMS/EQUIPMENT

13.3.1 The purpose of a uniform is to identify the person wearing it as a police officer. The uniform helps citizens in need of law enforcement services to identify departmental personnel. It also indicates to those being detained or arrested that the action is being taken by a law enforcement officer. Finally, it provides a high level of law enforcement visibility. Employees are responsible for wearing the proper and complete department uniform in the prescribed manner except when working in an assignment which requires them to be out of uniform.

13.3.2 All equipment that is carried and uniforms worn while employed by this department will be authorized by the Chief of Police and issued by this department prior to use. No personally owned equipment will be carried or used unless prior permission is obtained from the Shift Supervisor. Permission or authorization will be requested through the Chain of Command.

13.3.3 No employee shall use departmental equipment unless he/she has been trained in its operation and is authorized to use it in the performance of duty.
13.3.4 The utility uniform shall be a department-approved jumpsuit. The utility uniform may be worn while on duty for routine patrol work and/or training. The utility uniform will not be worn for Superior Court matters or funeral details. Shift supervisors are authorized to set the uniform of the day in all instances in preparation for special events or departmental needs. Department-issued uniform shorts will not be worn during any court proceedings.

13.3.5 The Class A uniform shall be worn for any Superior Court matter or funeral details. The Class A uniform consists of a long-sleeve uniform shirt, uniform pants with no sap pockets, and a solid colored blue tie with a silver tie clasp. The uniform shall be in excellent condition. Black shined dress shoes or boots shall be worn with the Class A uniform.

All patches and insignia will be placed in accordance to 13.3.6, except hash marks. No hash marks will be worn on a dress uniform.

13.3.6 Only authorized insignia shall be worn on the uniform. Patches and insignia shall be worn on uniform shirts and jackets in the following manner:

   a. The Tenino Police Department patch shall be worn on both shoulders, centered on the sleeve and 1/2" down from the shoulder seam, on the shirt, jumpsuit and jacket.

   b. Hash marks are issued for each three years of civilian police service. They are worn on the left sleeve on the long sleeve shirt only. They shall be placed approximately 1" from the cuff seam, along the outside edge of the sleeve crease.

   c. Specialized unit patches including Motorcycle and others designated by the Chief are worn on the right sleeve 1" above the right cuff, and centered on the sleeve. These insignia are to be worn by those actively in the position.

   d. The badge is worn on the left breast, above the pocket on the shirt. The badge patch will be worn on the outermost garment if only one badge is available.

   e. The metal TPD. or rank insignia is worn on the collar (both sides) of the short and long sleeve shirts. The insignia is to be worn across the collar with both sides being an equal distance from the collar point.

   f. Sergeant's stripes are worn on all shirts, jumpsuits and jackets. Stripes are worn 1" below the Tenino Police patch and centered on the sleeve with the sleeve crease going through the center of the stripes.

   g. A black baseball style cap may be worn as standard duty headgear. The baseball style cap will have a TPD badge sewn on the front of the cap. Additionally the issued TPD stocking cap is authorized during inclement weather.

   h. The name bar is worn immediately above the right breast pocket with the bar centered between the seams at the top of the pocket flap. The bar will be silver with black
block-style letters consisting of the first initial and the last name. Cloth name tags will be sewn on coats, jackets and jump suits.

i. All awards and marksmanship badges are worn approximately ¼” above the name bar of the right shirt pocket, centered above the pocket. In the event of multiple awards, they will be worn with the most distinguished award on top. In the case of multiple awards of the same class, they will be worn side by side and centered above the pocket in ascending order.

j. The department-issued accreditation pin may be worn on the uniform, centered just above the nameplate. In the case where marksmanship badges or awards are worn, the accreditation pin shall be worn centered above those awards.

k. No other pins, badges, or insignias are authorized to be worn on the uniform without a written directive from the Chief of Police.

13.3.7 Footwear shall be black in color and low heeled. Boots may be either high laced or of the Wellington style. Shoes or boots must be plain toed, must provide adequate support and of leather capable of receiving a polish. Corfram are acceptable. Overshoes, galoshes, or cold weather boots may be authorized for wearing by the Shift Supervisor during extremely cold or inclement weather. Socks worn with shoes or ankle high boots shall be black or dark blue.

13.3.8 Uniforms and equipment in need of repair or replacement will be reported to the employee’s immediate supervisor. As needed, a requisition for replacement uniforms and equipment will be completed and sent to the Patrol Sergeant. A uniform or accessory that becomes lost, destroyed, or stolen will be reported to the immediate supervisor.

13.3.9 All employees that are assigned to positions that allow or require them to wear clothing other than the issued departmental uniform will dress in professional business attire (dress slacks and dress shirts), unless so directed by a Chief or Shift Supervisor.

13.3.10 The badge and identification card(s) are the means by which department personnel are ultimately identified as having official authority. They should be prominently displayed whenever the identity of an employee acting in his/her official capacity is in question.

NOTE: Identification cards are the property of the Tenino Police Department. Badges are also the department's property unless, an employee has been given written permission by the Chief to obtain and possess his/her personal badge. If this is the case a record will be kept of the employee’s purchase and possession of the badge.

13.3.11 All employees are required to notify the Patrol Sergeant immediately in writing through the chain of command if their badge or official identification is lost or stolen. This requirement also applies to uniform parts and accessories or any equipment, which might allow anyone to impersonate an officer or member of the Tenino Police Department.
13.3.12 The wearing of jewelry by officers will be limited in the following manner:

a. Earring studs are authorized.

b. All other jewelry may be limited by the Shift Supervisor when it appears to pose a threat to the safety of the officer or others.

13.3.13 All employees are responsible for the maintenance of all equipment issued to them, to ensure it is clean and in good repair. Employees will utilize department equipment for its intended purpose in accordance with established departmental procedures and shall not abuse, damage or lose department property. Employees will not convert department equipment to their own use.

13.3.14 Employees will immediately report to their supervisor, any damage to department property or equipment assigned to them. In addition, employees will report any inoperative, defective, or hazardous equipment which comes to their attention.

13.3.15 Losing, damaging, or wasting department property or equipment through negligence, carelessness, or improper use will be grounds for disciplinary action. The employee responsible for such loss, damage, or waste may be charged for the property in question.

13.3.16 Upon termination of employment, all department-owned property will be returned.

13.3.17 With the exception of what would generally be considered routine maintenance and cleaning, employees will not dismantle, modify or attempt to repair equipment unless authorized to do so.

13.3.18 Employees will report to duty with the necessary items that are needed to accomplish their tasks.

13.3.19 Employees of this department shall not make or cause to be made any duplicates of departmental keys. Employees will possess only those police department and City of Tenino keys which they are authorized to have. Loss of departmental keys will be reported immediately by the employee to their supervisor. A memo will be submitted detailing the circumstances surrounding the loss.

NOTE: Employees will not possess keys to a business establishment(s) unless they have received prior permission from the Chief of Police, during times of emergency, or prior arrangement of business or homeowner is made.

13.3.20 All employees are assigned a mailbox. The box is to be checked each day upon arrival, and again before going off duty. This mailbox should be kept cleared out and not used as a storage box.
13.3.21 City property or equipment will not be loaned for personal use but may be loaned to another agency with permission of an administrator, when available, upon completion of formal request by the outside agency.

13.4 CODE ENFORCEMENT UNIFORM

13.4.1 Code Enforcement Officers will wear white uniform shirts with the patch of the Tenino Police Department on each sleeve. Dark uniform pants and black shoes will also be worn.

13.5 ANIMAL CONTROL UNIFORM

13.5.1 Animal Control Officers will wear tan/brown colored uniform shirts with the patch of the Tenino Police Department on each sleeve.

13.6 GROOMING/APPEARANCE

13.6.1 Full-time police officers, reserve officers, and civilian personnel will conform to the following standards:

13.6.2 Employees will maintain a neat, clean appearance on duty. Tenino Police Officers will keep their uniforms and clothes clean, pressed and in good condition.

13.6.3 Hair: Hair will be neatly trimmed and styled or brushed at all times. Employees will wear their hair in a neatly groomed, clean, professional looking contemporary business style. Extreme hairdos or exaggerated high styles or colors are prohibited.

13.6.4 Mustaches: Mustaches will be neatly trimmed and will not extend more than ¼-inch beyond the corners of the mouth. Ends will not be waxed or twisted.

13.6.5 Goatees: Goatees may be worn by plain clothes and uniformed members of the department under the following conditions:

a. Goatees must be "established" prior to a uniformed officer working a patrol shift (grown while on vacation/leave);

b. Goatees will not extend past the corner of the mouth more than one half inch or drop below the jaw line by more than one inch;

c. Goatees will remain neatly trimmed and will not exceed one quarter inch in length.

13.6.6 Beards: Beards are not permitted at any time.

13.6.7 Jewelry: Officers may wear earring studs to keep pierced ears open. Other personnel may wear earrings that present a neutral appearance. Chains, necklaces, and other ornamental jewelry must be concealed while in uniform. Wedding rings or other type of rings worn in
conservative style are permitted. Any other jewelry worn must not present a hazard to the officer, and if visible to the public, must be unobtrusive and present a neutral appearance.

13.6.8 **Cologne or Perfume**: The use of strong scented cologne is prohibited.

13.6.9 **Make-Up**: The use of facial make-up will be conservative. Excessive use of lipstick, rouge, mascara, etc. is prohibited. Fingernails will be inconspicuous, neither too long nor too dark or flashy colored.

NOTE: Any personnel assigned to special duty status or in undercover status may be allowed to take exception to these standards.

**CHAPTER 14.00.00  COLLECTIVE BARGAINING**

Effective Date: 02/01/09

Revision Notes: N/A

**14.1 PURPOSE**

The purpose of this section is to describe the Tenino Police Department's role in the collective bargaining process.

**14.2 POLICY**

As granted by Law, it is the right of City of Tenino employees to organize into collective bargaining units. It is the policy of the City and the Tenino Police Department, to recognize the bargaining agent of its employees, to bargain in good faith, to enforce the terms of the contract agreement, and to obey the provisions of the agreement.

**14.3 PROCEDURE**

14.3.1 Collective bargaining with the unions is carried out by a Mayor designated team. The Chief may sit as a team member, and will be responsible for administering negotiated contracts. Final contract approval is reserved to the City Council for financial issues, and the Mayor for language issues.

14.3.2 The Chief's role in the collective bargaining process is to provide assistance to the City of Tenino representatives in an advisory capacity only. The Chief of Police will, when requested, advise the City representatives of current departmental policies and procedures, administrative positions, and any ramifications on the department if any changes are mandated by written agreement.

14.3.3 Prior to beginning the negotiation process regarding wages, hours, and terms and conditions of employment, the labor union negotiating team and the City of Tenino negotiating team may decide on mutually acceptable ground rules to guide them during the collective bargaining process.
14.3.4 As a result of the collective bargaining process between the City and the employees authorized to negotiate, a written record in the form of a contract will be drafted. The contract will be signed by representatives of both parties upon ratification to signify agreement.

14.3.5 The Chief of Police will ensure that the department reviews and amends those administrative directives necessary to ensure compliance with the agreement.

14.3.6 There are no written directives necessary to insure compliance with bargaining agreements. Each agreement stands alone and includes a process for reaching a determination should the two parties to the agreement be at odds as to any language meaning. Each party to the agreement has the obligation and duty to insure the other party to the agreement is in compliance.

14.4 SUPERVISORY PERSONNEL

14.4.1 The Chief will inform and train, if necessary, supervisory and management personnel of collective bargaining agreements affecting personnel under their supervision.

CHAPTER 15.00.00 GRIEVANCE PROCEDURES
Effective Date: 02/01/09
Revision Notes: N/A

15.1 PURPOSE

The purpose of this section is to establish guidelines for resolving grievances in a fair and expeditious manner.

15.2 POLICY

It is the policy of the Tenino Police Department to deal fairly and promptly with employee grievances.

15.3 DEFINITIONS

15.3.1 A grievance is any dispute or difference of opinion raised by an employee involving the meaning, interpretation, or application of the provisions of the various labor agreements, Tenino Police Department or City policy, or Civil Service rule.

15.3.2 An administrative review is any dispute, controversy, or difference of opinion the employee feels affects his health, safety, welfare, or mutual respect relating directly to the member's working condition or employment status. It must be a matter within the control of the City of Tenino authorities.

15.4 PROCEDURE
15.4.1 Police Officers represented by a union will follow the procedures outlined in the Grievance Procedure of the labor agreement between the City of Tenino and Teamsters Local Union 760.

15.4.2 Code Enforcement Officers, Animal Control Officers, and Office Clerks will follow the procedures outlined in the Grievance Procedure of the labor agreement between the City of Tenino and the Office and Professional Employees International Local #8 Union (OPEIU) agreement.

15.4.3 The Grievance process for non-represented employees is similar to that of employees represented by a union. HOWEVER, the time frame(s) for filing and rulings may be different. Non-represented employees will follow the Complaint Procedures section of the City Personnel Manual.

15.4.4 When filing a grievance the employee should provide:

a. A written statement of the grievance and the facts upon which it is based;

b. A written allegation of the specific wrongful act and harm done citing sections of the contract believed to be violated; and,

c. A written statement of the remedy or adjustment sought.

15.4.5 The administration of the Grievance Process rests with the Chief of Police. The Chief of Police will conduct a review of the grievances filed and will provide a written response to the employee. To assist in the accountability of this process, the Chief has assigned the Office Manager to maintain the records associated with this process.

All grievances shall be reduced to writing. The documents will be maintained as confidential, and each grievance file shall be assigned a numeric control number, issued consecutively by year, for accountability purposes.

15.4.6 If the grievance is not resolved within the Tenino Police Department, the employee will follow the appeal procedures as outlined in the various labor agreements or City Manual. If still not resolved, the last appeal will be referred for arbitration, as outlined in the various labor agreements.

15.4.7 This procedure specifically exempts and excludes those matters being filed under Civil Service Rules. In those instances, Civil Service guidelines will be followed.

CHAPTER 16.00.00  DISCIPLINARY PROCEDURES
Effective Date: 02/01/09
Revision Notes: N/A

16.1 CODE OF CONDUCT
Like other professions, law enforcement must establish minimum standards of ethical conduct for its incumbents. Since law enforcement encompasses an increasing number of specialists, many of whom are not the traditional commissioned police officer, this policy also is intended to establish expectations of conduct for them. Though the term peace officer is used throughout these Canons and Standards, the term "Police Department Member" should be understood as being interchangeable with the term peace officer for the purposes of this policy. It is the policy of the Tenino Police Department that all members of the department shall be bound by these Standards unless specifically excluded by the nature of the Standard itself, e.g., when the Standard may refer to the exercise of commission authority which some members of the department do not have.

16.1.1 CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all men to liberty, equality and justice. I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of the department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or violence and never accepting gratuities. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession: law enforcement.

16.1.2 CODE OF PROFESSIONAL CONDUCT AND RESPONSIBILITY FOR PEACE OFFICERS PREAMBLE

Whereas, peace officers are vested with a public trust which requires that they consistently demonstrate the highest degree of integrity and good moral character; and Whereas, the need to maintain high standards of moral character, integrity, knowledge, and trust requires the establishment of a Code of Professional Conduct and Responsibility for Peace Officers as a matter of the highest significance to the health, welfare, and safety of the citizens of this state; and Whereas, the establishment of a Code of Professional Conduct and Responsibility of Peace Officers, which includes Canons of Ethics and minimum Standards, requires the granting of authority to enforce these Standards of professional conduct through disciplinary action as necessary for the protection of the health, welfare, and safety of the public; therefore BE IT RESOLVED that the need to maintain high standards of moral character, integrity, knowledge and trust require that peace officers establish and conform to a Code of Professional Conduct and Responsibility for Peace Officers.
16.1.3 GENERAL STATEMENT

Peace Officers are granted a public trust, which requires that they consistently demonstrate the highest degree of integrity. To be worthy of this public trust, and to ensure that their professional conduct is above reproach, members of the peace officer profession must not only conform to a Code of Ethics but must also abide by these Canons of Ethics and Ethical Standards which constitute this Code of Professional Conduct and Responsibility as a means of internal regulation. The essence of a profession is that it requires, in addition to prescribing a desired level of performance, established minimum standards of ethical conduct with prescribed rules for internal discipline to ensure compliance. Accordingly, this Code of Professional Conduct and Responsibility has been established for the peace officer profession. Nothing in this Code of Professional Conduct and Responsibility for Peace Officers is intended to limit or supersede any provision of law relating to the duties and obligations of peace officers or the consequences of a violation thereof. Whereas these rules specify certain conduct as unprofessional, this is not to be interpreted as approval of conduct not specifically mentioned. Nothing in this Code is intended to limit the authority of this agency to adopt and enforce rules and regulations that are more stringent or comprehensive than those that are contained in this Code of Professional Conduct and Responsibility for Peace Officers.

16.1.4 DEFINITIONS

This Code of Professional Conduct and Responsibility for Peace Officers is comprised of nine Canons of Ethics, with explanatory statements in the form of Ethical Standards. Examples of Disciplinary Rules and Enforcement Procedures are included as an addendum. Following are definitions of these terms, as used in the context of the code.

"PEACE OFFICER" means a fully commissioned regular or reserve officer, and by extension and where applicable, any other paid or volunteer member of the Tenino Police Department.

"CANONS" are statements, which express in general terms standards of professional conduct expected of peace officers in their relationship with the public, the criminal justice system, and the peace officer profession. They embody the general concepts from which the Ethical Standards and the Disciplinary Rules are derived.

"ETHICAL STANDARDS" are statements that represent the objectives toward which every peace officer shall strive. They constitute principles that can be relied upon by the peace officer for guidance in specific situations.

"DISCIPLINARY RULES" specify an unacceptable level of conduct for all peace officers, regardless of their rank or the nature of their assignment, any peace officer who violates any agency rule that applies to these Canons and Standards is guilty of unprofessional conduct, and is subject to disciplinary action. Violation of disciplinary rules requires appropriate adjudication and disciplinary action ranging from oral reprimand to termination and/or criminal prosecution or other administrative action sanctioned by law, as dictated by the individual case.
"ENFORCEMENT PROCEDURES" are the fundamental rights of an accused officer, which are applicable to a disciplinary investigation or proceeding against the officer.

"ADMINISTRATIVE INVESTIGATION" is an investigation conducted to determine whether an officer has violated any provision of this code, or any agency rule or regulation; or whether an officer is impaired or unfit to perform the duties and responsibilities of a peace officer.

"FORMAL DISCIPLINE" refers to the final adjudication of administrative or disciplinary charges.

16.1.5 CANONS OF ETHICS

CANON ONE

Peace officers shall uphold the Constitution of the United States, the State Constitution, and all laws enacted or established pursuant to legally constituted authority.

ETHICAL STANDARDS

STANDARD 1.1 Peace officers shall recognize that the primary responsibility of their profession and of the individual officer is the protection of the people within the jurisdiction of the United States through upholding of their laws, the most important of which are the Constitution of the United States, the State Constitution and the laws derived therefrom.

STANDARD 1.2 Peace officers shall be aware of the extent and limitations of their authority in the enforcement of the law.

STANDARD 1.3 Peace officers shall diligently study principles and new enactments of the laws they enforce.

STANDARD 1.4 Peace officers shall be responsible for keeping abreast of current case law as applied to their duties.

STANDARD 1.5 Peace officers shall endeavor to uphold the spirit of the law, as opposed to enforcing merely the letter of the law.

STANDARD 1.6 Peace officers shall respect and uphold the dignity, human rights, and Constitutional rights of all persons.

CANON TWO

Peace officers shall be aware of and shall use proper and ethical procedures in discharging their official duties and responsibilities.
ETHICAL STANDARDS

STANDARD 2.1 Peace officers shall be aware of their lawful authority to use that force reasonably necessary in securing compliance with their lawful enforcement duties.

STANDARD 2.2 Peace officers shall truthfully, completely, and impartially report, testify, and present evidence in all matters of an official nature.

STANDARD 2.3 Peace officers shall follow legal practices in such areas as interrogation, arrest or detention, searches, seizures, use of informants, and collection and preservation of evidence.

STANDARD 2.4 Peace officers shall follow the principles of integrity, fairness, and impartiality in connection with their duties.

CANON THREE

Peace officers shall regard the discharge of their duties as a public trust and shall recognize their responsibilities to the people whom they are sworn to protect and serve.

ETHICAL STANDARDS

STANDARD 3.1 Peace officers, as professionals, shall maintain an awareness of those factors affecting their responsibilities.

STANDARD 3.2 Peace officers, during their tour of duty, shall diligently devote their time and attention to the effective and professional performance of their responsibilities.

STANDARD 3.3 Peace officers shall ensure that they are prepared for the effective and efficient undertaking of their assignment.

STANDARD 3.4 Peace officers shall safely and efficiently use equipment and material available to them.

STANDARD 3.5 Peace officers shall be prepared to respond effectively to the demands of their office.

STANDARD 3.6 Peace officers, with due regard for compassion, shall maintain an objective and impartial attitude in official contacts.

STANDARD 3.7 Peace officers shall not allow their personal convictions, beliefs, prejudices, or biases to interfere unreasonably with their official acts or decisions.

STANDARD 3.8 Peace officers shall recognize that their allegiance is first to the people, and then to their profession and the government entity or agency that employs them.
CANON FOUR

Peace officers will so conduct their public and private life that they exemplify the high standards of integrity, trust, and morality demanded of a member of the peace officer profession.

ETHICAL STANDARDS

STANDARD 4.1 Peace officers shall refrain from consuming intoxicating beverages to the extent that it results in impairment which brings discredit upon the profession or their employing agency, or renders them unfit for their next tour of duty.

STANDARD 4.2 Peace officers shall not consume intoxicating beverages while on duty, except to the degree permitted in the performance of official duties.

STANDARD 4.3 Peace officers shall not use any narcotics, hallucinogens, or any other controlled substance except when legally prescribed. When such controlled substances are prescribed, officers shall notify their superior officer prior to reporting for duty.

STANDARD 4.4 Peace officers shall maintain a level of conduct in their personal and business affairs in keeping with the high standards of the peace officer profession. Officers shall not participate in any incident involving moral turpitude.

STANDARD 4.5 Peace officers shall not undertake financial obligations which they know they will be unable to meet and shall pay all just debts when due.

STANDARD 4.6 Peace officers shall not engage in illegal political activities.

STANDARD 4.7 Peace officers shall not permit or authorize for personal gain the use of their name or photograph and official title identifying them as peace officers in connection with testimonials, advertisements for any commodity, commercial enterprise, or commercial service which is not the product of the officer involved.

STANDARD 4.8 Peace officers shall not engage in any activity, which would create a conflict of interest or would be in violation of any law.

STANDARD 4.9 Peace officers shall at all times conduct themselves in a manner which does not discredit the peace officer profession or their employing agency.

STANDARD 4.10 Peace officers shall not be disrespectful, insolent, mutinous or insubordinate in attitude or conduct.

STANDARD 4.11 Peace officers shall be courteous and respectful in their official dealings with the public, fellow officers, superiors and subordinates.
STANDARD 4.12 Peace officers shall not engage in any strike, work obstruction or abstention, in whole or in part, from the full, faithful and proper performance of their assigned duties and responsibilities, except as authorized by law.

STANDARD 4.13 Peace officers shall maintain a neutral position with regard to the merits of a labor dispute, political protest, or other public demonstration, while acting in an official capacity.

CANON FIVE

Peace officers shall recognize that our society holds the freedom of the individual as a paramount precept, which shall not be infringed upon without just, legal and necessary cause.

ETHICAL STANDARDS

STANDARD 5.1 Peace officers shall not restrict the freedom of individuals, whether by detention or arrest, except to the extent necessary to legally or reasonably apply the law.

STANDARD 5.2 Peace officers shall recognize the rights of individuals to be free from capricious or arbitrary acts, which deny or abridge their fundamental rights as guaranteed by law.

STANDARD 5.3 Peace officers shall not use their official position to detain any individual, or to restrict the freedom of any individual, except in the manner and means permitted or prescribed by law.

CANON SIX

Peace officers shall assist in maintaining the integrity and competence of the peace officer profession.

ETHICAL STANDARDS

STANDARD 6.1 Peace officers shall recognize that every person in our society is entitled to professional, effective, and efficient law enforcement services.

STANDARD 6.2 Peace officers shall perform their duties in such a manner as to discourage double standards.

STANDARD 6.3 Peace officers shall conduct themselves so as to set exemplary standards of performance for all law enforcement personnel.

STANDARD 6.4 Peace officers shall maintain the integrity of the profession through complete disclosure of those who violate any of these rules of conduct, violate any law, or who conduct themselves in a manner which tends to discredit the profession.
STANDARD 6.5 Peace officers shall have responsibility for reporting to proper authorities any known information, which would serve to disqualify candidates from transferring within or entering the profession.

STANDARD 6.6 Peace officers shall be responsible for maintaining a level of education and training that will keep them abreast of current techniques, concepts, laws, and requirements of their profession.

STANDARD 6.7 Chief Executive peace officers shall accept the responsibility of utilizing all available resources and the authority of their office to maintain the integrity of their agency and the competency of their officers. These Canons and Ethical Standards shall apply to all legally defined peace officers regardless of rank.

STANDARD 6.8 Peace officers shall assume a leadership role in furthering their profession by encouraging and assisting in the education and training of other members of the profession.

CANON SEVEN

Peace officers shall cooperate with other officials and organizations that are using legal and ethical means to achieve the goals and objectives of the peace officer profession.

ETHICAL STANDARDS

STANDARD 7.1 Peace officers, within legal and agency guidelines, shall share with personnel both within and outside their agency, appropriate information that will facilitate the achievement of criminal justice goals or objectives.

STANDARD 7.2 Peace officers, whether requested through appropriate channels or called upon individually, shall render needed assistance to any other officer in the proper performance of their duty.

STANDARD 7.3 Peace officers shall within legal and agency guidelines, endeavor to communicate to the people of their community the goals and objectives of the profession, and keep them apprised of conditions which threaten the maintenance of an ordered society.

CANON EIGHT

Peace officers shall not compromise their integrity, nor that of their agency or profession, by accepting, giving or soliciting any gratuity.

ETHICAL STANDARDS

STANDARD 8.1 Peace officers shall refuse to offer, give, or receive gifts, favors or gratuities, either large or small, which can be reasonably interpreted as capable of influencing official acts or judgments. This standard is not intended to isolate peace officers from normal social practices, or to preclude gifts among friends, associates, or relatives, where appropriate.
STANDARD 8.2 Peace officers shall not consider their badge of office as a license designed to provide them with special favor or consideration.

CANON NINE

Peace officers shall observe the confidentiality of information available to them through any source, as it relates to the peace officer profession.

ETHICAL STANDARDS

STANDARD 9.1 Peace officers shall be aware of and shall meticulously observe all legal restrictions on the release and dissemination of information.

STANDARD 9.2 Peace officers shall treat as confidential the official business of their employing agency, and shall release or disseminate such information solely in an authorized manner.

STANDARD 9.3 Peace officers shall treat as confidential that information confided to them personally. They shall disclose such information as required in the proper performance of their duties.

STANDARD 9.4 Peace officers shall neither disclose nor use for their personal interest any confidential information acquired by them in the course of their official duties.

STANDARD 9.5 Peace officers shall treat as confidential all matters relating to investigations, internal affairs, and personnel.

16.2 DISCIPLINARY SYSTEM/PURPOSE

The Tenino Police Department, as an agency of the City government, must be accountable for the official acts of all its employees. To ensure and exercise the accountability, it is necessary to have a system of review, examining selected official acts. This review may be initiated by anyone. Its end product must be, at a minimum, assurance that any policies, procedures, or individual actions meet the test of fairness, equity and justice, or, being found to fall short of these tests, will be subject to prompt corrective action.

A relationship of trust and confidence between members of the Tenino Police Department and the communities they serve is essential to effective law enforcement. Police officials must be free to exercise their best judgment and to initiate law enforcement action in a reasonable, lawful and impartial manner without fear of reprisal. In addition, enforcers of the law have a primary obligation to meticulously respect the rights of all people.

Meeting the responsibility to itself and the communities served, the Tenino Police Department establishes a system of complaint and disciplinary procedures by and through this policy. The
system will not only subject an employee to corrective action when improper conduct is
evident; it will protect the individual employee when he/she discharges his/her duty properly.

It is the purpose of these procedures to provide a prompt, just, open and expeditious
disposition of complaints, from whatever source, regarding the conduct of the members and
employees of the Tenino Police Department. To this end the Police Department welcomes
constructive and valid questions of department procedures, and complaints against its
employees from concerned citizens of the communities served and from its own members.

16.3 POLICY

Discipline can be positive or negative. It may involve encouragement, inspiration, reward,
training, counseling, or the imposition of negative sanctions. The Police Department will
maintain a disciplinary system which includes procedures for training and counseling
members when corrective measures become necessary and for taking punitive actions when
required.

16.4 MANUAL OF RULES OF CONDUCT

16.4.1 The code of conduct and general appearance for Police Department employees is
provided to all personnel in the form of Rules of Conduct. These rules specify both required
and prohibited conduct by employees and are prefaced by the Law Enforcement Code of
Ethics.

16.4.2 Individuals employed by the Tenino Police Department will be provided with a copy
of these Rules of Conduct upon starting employment with the department. It is imperative
that each employee read, understand and become familiar with these rules.

16.4.3 The disciplinary system of the Tenino Police Department is governed by Civil Service
Rules for the City of Tenino and applicable sections of the bargaining unit's negotiated
agreement. The Tenino Police Department will recognize employee rights and safeguards, as
defined by case law and appropriate statutes, during any investigation or disciplinary
procedure.

16.5 SUPERVISOR’S ROLE

16.5.1 Supervisors of the Tenino Police Department are crucial to the disciplinary process.
They have the best opportunity to observe the conduct and appearance of officers and detect
those instances when disciplinary actions are warranted. First line supervisors also have the
opportunity to understand the personality traits of their personnel and to determine the most
effective methods of discipline.

16.5.2 First line supervisors are responsible and have the authority for limited administration
of the disciplinary process. This process includes training, counseling, oral warning, written
reprimand, temporary relief from duty, referral and recommendation, through the chain of
command, to the Chief of Police for punitive disciplinary action.
16.5.3 The role of a supervisor in the disciplinary process is:

a. To observe the conduct and appearance of officers, detect those instances when disciplinary actions are warranted, and issue oral warnings or written reprimands to the officer.

b. To investigate allegations of employee misconduct when within the scope of their authority and responsibility.

c. To counsel employees to improve job performance or correct minor infractions of Department Rules of Conduct and procedures.

d. To identify training needs as a function of the disciplinary process.

e. To recommend the most effective methods of discipline, taking into consideration the type of misconduct, personnel record, behavior history, and personality trait of the personnel under their supervision. Employee division files are administrative and maintained by the employee’s immediate supervisor.

16.6 COMMENDATION

16.6.1 Supervisors are responsible for submitting written recommendations when they wish to commend an employee. The supervisor will describe the noteworthy activity in a memo and route it to the Patrol Sergeant.

a. The Patrol Sergeant will review the commendation recommendation and give input to the Chief of Police.

b. If approved, the commendation will be issued to the employee through the chain of command after being signed by the Chief of Police.

c. A copy of the commendation will be posted and put in the employee’s personnel file.

16.7 TRAINING AND COUNSELING

16.7.1 Supervisors are responsible for the ongoing training and counseling of their unit members. These functions of discipline are best used as soon as possible after the infraction.

16.7.2 The criteria used by a supervisor to determine when either training or counseling should be initiated depends upon the type or seriousness of the infraction, if there were any previous incidents of a similar nature, and the employee involved. Generally, training is provided to correct any shortcomings, deficiencies, or lack of sufficient knowledge in the employee’s job performance. Counseling would normally be provided for minor infractions of Rules of Conduct, minor procedural mistakes, inappropriate judgment, or matters concerning an officer’s attitude. The supervisor will document the effects of the counseling.
16.7.3 Minor first time infractions that are immediately addressed by the supervisor, either by oral warning or written reprimand, may be documented in a memo and or supervisory file.

16.7.4 Repeat or minor infractions that need to be addressed in more detail will be documented in a memo. The supervisor will explain the problem and indicate the action taken to correct the deficiency.

16.7.5 Supervisors will make every attempt to provide the proper training or counseling necessary to assist the members of their units to perform at a safe and acceptable level.

16.7.6 If the supervisor is unable to provide the training or counseling required to correct the problem, the supervisor will request the Training Officer to register the officer in the appropriate school, when available.

16.7.7 Training should foster positive and constructive techniques for improving employee productivity, effectiveness, and attitude. The Tenino Police Department may mandate remedial training for employees found to be deficient in some necessary skills.

16.8 ORAL WARNING/WRITTEN REPRIMAND

16.8.1 A Warning/Reprimand system is established to provide each supervisor with a disciplinary process for documenting minor infractions at the unit level.

16.8.2 Supervisors may document an oral warning or a written reprimand when they observe minor infractions of the Rules of Conduct or procedures. Generally, these types of infractions would not require training to be corrected.

16.8.3 When a supervisor observes a minor infraction he should discuss the infraction with the individual as soon as possible. This discussion may be documented as either an oral warning or a written reprimand. For the first offense the memo will be retained by the supervisor for a period of twelve (12) months. The memo will not be forwarded to the Chief of Police, but will be available for review if requested.

16.8.4 If a second offense for a similar infraction occurs within a twelve (12) month period, the supervisor will forward all reports to Patrol Sergeant for review of any discipline.

16.8.5 If an employee receives three (3) oral warnings or written reprimands for unrelated infractions within a twelve (12) month period, the supervisor will forward all reports to the Chief of Police, through the chain of command, with a recommendation for discipline.

16.8.6 Supervisors may, if they feel it is necessary because of the infraction or the officer's attitude, on the first offense document the incident and forward it to the Chief of Police, through the chain of command, with a recommendation for disciplinary action.
16.8.7 Supervisors have the authority to exercise limited disciplinary action. A supervisor may temporarily relieve an employee from his/her remaining tour of duty on the grounds that the employee is unfit for duty. Upon relieving an officer from duty, the supervisor will immediately notify the Patrol Sergeant of the relief of duty action. Both the supervisor and the employee relieved from duty will report to the Police Chief at 0900 hours on the next business working day unless otherwise directed.

16.9 PUNITIVE AND DISCIPLINARY ACTIONS

16.9.1 The decision to impose disciplinary action against an officer will be based on the "Conclusion of Fact" for each allegation of misconduct, violation of the Rules of Conduct and/or Department procedures. The Conclusion of Fact can result in the following types of closures:

a. **SUSTAINED** - The allegation is supported by sufficient evidence.

b. **PARTIALLY SUSTAINED** - Sufficient evidence exists to support part of the allegations.

c. **NOT SUSTAINED** - Insufficient evidence to prove or disprove the allegations.

d. **EXONERATED** - Incident did occur but the actions taken were lawful and proper.

e. **UNFOUNDED** - Allegation is not factual, did not happen.

f. **SUSTAINED OTHER** - Sustaining of violation or misconduct other than the allegations of the original complaint.

16.9.2 Punitive discipline generally will be imposed in a progressive manner from minimum to maximum, but also, when appropriate, may be imposed to the maximum limit at any time for any incident. The following criteria should be used to determine the appropriate level of disciplinary action:

a. The seriousness of the incident;

b. The circumstances surrounding the incident;

c. The employee's accumulative disciplinary record;

d. The employee's work performance;

e. The overall negative impact on the department caused by the incident;

f. The probability that future similar problems will occur.
16.9.3 Upon sustaining charges against a member of the Department, the Chief of Police will
determine an appropriate penalty. Penalties which may be imposed by the Chief are:

a. **Oral Warning** - An oral warning that some action, lack of action, or level of
performance is not acceptable and will result in further disciplinary action if repeated
or continued. Oral warnings, documented in writing, will become a part of the
employee’s personnel file. An oral warning is an official reprimand.

b. **Written Reprimand** - A written reprimand stating that some action, lack of action, or
performance is unacceptable and will result in further disciplinary action if such action
is repeated or continued. Written reprimands will become a part of the employee's
personnel file. A written reprimand is an official reprimand. Employees may petition
the Chief of Police to remove from their personnel file an Official Reprimand after a
twelve (12) month period. The removal of such reprimand is at the discretion of the
Chief of Police.

c. **Reduction in Performance Rating** - An employee's disciplinary record is part of his/her
performance rating. This rating may be affected as a result of disciplinary action
against the employee during that performance evaluation.

d. **Withdrawal of Outside Employment and/or Overtime shift work** - Secondary work
privileges may be revoked or suspended by the Chief of Police.

e. **Suspension** - A disciplinary action in which the employee must forfeit his/her salary
for misconduct considered to be serious or part of a continuing pattern of behavior
involving repeated misconduct. The Chief of Police may impose a suspension.

f. **Demotion** - Reducing the rank of an employee.

g. **Dismissal** - Termination from employment.

16.9.4 In cases involving employees represented by a labor union, the contract between that
union and the City of Tenino will be followed.

16.10 MISCONDUCT

16.10.1 When an investigation into misconduct has been completed and allegations of
misconduct have been sustained, the Chief will receive and review the investigation and
recommendations and determine what action is to be taken.

16.10.2 If the appropriate corrective discipline is counseling, verbal reprimand or a
departmental letter of reprimand, it shall be noted and implemented by the Patrol Sergeant or
designee. The appropriate discipline will be determined consistent with Civil Service Rules
and applicable sections of the union contract.
16.10.3 If counseling is chosen as the appropriate discipline, it will be implemented by the Patrol Sergeant. The Patrol Sergeant may designate another person (typically the employee's supervisor) to counsel the employee if he/she feels it to be appropriate. If someone besides the Patrol Sergeant counsels the employee, that person shall notify the Patrol Sergeant and Chief upon completion of the counseling session(s).

16.10.4 When an employee receives a correction notice, it will be in writing in a memo form detailing the circumstances of the incident and the action taken. The employee will be given a copy, and asked to sign the original, which will be placed in the employee's departmental administrative file / division file.

16.10.5 If the appropriate discipline is greater than a Civil Service letter of reprimand, the Chief shall notify the affected employee of the extent of the intended discipline, and shall advise the employee of the date of an informal hearing before the Chief for the purpose of providing additional information or explanation of the actions that resulted in the intended discipline. The affected employee has the right to review the report of the investigation. The affected employee has the right to waive this informal hearing before the Chief.

16.10.6 Upon the conclusion of the informal hearing, the Chief will make a final determination and notify the employee. If the employee waives the informal hearing, the Chief shall make a final determination and notify the employee.

16.10.7 The notice of intended disciplinary action must be sent within the time limits prescribed in the appropriate labor agreement.

16.10.8 The affected employee will be placed on administrative leave (with pay) if the Chief's notification to the employee of intended discipline is likely to be termination of employment. The employee shall remain on administrative leave (with pay) until such time as the final disciplinary determination is made by the Chief.

16.10.9 The affected employee will be placed on administrative leave with pay if the investigation reveals that a felony may have been committed.

16.10.10 The affected employee may be placed on administrative leave when, at the discretion of the Chief, it is in the best interests of the department to do so.

16.10.11 The Chief may delegate any portion of the procedure or notification to another employee.

16.10.12 Only reports and documents that sustain or exonerate action or non action against an individual will become part of the employee's internal affairs file. These files will be maintained by the Office Manager.

16.11 DISMISSALS
16.11.1 Cause for dismissal will be in accordance with Civil Service Rules. Only the appointing authority (Tenino Mayor) may demote or discharge an employee for just cause. Cause for discharge includes, but is not limited to:

a. Incompetence, incapacity, or inefficiency in performance of duties;

b. Violation of law, of official rules or regulations, or orders, or failure to obey any lawful or reasonable direction when such failure or violation amounts to insubordination or serious breach of discipline;

c. Acceptance for personal use of a fee, gift, or other valuable thing in the course of work when given in the hope or expectation of receiving a favor or better treatment than that accorded to the public generally;

d. Conviction of a felony, or for any infamous or disgraceful offense;

e. Willful or repeated negligence in performing duties and conduct unbecoming an officer or employee of the City of Tenino;

f. Conduct which offends the public or which is detrimental to the efficiency or morale of the department;

g. Misuse of public funds;

h. Falsifying reports or records;

i. Intoxication or drinking intoxicating liquor while on duty;

j. A history of conduct as disclosed by an employee’s total employment record with the City of Tenino, indicating numerous violations of applicable rules, regulations, or directives, and/or inability or unwillingness on the part of the employee to comply with and perform within the requirements of the City of Tenino;

k. Failure to successfully complete the Basic Law Enforcement Academy or the equivalency examination as required in the RCW.

16.11.2 Upon the dismissal of any employee, the Tenino Police Department will provide the employee with a statement that cites the reasons for dismissal, the effective date of the action, and any rights the employee may have for appeals and/or hearings. This will be in addition to any exit interview or documentation provided by Human Resources Department.

16.11.3 In the case of discharges of probationers or other employees not covered by Union agreement or Civil Service, a pre-termination meeting with the departmental hiring authority is required to explain the reason for discharge and to allow the employee an opportunity to respond. It is the policy of the Tenino Police Department to insure that employees who are
discharged for poor performance are advised of their deficiencies through the Performance/Evaluation system before discharge, whenever possible.

16.12 MAINTENANCE OF RECORDS

16.12.1 The records of disciplinary actions are maintained in the official personnel file at City Hall. Any disciplinary information that is not part of the official process will remain at the Tenino Police Department. The official files will be kept with the Human Resources Director at City Hall.

16.13 APPEAL PROCEDURES

16.13.1 An appeal may be filed by the employee. In all cases the process as outlined in a labor contract, City Personnel Manual, and/or Civil Service Rules will be adhered to.

16.13.2 The employee is entitled to look at their personnel file as often as needed. An employee should make an appointment with the Human Resources office to review their file.

CHAPTER 17.00.00 RECRUITMENT
Effective Date: 02/01/09
Revision Notes: N/A

17.1 PURPOSE

The purpose of this section is:

a. To ensure the fair and efficient administration and management of the selection process;

b. To work in conjunction with the City of Tenino Human Resource Department and the Civil Service Commission in selecting the most qualified individuals; and

c. To select those individuals who best possess the skills, knowledge, and abilities necessary for a career in law enforcement.

17.2 POLICY

The Tenino Police Department will conform to Civil Service Rules and City of Tenino Employee Rules and Regulations when selecting any police department employees.

17.3 PROFESSIONAL AND LEGAL REQUIREMENTS

17.3.1 The responsibility for the selection of recruit police officers for the City of Tenino lies with the Human Resource Department and Civil Service.
17.3.2 The Chief of Police will be responsible for managing the Tenino Police Department’s selection responsibilities, and serve as liaison to the Civil Service Commission and the Human Resource Department.

17.4 SELECTION PROCESS FOR APPLICANTS

In addition to the pre-employment screening outlined in the Employee Rules and Regulations, the Tenino Police Department shall require the following additional screening for potential employees:

a. Background investigation;

b. Polygraph examination (for commissioned officers and civilian employees);

c. Psychological examination by department designated doctor (for commissioned officers);

d. Physical examination by department designated doctor (for commissioned officers);

e. Credit history (for commissioned officers);

f. Drivers license history.

17.5 EQUAL EMPLOYMENT OPPORTUNITY

The Tenino Police Department is an Equal Opportunity Employer. Being such, the Tenino Police Department will enforce all Federal, State and local laws, ordinances, rules, directives, or advisories that pertain to equal opportunity employment.

17.6 MINORITIES

The Tenino Police Department is committed to equal opportunity employment. With such commitment, the Tenino Police Department will make every attempt to recruit women and minorities.

17.7 BACKGROUND INVESTIGATIONS

17.7.1 The Tenino Police Department will conduct background investigations on all employees to ensure the integrity of the department and to maintain the public’s trust. Prospective employees who have backgrounds that may jeopardize the integrity of the department or damage the public trust will be disqualified.

17.7.2 When a vacant position occurs in the Tenino Police Department, the Chief shall immediately request the current eligibility list for that position from Civil Service. The Chief shall make such requests to the Personnel Department. The Chief or designee will interview the top three candidates for the vacancy in the Police Department and select the final top
candidate. The selected candidate's application will be forwarded or delivered to the Investigative Sergeant of the Tenino Police Department.

17.7.3 A Background Investigator will be selected by the Patrol Sergeant. The Background Investigator is responsible for thoroughly investigating the final top candidate for a position in the Tenino Police Department. The Background Investigator will interview the applicant. The Background Investigator will obtain a personal history report and signed authorizations and waivers for the release of information on the candidate. The interview will be conducted so as to provide information for comparison and augment the polygraph examination.

17.7.4 The Background Investigator will coordinate with the Polygraph Examiner and schedule an examination. The Patrol Sergeant will supervise the polygraph examination for the purpose of determining the accuracy of the information reported on the personal history form and the job application. The Polygraph Examiner will confine questioning to the accuracy of previously reported information. The Polygraph Examiner will utilize approved polygraph instruments. Upon completion of the polygraph examination, the applicant will be referred to the Background Investigator. The polygraph examiner will forward a report to the Background Investigator for inclusion in the final report.

17.7.5 The assigned Background Investigator will conduct a background investigation that is to include, but is not limited to:

a. The candidate's application;

b. Criminal history checks and police contacts;

c. Fingerprints check;

d. Photograph(s);

e. Xerox copy of Social Security Card;

f. Certified Copy of Driving Record;

g. Birth certificate or certified copy showing citizenship;

h. High school/College diploma or transcripts showing at least the successful acquisition of the minimum number of credits required.

17.7.6 The Background investigator will contact references, previous employers, other associates, and creditors to determine the overall fitness for service. The investigator will determine work history, strengths and weaknesses, attendance, etc..

17.7.7 For Police Officer candidates, the Background Investigator should include a personal visit to the applicant's place of residence, and interview neighbors and family members. This
visit may be waived by the Chief upon request of the Investigator. The reason for the waiver shall be noted in the final report.

17.7.8 If in the opinion of the Investigator, the candidate does not qualify, the investigation can be terminated at any time and the report filed.

17.7.9 If the candidate is not disqualified at this point, the Patrol Sergeant will schedule a psychological examination to be administered by the department designated psychologist. The Patrol Sergeant will schedule a physical medical examination with the department's designated physician (officer candidates only). Any physical examinations required for other positions will be scheduled through the Personnel Division.

17.7.10 The Background Investigator will complete a report on the candidate by compiling all the information discovered in the investigation. A summary from the Background Investigator describing the candidate and a recommendation as to whether or not the candidate is qualified will be submitted to the Patrol Sergeant. This summary will either endorse or disagree with the recommendations of the investigators and experts. The Patrol Sergeant shall forward the report with a recommendation to the Chief of Police.

17.7.11 The Chief or his designee shall review the report and make a decision as to the acceptability of the candidate. The Chief or designee shall notify the candidate of his/her acceptance or rejection. The Chief or his designee shall notify the Personnel Division by memorandum of any rejection of an applicant with the cause noted. The Civil Service Commission, through Personnel, shall be notified in writing of the acceptance or rejection. If accepted, a starting date for employment shall be established.

17.7.12 The background report and materials will be retained in the office of the City's Human Resource Director.

17.8 PROBATIONARY PERIODS

17.8.1 All entry level sworn personnel shall be appointed on a probationary basis. The term of probation shall be twelve (12) months in duration following proper certification by the Washington State Criminal Justice Training Commission.

17.9 NON-SWORN OR SPECIALTY COMMISSIONED POSITIONS

17.9.1 The City of Tenino Personnel Policy Manual guidelines and or the Tenino Civil Service Rules for full time personnel will be followed during the selection process.

17.10 FULL-TIME POLICE OFFICER APPLICATION PROCESS

17.10.1 Applicants who are not appointed to probationary status may reapply for employment during a subsequent testing cycle, unless the condition(s) which rejected them from appointment are of a nature that would assure another rejection (i.e., an extensive criminal background).
17.10.2 At the time of formal application for an entry level position, applicants shall be informed of all elements of the selection process and the expected duration of the testing process.

17.10.3 Candidates not eligible for appointment to probationary status shall be informed by the City of Tenino Human Resource Department and/or the Civil Service Commission. The candidate will be informed of the specific portion of the examination they failed.

17.10.4 Records of candidates not appointed to probationary status will be maintained by the Human Resource Department.

17.10.5 Selection materials are securely stored by the Human Resource Department. Access to this material will be limited to the individuals who are involved in administering the selection process. Materials that are disposed of will be done so in a manner that prevents disclosure of the information, such as burning or shredding.

17.11 QUALIFICATIONS AND EXAMINATIONS

17.11.1 A medical examination of each candidate will be conducted prior to appointment to probationary status, using valid, useful and nondiscriminatory procedures. Only licensed physicians will be used to certify the general health of candidates.

17.11.2 Only qualified professionals will assess the emotional stability and psychological fitness of candidates. A record of results will be maintained on file.

17.12 POLYGRAPH EXAMINATIONS

17.12.1 Polygraph examinations will be administered and evaluated by persons trained in this field.

17.12.2 The polygraph exam shall be used as an investigative tool and will not be used as a single determinant of employment status. An admission during pretest, test, or post test interviews, together with other information, may be sufficient to support decisions relevant to employment status.

CHAPTER 18.00.00 TRAINING, ADMINISTRATION, IN SERVICE, ROLL CALL, SPECIALIZED, REMEDIAL, AND FIELD TRAINING MANAGEMENT
Effective Date: 02/01/09
Revision Notes: N/A

18.1 PURPOSE

The purpose of this policy is:
a. To better prepare Tenino Police Department personnel to make decisive and informed decisions;

b. To maximize effectiveness and productivity;

c. To prevent civil and criminal liability by training all personnel in proper police procedures.

18.2 POLICY

The Tenino Police Department has an obligation to provide a professional standard of law enforcement service to the communities served. In fulfilling that responsibility, it is essential that Department personnel be properly trained. This is true not only at the entrance level where officers must receive basic training prior to their assumption of police responsibilities, but it is a continuous process throughout each officer’s career.

18.3 TRAINING GOALS

18.3.1 To provide job related training for all Department personnel.

18.3.2 To train employees to be better prepared to act decisively and correctly in a broad spectrum of situations.

18.3.3 To enhance employee productivity and effectiveness through greater job knowledge.

18.3.4 To foster cooperation and unity of purpose among Department members through common training.

18.3.5 To provide training for specialization, and general safety of the employee and those with whom they come in contact.

18.4 BASIC ACADEMY TRAINING

18.4.1 It is the policy of the Tenino Police Department that each officer receive a basic certificate issued by the Washington State Criminal Justice Training Commission prior to exercising authority as a law enforcement officer, except when assigned to the department Field Training Officer (F.T.O.) Program. In those instances, the officer without certification will be accompanied by and under the direct supervision of a Field Training Officer or another certified officer designated by the department.

18.5 FIRST-LEVEL SUPERVISORS

18.5.1 Every employee appointed or promoted to the rank of Sergeant must successfully complete the basic 40-hour supervisory training approved by the Training Commission prior to or within one year of promotion. Additionally, every employee promoted to the rank of
Sergeant must successfully obtain first level certification from the WSCJTC within four (4) years of their promotion.

18.5.2 In addition to records maintained by the Washington State Training Commission, departmental training files will reflect completion of the requirement. These records are maintained by the training officer.

18.6 MID-MANAGEMENT POSITIONS

18.6.1 Every employee appointed or promoted to a mid-management position must successfully complete the 40-hour mid-management training approved by the Training Commission, prior to or within one year of such appointment or promotion. Additionally, every employee promoted or appointed to a mid-management position must successfully obtain mid-management certification from the WSCJTC within (4) years of their promotion.

18.6.2 In addition to records maintained by the Washington State Training Commission, departmental training files will reflect completion of the requirement. These records are maintained by the training officer.

18.7 ANNUAL TRAINING

18.7.1 At least thirty-two hours of annual training will be provided to each employee having the responsibility for enforcement of criminal laws. This training will be in addition to any routine shift training provided.

18.8 TRAINING FUNCTION

18.8.1 The training function within the Tenino Police Department will be vested with the Patrol Sergeant as the Department Training Officer. The Training Officer is responsible for providing training for all personnel in accordance with the goals of the Department.

18.8.2 The Training Officer is responsible for the following:

   a. To implement the Department's Comprehensive Training Plan;

   b. To act as liaison with the Training Commission;

   c. To assist the Field Training Cadre in planning and developing training programs according to the needs of the Department;

   d. To announce mandatory and all other available training for all personnel;

   e. To maintain training records of all personnel;

   f. To ensure training programs are being attended;
g. To assist the Field Training Cadre in implementing training programs;

h. To recommend instructors and develop training resources.

18.9 ATTENDANCE REQUIREMENTS

18.9.1 The Training Officer will give written notice of training by routing a notification of training memo through the proper channels to the employees.

18.9.2 Personnel assigned to authorized training programs are required to attend all classes and other activities, except under the following circumstances:

   a. Illness;

   b. Personal emergency;

   c. Vacation;

   d. Police business emergency; or

   e. Authorized release from attendance.

18.9.3 The Training Officer shall be notified in all cases when an officer is unable to attend training. The officer scheduled for training shall notify the on-duty supervisor, the instructor, and the Training Officer whenever unable to attend training.

18.9.4 Where training is mandatory by law, the Training Officer will make necessary arrangements for makeup training.

18.9.5 It will be the responsibility of the officer to arrange with the class instructor to make up necessary work or assignments. Excessive absence or unexcused absence may result in being withdrawn from the class, in not being credited with successful completion, and/or appropriate disciplinary measures.

18.9.6 All personnel completing training courses shall receive documentation of such and a copy of the record shall be placed in the officer's file.

18.9.7 Attendance rosters will be made on all in-house training.

18.10 TRAINING COST REIMBURSEMENT

18.10.1 Generally, officers will not be reimbursed for mileage, food, or lodging for attending training within the Department's service area. Special circumstances and exceptions for reimbursement will be reviewed by the Training Officer.
18.10.2 Reimbursement for mileage, meals, and lodging outside the service area will follow the standards provided by the City of Tenino Personnel Manual and Procedures.

18.10.3 Employees will complete a travel advance in order to secure funds for the training from the City of Tenino Finance Department.

18.10.4 Personnel must complete a travel expense return claim form upon completion of the training program. A receipt for lodging and training will accompany the return.

18.10.5 Overnight accommodations will be provided as appropriate. Cost effective housing should be sought.

18.10.6 All tuition and required fees for materials, books, etc. will be paid by the City of Tenino.

18.10.7 A Department or City vehicle may be used when available.

18.10.8 Advance travel forms shall be completed and routed through the employee’s supervisor to the Chief of Police for final approval.

18.11 LESSON PLANS

18.11.1 Tenino Police Department in-service training programs shall require lesson plans.

18.11.2 In all training courses, lesson plans will be developed. These plans will include the following:

   a. Guidelines and format for lesson plan development,

   b. A statement of performance objectives; and

   c. Content of training and specification of the appropriate instructional technique, such as lecture, group discussion, panels or seminar.

18.11.3 Lesson plans will ensure that the subject to be covered is addressed completely and accurately and is properly sequenced with other training materials.

18.11.4 Instructors shall ensure that all periods of instruction are adequately covered by a lesson plan outline.

18.11.5 Lesson plans will be required of all Departmental and non-Departmental instructors.

18.11.6 Responsibility for proper lesson plan development rests with the Training Officer.

18.11.7 Lesson plans shall include, as applicable, the following teaching techniques (lectures, group discussion, and panel):
a. Field experiences (operational experiences, observations);

b. Presentations (lectures, lecture-discussion, lecture-demonstration);

c. Problem solving (as reviewed by the Training Officer);

d. Simulations (case study and role play);

e. Statement of performance objectives.

18.11.8 Lesson plans shall be submitted to the Department Training Officer prior to the training date. All lesson plans must be approved before training begins.

18.11.9 The Training Officer will be responsible for the approval of lesson plans. This process is to ensure that lesson plans are consistent with Departmental guidelines, policies and procedures.

18.11.10 Lessons plans shall be maintained by the instructor.

18.12 TESTING PROCEDURES

18.12.1 Formal classroom instruction may include written examination. Questions will be derived from instruction presented, shall have validity, and be job-related.

18.12.2 All testing will have a pass/fail cutoff score. A 70% grade will be necessary to pass a training program.

18.12.3 Personnel failing any written test shall be given additional training in areas of deficiency and shall be re-tested.

18.12.4 The testing format may be a written exam or a performance exercise. Written exams can include multiple choice, true or false, fill in the blank, or essay questions.

18.12.5 Test development should be a cooperative effort between the instructor and the Training Officer. Final approval of all test questions and format will be the responsibility of the Department Training Officer.

18.13 TRAINING RECORDS

18.13.1 A record of any training received by Department personnel will be maintained by the Training Officer.

18.13.2 Training records will include:

a. Name;
b. Course title and instructor;
c. Where and when attended;
d. Hours of instruction;
e. Test score (if applicable);
f. Copy of certificate (if received).

18.13.3 The Training Officer shall maintain records of training conducted by the Tenino Police Department.

18.13.4 Training records of classes will include:
   a. Course title, content, and instructor;
   b. Lesson plan;
   c. Names of attendees;
   d. Individual results of any tests administered.

18.13.5 Training records will not be released to anyone outside the Tenino Police Department except with the approval of the Chief of Police.

18.14 TRAINING INSTRUCTOR

18.14.1 The Chief of Police is responsible for the selection of instructional staff for internal training programs. Instructors should possess demonstrated skill and knowledge in the topic they will instruct, as evidenced through their work, formal training, and previous instructing.

18.14.2 Personnel assigned as instructors for specific training will provide the instruction until the completion of the assignment. Training that needs to be repeated annually to ensure competency will necessitate continued training for the instructor. In most cases, the tenure will be a minimum of five years.

18.14.3 Outside resources for providing instruction are necessary to meet many specific training needs. The selection process for these instructors is based on their experience, reputation, and instructional material supplied to the Training Officer. This material is not limited to, but should include a lesson plan listing:
   a. Training goals;
   b. Performance objectives;
c. Instrument for testing.

18.14.4 The level of compensation for outside resources will be within the training budget and approved by the Chief of Police.

**18.15 ROLL CALL TRAINING**

18.15.1 Roll call training is intended to inform officers of changing policies, orders, and conditions within their immediate areas of assignment and other information of immediate importance.

18.15.2 Roll call training sessions shall be of short duration and may be conducted at the beginning of the shift, during the shift for selected officers, or at the end of the shift, depending on the needs of the supervisor.

18.15.3 The Training Officer and the Field Training Officers shall continuously monitor information pertinent to the officer's function. This material, along with new and changed policies and procedures, shall be passed onto Shift Supervisors for review and dissemination at roll call.

18.15.4 Shift Supervisors are responsible to see that roll calls are used for training purposes when necessary. Department policies, procedures, and rules should be discussed to make certain there is a clear understanding of their purpose.

18.15.5 It is the responsibility of each patrol supervisor to plan roll call training on an as-needed basis. Audio visual aids, literature, publications, etc. may be incorporated into short informational programs.

18.15.6 Instructional methods should include presentations that offer participation on the part of the trainee through discussion.

18.15.7 All roll call training will generally be conducted by the supervisor holding roll call, or by another person as designated by the Shift Supervisor.

18.15.8 To maintain a productive relationship between the Tenino Police Department and the Training Academy, officers recently attending the Academy may be asked to provide information on any new topics, techniques, or procedures of concern or interest.

18.15.9 Officers are encouraged to request roll call training topics that would help in better understanding and discharging their duties.

18.15.10 Supervisors are expected to provide current and relevant topics for roll call training and discuss mutual concerns for roll call training at monthly staff meetings.

**18.16 IN-SERVICE TRAINING**
18.16.1 In-Service training is intended to augment previous training and acquired skills with current information regarding changes in legislation, advances in technology, and revisions in policy, procedures, rules, or regulations affecting department personnel.

18.16.2 All sworn personnel are required to participate in the In-Service training program.

18.16.3 In-Service training involves topics such as Firearms, Defensive Tactics, Civil Disturbance, and Vehicle Operations.

18.17 REMEDIAL TRAINING

18.17.1 Upon the recommendation of an officer's supervisor, the Department Training Officer may schedule training for those employees who:

   a. Consistently demonstrate a lack of skill, knowledge, or ability in job-task performance based on evaluation reports and first-hand observations by supervisors;

   b. Have received disciplinary action that may be corrected through supplemental training.

18.17.2 Notification of officers scheduled for remedial training shall be in writing. Upon completion of such training, evaluations of participants shall be forwarded to the Chief of Police.

18.18 SPECIALIZED TRAINING

18.18.1 To prepare personnel for new assignments, the Tenino Police Department provides specialized training in those areas where a need has developed. Such schools have as their goal the development of specialized skills and knowledge within the framework of a police generalist.

18.18.2 Specialized training will be given to an officer before their assignment in the following areas:

   a. Field Training Officer;

   b. Traffic Accident Investigator;

   c. Range/Firearms;

   d. Defensive Tactics;

   e. EVOC Instructor;

   f. Canine Officer.
18.18.3 Specialized training will be given to officers as soon as is practical following their assignment to the following areas:

a. Criminal Investigator;

b. Emergency Response Team.

18.18.4 Training should include:

a. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization.

b. Management, administration, and supervision of the function.

c. Performance standards of the function.

d. The Tenino Police Department's policies, procedures, rules and regulations specifically related to the function.

e. Supervised on-the-job training.

18.18.5 The Training Officer may, when possible, initiate training before officers move to their new assignment.

18.19 CIVILIAN TRAINING

18.19.1 All newly appointed full-time civilian personnel will receive the following training:

a. Orientation to the Tenino Police Department's role, purpose, goals, policies and regulations;

b. Working conditions;

c. Responsibilities and rights of employees.

d. Record Clerks shall receive training in the following:

  e. Records management;
  
  f. Interpersonal communication skills;
  
  g. Computer operations.

18.19.3 As determined, the Training Officer will provide training for all civilian personnel to update skills and to increase knowledge for new job responsibilities.
18.20 ACCREDITATION TRAINING

18.20.1 All Department personnel will receive information relative to the accreditation process as follows:

a. To newly hired personnel within a reasonable period after being hired;

b. To all Department personnel during the self-assessment phase associated with initial accreditation and each re-accreditation, and just prior to any on-site assessment.

18.21 FIELD TRAINING PROGRAM MANAGEMENT

18.21.1 The Tenino Police Department recognizes the importance of providing a sound foundation for newly sworn members of the Department. All recruit officers will be given every opportunity to acquire the skills, knowledge, and abilities necessary to become a competent and effective police officer.

18.21.2 All newly hired police officers will undergo field training prior to assignment as a solo patrol officer by completing a formalized field training program.

18.22 FIELD TRAINING OFFICER SELECTION

18.22.1 Some criteria that may be considered in selecting Field Training Officers:

a. Three years police experience;

b. No disciplinary action during the past year;

c. Good attendance record;

d. Job skills, knowledge, and abilities.

18.23 DUTIES AND RESPONSIBILITIES OF THE PATROL SERGEANT

18.23.1 Overall supervision and command of the Field Training and Evaluation Program and its personnel.

18.23.2 Keep the Chief of Police apprised of recruit performance and status.

18.23.3 May make periodic contact with the training academy and recruit while recruit is assigned to the CJTC.

18.23.4 May review reports and evaluations pertaining to the recruit through the entire training program.
18.23.5 Assure cooperation between the Shift Supervisors and the Field Training Program personnel.

18.23.6 Ensure evaluations of the recruit are completed by the Field Training Officer.

18.23.7 Confer with Field Training Officer in regards to assignments, recruit scheduling, recruit progress, and program revisions.

**18.24 DUTIES OF THE SERGEANT ASSIGNED THE RECRUIT OFFICER**

18.24.1 Daily supervision of the Field Training and Evaluation Program and its personnel.

18.24.2 Keep the Patrol Sergeant apprised of recruit performance and of any problems pertaining to the training program or Field Training Officer.

18.24.3 Review all daily observation reports submitted by Field Training Officers.

18.24.4 Conduct meetings in order to discuss recruit progress.

18.24.5 Ensure all documentation pertaining to the recruit is complete and current.

18.24.6 Periodically monitor the recruit and the Field Training Officers to insure that fair, objective, and thorough training is being accomplished.

18.24.7 Provide assistance and advice to the Field Training Officers pertaining to training and possible personality conflicts with recruits.

18.24.8 Participate in meetings in order to review the recruit's performance and assist in making recommendations as to passing the recruit to the next phase of training; developing continued, remedial or special training; or recommending termination.

18.24.9 Confer with the Patrol Sergeant as to Field Training Officer selection and assignments, recruit scheduling, recruit progress, and program revisions.

**18.25 DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING OFFICERS**

18.25.1 Direct, guide, explain, and demonstrate the fundamentals of police work as dictated by the Field Training Officer's Manual and the Field Training Checklist.

18.25.2 Keep Shift Sergeant and Patrol Sergeant apprised of recruit performance.

18.25.3 Complete daily observation reports on the recruit's performance.

18.25.4 Attend meetings in order to discuss recruit progress.
18.25.5 Attend meetings in order to review recruit's performance and assist in making recommendations as to passing the recruit to the next phase of training; develop continued remedial/special training or recommend termination.

18.25.6 Confer with the Patrol Sergeant in regards to program revisions.

18.26 RECRUIT TRAINING

18.26.1 Recruit training consists of three phases:

a. **Phase I**: Initial indoctrination and equipment purchase and attendance at a certified training academy.

b. **Phase II**: Assignment to the Field Training Program under the direct guidance of three Field Training Officers.

c. **Phase III**: Assignment as a solo probationary patrol officer with supervisory guidance and evaluations for a three month period. After successful completion of Phase III, the recruit officer will advance to regular probationary status with the Tenino Police Department.

18.26.2 All Tenino Police Department sworn personnel must comply with the State's mandatory basic training requirement. A recruit shall either:

a. Successfully complete and earn a certificate at one of the basic training academies licensed by the Washington State Criminal Justice Training Commission; or

b. Receive a certificate by waiver and/or successful training or testing of the basic training requirement as a result of the officer having already successfully completed the basic course prescribed by the training board.

18.26.3 Newly sworn officers shall complete academy training prior to any routine assignment in any capacity where the officer is required to carry a firearm or make arrests, unless assigned to a Field Training Officer.

18.26.4 Recruit officers during Academy Training Phase I shall be under the direction of the Patrol Sergeant.

18.26.5 The Patrol Sergeant shall arrange for each recruit to receive orientation in the policies, procedures, rules and regulations of the Tenino Police Department.

18.26.6 Officers attending a training academy shall be expected to observe all rules and regulations set forth by the academy staff. Officers must maintain passing grades on academy examinations and meet all standards as set forth by the Washington State Criminal Justice Training Commission and applicable State Law. The Patrol Sergeant shall make periodic contact with the Academy staff to determine the recruit's progress.
18.26.7 Serious violations of training academy rules or failure to maintain a passing grade shall result in dismissal from the Department.

18.26.8 Recruit officers shall maintain periodic contact with the Patrol Sergeant during their training academy session keeping him apprised of their progress and any problems encountered.

18.26.9 Recruits will be provided with orientation material explaining basic information regarding the academy.

18.27 TRAINING ACADEMY

18.27.1 In accordance with Washington State Law, the Tenino Police Department shall participate with the training programs and academies as established by the WSCJTC.

18.27.2 The Training Officer shall establish and maintain an ongoing liaison with the Training Commission in order to provide input from this department and express our concern, appreciation and cooperation with the academy and training staff.

18.27.3 The Training Officer shall monitor training results of department personnel to ensure minimum performance standards are being achieved.

18.27.4 Any costs associated with basic academy training shall be paid by the Tenino Police Department.

18.27.5 The Tenino Police Department shall assume all normal liabilities of its personnel being trained at outside academies.

18.27.6 Recruits who incur physical injuries during scheduled training shall notify the Patrol Sergeant and submit a report detailing the nature and extent of the injuries.

18.28 FIELD TRAINING

18.28.1 Tenino Police Department recruits shall complete field training under the guidance and supervision of Field Training Officers prior to assignment as a solo patrol officer.

18.28.2 Assignment as a solo patrol officer shall be based on the ability of the recruit to learn and his ability to work independently without direct intervention.

18.28.3 Field training officers are selected on the basis of experience, work performance, dedication and loyalty, and a personality which enables the Field Training Officer to effectively relate information outlined in the Field Training and Evaluation Program.
18.28.4 The Department Field Training Coordinator shall be responsible for the daily supervision of personnel performing training as it relates to the recruit training function. This distinction shall not preclude nor interfere with regular police duties.

18.28.5 The Field Training and Evaluation Program must be closely allied with the academy so that Field Training Officers are aware of what skills and knowledge have been taught and what roles the Field Training Officers are to assume. The Field Training Coordinator shall be the liaison between the Department and the academy for obtaining any useful information in regards to recruit training that should be passed on to the Field Training Officers.

18.28.6 Prior to assuming their duties, Field Training Officers shall attend and pass one of the Field Training Officers training programs offered through the CJTC.

18.28.7 It will be the responsibility of the Field Training Officer to familiarize the recruit with a rotation of field assignments and ensure the recruit acquires a working knowledge and the ability to perform in all field assignments as indicated in the Field Training Task List.

18.28.8 The relevance of the field training experience shall be enhanced by providing guidelines through the Field Training Manual. The Field Training Manual defines the responsibilities of the Field Training Commander, Field Training Coordinator, and Field Training Officers. The manual provides specific direction about the skills, knowledge, and abilities to be assessed, taught, or performed.

18.28.9 Field Training Officers shall submit daily written evaluations of the recruit officer's progress to the Field Training Coordinator using the Daily Observation Report.

18.28.10 The supervisor to whom the recruit is assigned shall continue to monitor the progress of the recruit after the recruit has been assigned as a solo patrol officer until the probationary period has expired.

CHAPTER 19.00.00 PROMOTIONS
Effective Date: 02/01/09
Revision Notes: N/A

19.1 PURPOSE

The purpose of this policy is to define vertical movement in the organizational hierarchy from one rank classification or position to another.

19.2 POLICY

The Tenino Police Department is committed to promote personnel in a manner that is consistent with State law, City of Tenino Procedure, and Civil Service Rules and Regulations of Equal Opportunity guidelines. Procedures used for promotions will be job related and nondiscriminatory.
19.3 PROCEDURES

19.3.1 The Civil Service Commission is charged with the authority and responsibility for administering the supervisory promotional process within the Tenino Police Department.

19.3.2 Promotion to the rank of Corporal, Sergeant, and Patrol Sergeant is governed by the Civil Service Commission based upon a competitive examination.

19.3.3 The Chief of Police has the authority and is responsible for administering the department's role in the promotional process. The Chief's function in the promotional process is to serve as an advisor and liaison to the Civil Service Commission and administer the promoted employee's training period.

19.3.4 The City of Tenino Human Resource Department will govern the procedures used for promotion as accepted by the Civil Service Commission.

19.3.5 When the promotional process is scheduled to begin, a written announcement will be posted that includes:

   a. Description of the position for which vacancies exist;
   b. Schedule of dates, times, and locations of all elements of the process;
   c. Description of eligibility requirements;
   d. Description of the process to be used in selecting personnel for promotion.

19.3.6 Officers who submit themselves to promotional examinations will be graded according to the schedule established by the Civil Service Commission. This grading schedule will be made available to the candidates.

19.3.7 An eligibility list will be established by the Commission. All personnel taking the promotional test will be placed on the eligibility list with a ranking from the highest maximum point total to the lowest. The list will remain in effect for the period of time established by the Civil Service Commission. The Chief of Police has the ability to promote candidates using the "rule of three." 

19.4 PROBATIONARY PERIOD

19.4.1 All probationary periods are determined by Tenino Civil Service in the Civil Service rules.

CHAPTER 20.00.00 PERFORMANCE EVALUATION
Effective Date: 02/01/09
Revision Notes: N/A
20.1 PURPOSE

The purpose of this policy is:

a. To provide for the constructive evaluation of an employee’s overall performance;

b. To provide a management system for detecting possible employee problems;

c. To bring consistent superior performance of employees to the attention of management; and

d. To provide a basis for training needs and assessments.

20.2 POLICY

The Tenino Police Department will evaluate department employees’ performance on a formal and periodic basis. The performance evaluation is intended to: promote a common understanding of individual needs, work objectives and standards of acceptable performance; provide employees with feedback as to how well the supervisor feels the employee is meeting expectations; suggest specific courses of action the employee can take in order to meet or exceed expectations; provide supervisors with feedback as to how they can help employees in their personal growth and development and to set objectives for future performance.

20.3 ORGANIZATION

20.3.1 The performance evaluation system provides a standard format which is used by a supervisor to assess the conduct and work performance of an employee. The Tenino Police Department will maintain an evaluation system using the following predefined measurement criteria.

a. Initiate and maintain a communication channel between employee and supervisor;

b. Illustrate employee strengths and weaknesses;

c. Provide background needed in order to devise methods for improving employee performance;

d. Provide information used in developing employees for higher level and more responsible positions;

e. Point out areas of performance where the employee needs special training;

f. Provide information used as a factor in promotions and reclassification.

20.4 INSTRUCTION FOR PERFORMANCE EVALUATING
20.4.1 Each evaluator will receive informal instruction on the rating responsibilities and procedures at the staff meeting just prior to the annual evaluation process and will be familiar with the performance dimensions. Evaluators should conduct evaluations uniformly.

20.4.2 Each employee will have a division file maintained by his/her immediate supervisor. The division file is maintained in order to provide accurate and documented information from which to prepare the performance appraisal. Information in the division file may or may not be included in the performance appraisal. The following procedures apply to the maintenance of the division files:

a. The division file will be organized in the following manner:

   1. Entry Log: Any information placed in a division file that an employee is not already aware of, must be reviewed with the employee and the employee shall initial the log indicating the review has occurred.

   2. Most Recent Performance Appraisal: A copy of the most recent performance appraisal.

   3. Goals and Objectives: A copy of the current goals and objectives for an employee.

   4. Training: Copies of all training requests with an indication of whether the employee was approved for the training and if not, a reason why it was denied.

   5. Commendations: Positive feedback the employee received from persons other than their immediate supervisor.

   6. Observation Reports: Observation reports completed by the immediate supervisor to document positive performance and employee performance not currently at an acceptable level. Employee counseling will be documented in the division file.

b. If a performance deficiency is noted in a division file, an action plan must be included to address the deficiency.

c. Any observed performance resulting in immediate discipline must be documented.

d. Retention: The information gathered in a division file will be retained until the performance appraisal is completed for that employee for the corresponding rating year. Once the evaluation has been approved, the corresponding division file will be destroyed and a new file will be started for the next evaluation period.

20.4.3 An annual performance evaluation will be given to each employee no later than the end of February of every year. This evaluation will cover the preceding year’s (Jan-Dec) performance. Completed evaluations will be returned to the Chief through the chain of command.
20.4.4 Whenever an employee’s performance is deemed unsatisfactory, the supervisor will discuss this with the employee. The supervisor should be prepared to substantiate ratings at the unsatisfactory level using information contained in the division which requires counseling and/or a performance plan prior to the evaluation process. Employees should be told what actions are necessary to improve their performance. A copy of this notice will be given to the employee whenever an unsatisfactory performance has been noted.

20.4.5 An evaluation form has been developed to provide for common evaluation traits of all sworn personnel and specific traits for different job classifications.

20.4.6 The rater of an employee will be the employee’s immediate supervisor and is responsible for the following:

a. The performance evaluation should be representative of the employee's total performance and contribution for the entire evaluation period.

b. The rater should make sure that the criteria used for that performance evaluation is specific to the position(s) occupied by the employee during that rating period. The rater should review the job description for that employee before starting the evaluation process.

c. Evaluations require well planned, accurate and detailed information. Raters should take enough time and be thorough with each evaluation.

d. The rater must explain when performance ratings are unsatisfactory or outstanding based on information contained in the employees division file.

e. The rater will complete the performance evaluation form accurately and in a timely manner.

f. The rater must discuss the performance evaluation with the employee. The rater and employee must review and understand the content of the evaluation. The supervisor must sign the evaluation form to acknowledge that it has been read and discussed.

20.4.7 All performance evaluations will be reviewed and signed by the Chief of Police.

20.4.8 The employee must sign the performance evaluation report, stating that the evaluation was discussed with their supervisor and that they agree or disagree with the evaluation. The employee may make written comments which will be attached to the evaluation report. These comments may include suggestions for improved performance, ways to improve the overall operation of the work unit, or concurrence or disagreement with the evaluation.

20.4.9 The completed evaluation report form and any attachments will be copied in duplicate. One copy will be given to the employee during the evaluation conference, one copy is retained by the rater, and the original is sent to the Chief of Police, via the chain of command, to be retained as part of the employee's permanent record.
20.4.10 Contested performance evaluations will be reviewed by the Chief of Police. Employees will document the reasons for the contested evaluation and request a formal review with the Chief of Police. In this review process the Chief's decision is final.

20.5 COUNSELING

20.5.1 At the conclusion of the annual rating period, each employee will be counseled by their supervisor concerning:

   a. The results of the performance evaluation just completed;

   b. The level of performance expected, rating criteria or goals for the new reporting period; and

   c. Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee’s position.

20.5.2 Supervisors will counsel their employees when necessary. Supervisors should review each period’s activity with their personnel.

20.5.3 Performance evaluations will be discussed between the employee and the rater. This will provide an opportunity for an open and constructive discussion of the employee's performance in relation to the requirements of their classification. It is the supervisor's responsibility to clearly explain to the employee what was taken into consideration in making the evaluation. The employee should be commended for work well done and helped to understand the areas in which they need improvement.

20.5.4 The supervisor will establish a new division file following the procedures outlined above.

20.6 PROBATIONARY EMPLOYEES

20.6.1 Probationary police officers will receive regular performance evaluations based on the following circumstances:

   a. While a probationary officer is in the police academy, performance evaluations will be provided by academy personnel.

   b. Probationary officers who have graduated from the police academy will be assigned to a Field Training Officer. Probationary officers at this level will be evaluated at least once a week as required by the Field Training Officer program.

   c. Once a probationary officer has completed the Field Training Officer program, their immediate supervisor will evaluate him/her on a bimonthly basis until the end of their probationary period.
20.6.2 Probationary non-commissioned employees will be evaluated by their supervisor on a monthly basis.

20.7 RETENTION PERIOD

20.7.1 The retention period of performance evaluations will be in compliance with City Policy.

CHAPTER 21.00.00 PATROL OPERATIONS
Effective Date: 02/01/09
Revision Notes: N/A

21.1 PURPOSE

The purpose of this policy is to provide continuous, effective and efficient 24-hour patrol service to the communities served, and to outline the general duties and responsibilities of the Patrol Division.

21.2 POLICY

The importance of patrol to a community cannot be overstated. The uniformed officer is frequently the most visible component of the Tenino Police Department; patrol is the foundation of police work. The manner in which patrol officers carry out their responsibilities affects not only the quality of justice, but also citizen perceptions of law enforcement and the criminal justice system.

21.3 FUNCTIONS AND OBJECTIVES

a. Preventive patrol

b. Crime prevention activities

c. Response to calls for service

d. Preliminary investigation of crimes and incidents

e. Arrest and processing of prisoners

f. Traffic direction and control

g. Traffic accident investigation

h. Maintenance of public order

i. Ancillary services
j. Provisions of emergency services

k. Development of positive relationships between citizens and the Tenino Police Department

l. Reporting of information to appropriate organizational components

21.4 ASSIGNMENT

The Chief of Police shall assign officers and supervisors to patrol squads and assign shift schedules. Squads will normally consist of 1 Sergeant, 1 Corporal, and patrol officers. Patrol shifts will be in accordance with the current labor agreement.

21.5 24-HOUR PER DAY COVERAGE

21.5.1 Law enforcement response to emergencies is available 24 hours per day, every day of the week, within the Tenino Police Department service area.

21.6 RESPONSIBILITIES

21.6.1 The Patrol division shall be responsible for:

a. Answering calls for service and general public assistance, providing the necessary aid and recording the information pertinent to the incident;

b. Complete area coverage and performance of tasks to accomplishment Department objectives;

c. The preliminary investigation of all cases, including the preservation of evidence and effecting arrests;

d. Enforcement of all traffic laws, regulations of traffic flow and investigation of all accidents;

e. Traffic enforcement and visible patrol;

f. Inspection and premise checks for business, industrial and governmental buildings as workload allows, and

g. Identifying hazards and reporting them to the proper department component for corrective action.

21.7 OPERATIONS

21.7.1 Personnel in the Patrol Division will report for duty as assigned.
21.7.2 All personnel will be in full uniform of the day and equipped to receive information and perform their duties at the beginning of roll call unless otherwise approved by the shift supervisor.

21.7.3 Roll call or shift change may cover, but is not limited to:

   a. Report briefing from prior shift;
   b. Problem areas to be checked;
   c. Beat and squad car assignments;
   d. Inspection of full uniform, appearance and equipment;
   e. Schedule changes, new assignments and court dates;
   f. Review seven day board for procedures, directives and memos;
   g. Investigation personnel will inform patrol officers of any pertinent information, pending arrests or activity;
   h. Any hazardous areas, weather and road conditions, and
   i. Training.

21.7.4 The on-duty shift will respond to calls until properly relieved.

21.7.5 Officers ending their shift should write down the major events and any items of interest in the Shift Summary book.

21.7.6 Attendance by investigative personnel at roll call, crime data bulletins, teletypes, attempt to locates, review of new directives and procedures shall provide a basis for communications between the patrol division and the other components of the Department.

21.7.7 The Shift Summary book, Seven day board, Case Forwarding to Detective Form, notes, voice mail, email and other written and verbal communication is not only acceptable but expected as a way to share information within the Department.

21.8 CALLS FOR SERVICE

21.8.1 Officers, when assigned a call, shall respond safely and without delay.

21.8.2 Officers will respond in a routine, expeditious or emergency manner, as outlined in the Operation of Emergency Vehicle procedure located in chapter 28.
21.8.3 Two or more officers should be assigned to answer calls where the nature of the situation is not readily ascertained, there is a report of a crime in progress, a domestic disturbances, 911 hang up calls, calls from liquor establishments, a call where danger may possibly exist, or as directed by a supervisor.

21.8.4 Officers shall conduct a preliminary investigation of all criminal acts.

21.8.5 Field interviews are endorsed and encouraged by the Tenino Police Department. Field interviews help identify persons of questionable intentions for possible follow-up action. Officers are encouraged to be aggressive, but be courteous and respectful of Constitutional Rights. Officers may document all field contacts on Field Contact cards and/or enter the contact information into the Spillman Records System.

21.9 ON-SCENE SUPERVISOR

21.9.1 Any officer in charge of a situation may request the presence of a Supervisor. The supervisor will assess the situation and assume command as he/she deems necessary. The supervisor may further request the assistance and/or response of administrative personnel.

21.9.2 A supervisor will respond and take command of all situations relating to or involving any civil unrest, injury to or by a police department employee, and damage to any departmental equipment or city vehicle. The supervisor shall take direct control at a major crime scene, pending the arrival of investigative personnel. The supervisor shall ensure that the scene is protected, witnesses are identified and offenders arrested.

21.9.3 The Shift Supervisor will take control of any of the following incidents and notify the Patrol Sergeant immediately under the following conditions:

a. Disasters;

b. Officer involved shooting, on or off duty;

c. A serious injury to an officer requiring medical attention;

d. Serious injury to another person as a result of police action;

e. Hostage/barricaded subject;

f. Mass arrest in a single related incident (over 10 people);

g. Kidnapping or a missing child where a strong possibility of foul play is suspected;

h. Major activity of another law enforcement agency within our jurisdiction (State of Federal raids, major arrest, etc.);

i. Large mutual aid request from an outside agency;
j. Arrest of police employee or public official from this or other jurisdictions;

k. Violent crimes or crimes of a sensitive nature;

l. Misconduct by a departmental employee;

m. Officer involved in an on-duty motor vehicle collision;

n. Any incident with high liability;

o. Any incident with a potential for major publicity or public inquiry;

p. Situations involving potential liability to the City;

q. Death or serious injury of a staff members family;

r. Death or serious injury to a public official of the City.

NOTE: In the event the Patrol Sergeant cannot be contacted by the shift supervisor, the Chief will be notified.

21.10 INVESTIGATIONS

21.10.1 It is the policy of the Tenino Police Department that the Patrol Division will make all initial investigations in all crimes and calls for assistance unless directed otherwise. Any other unit within this department can request to make the initial investigation and that request will be considered by the Shift Supervisor.

21.10.2 From time to time a citizen may come to the station to report an incident that may be extremely complex. In those cases the Detective Sergeant may be contacted and the incident referred to them.

21.10.3 The Patrol Division will be expected to do follow-up investigations when practical and in which the follow-up may be accomplished within the city limits. Depending on the level of patrol staff available, follow-up investigations that would need to be accomplished outside of the city may be assigned to available patrol staff or the Detective Division.

21.10.4 Incidents in which the Detective Division should be notified immediately to respond and assume control of the investigation, include but are not limited to the following:

   a. Investigations involving a suspicious death;

   b. Armed robberies;

   c. Officer involved shootings;
d. Assaults with life-threatening injuries;

e. Hostage situations;

f. Kidnapping;

g. Arsons with serious injuries.

21.11 INVESTIGATOR CALL OUT

21.11.1 The Shift Supervisor or officer in charge at a scene may request a member of the Detective Division and ask them to respond to the scene of any incident and/or solicit advice on any aspect of a case. When practical this request will be made through the Detective Sergeant, who in turn will notify a detective if appropriate.

21.11.2 The initial report will be completed by the patrol officer assigned to the call. The Patrol Division and Detective Division will work together to process a scene or interview persons involved.

21.11.3 With the approval of the Shift Supervisor, the investigation and case may be sent to the Detective Division for further follow-up. The case will be forwarded to the Detective Sergeant for acceptance or rejection.

21.12 ARRESTS

21.12.1 When a crime is committed, employees are to initiate a prompt and thorough investigation and to make every reasonable effort to identify and arrest the violator. In carrying out these responsibilities, employees will not infringe upon the Constitutional Rights of any person.

21.12.2 In an effort to reduce our liability exposure to allegations of misconduct such as use of force complaints, sexual harassment complaints, or civil rights violations, all arrests, including warrant arrests need to be fully documented with an incident report outlining all the pertinent information.

21.12.3 Certain standards will be followed by all officers during any arrest whether the arrest is accomplished with or without a warrant.

21.12.4 An arrest occurs when an Officer objectively manifests that he/she is restraining the person’s movement and a reasonable person would have believed that he or she was not free to leave. A custodial arrest must be supported by probable cause to believe that a crime has been committed by the arrestee, where the facts and circumstances are within the arresting officer’s knowledge and they have reasonably trustworthy information sufficient to warrant a person of reasonable caution to believe that a crime has been committed (State v. Lund and Brinegar v. United States).
21.12.5 The following acts do not necessarily, but MAY, turn an investigative detention into a custodial arrest:

   a. Statement by Officer that you are under arrest;
   b. Restraining suspect;
   c. Use of drawn firearms;
   d. Transporting a suspect from the scene.

21.12.6 When a lawful custodial arrest is affected, a law enforcement officer may reasonably search the person arrested and the area within such person’s zone of control immediately during or after the arrest for the authorized purpose of:

   a. Protecting the officer from attack;
   b. Preventing the person from escaping;
   c. Discovering fruits of the crime;
   d. Discovering any instruments, articles, or things which may have been used in the commission of the offense;
   e. Discovering any instruments, articles, or things that may constitute evidence of the offense (including contraband).

21.12.7 It shall be recognized that the phrase “arrestee’s immediate presence” has been defined by the Supreme Court as that area within the arrestee’s immediate control, i.e., that area from which the arrestee might gain possession of or seize a weapon or other thing to assault the officer or affect an escape or seize concealable or destructible evidence.

21.12.8 All arrestees shall be accorded the protections of the “Rights of Accused” as provided for in State Law.

21.12.9 In all instances a report will be made by the Officer detailing the facts surrounding the arrest and other appropriate information.

**21.13 TREATMENT OF INDIVIDUALS UNDER ARREST**

21.13.1 In making an arrest, employees must treat an individual with respect. Employees will not physically mistreat or verbally harass any individual that they take into custody. Medical treatment will be provided when necessary when the person taken into custody is ill or injured.
21.13.2 When a prisoner is in need of medical attention the arresting officer should consider the offence and when appropriate cite and release or refer the case to the prosecutor.

21.14 ADVISING OF RIGHTS

21.14.1 Employees are responsible for advising suspects of their Constitutional Rights in the proper manner. The language used to advise suspects will be that on the card issued to each employee for that purpose, or that language which is found on the Tenino Police Department Rights advisement form. In all instances, persons arrested by the Tenino Police Department will, at a minimum, be advised of their right to an attorney, even in cases where no questioning occurs.

NOTE: It may be necessary for the employee to testify in court as to the precise language used to warn the suspect of his/her rights and the precise language by which the suspect waived these rights.

21.15 SEARCHES

21.15.1 All persons arrested should be searched at the scene of the arrest. These searches should be conducted by persons of the same sex as the person arrested, if practical. If searching someone of the opposite sex, it is recommended that another officer be present. Nothing in this section is intended to preclude officers from conducting searches that are authorized and consistent with officer safety and current law.

21.15.2 Any strip search or body cavity search will be accomplished at the County Jail in accordance with their Policies and Procedures, or as directed and outlined by a Search Warrant.

21.15.3 It is the duty of the arresting officer to determine that the prisoner possesses no offensive weapon or anything else that could be used as a weapon. If for any reason the prisoner cannot be thoroughly searched before being turned over to another officer, the arresting officer, will without fail, make this act known to the person receiving the prisoner.

21.16 USE OF HANDCUFFS

21.16.1 Whenever an adult is placed under arrest, that person will be handcuffed and will remain so until confined at the station or correctional facility. Juveniles, when placed under arrest, will be handcuffed with special consideration given to the age and size of the juvenile, the offense committed, the potential for escape, and the physical safety of the officer, public, and juvenile.

21.16.2 Any exception to the above is incumbent on the arresting officer knowing that a greater degree of cooperation can be achieved from a prisoner who is not handcuffed, and the officer knows that the prisoner will not harm himself, poses no risk of escape, injury to the arresting officer, other officers, or the general public.
21.17 PROCEDURES

21.17.1 Handcuffs or flex cuffs will be applied with the prisoner's hands behind the back. Apply cuffs only as tightly as needed to restrain and not so tightly as to cause injury.

The double lock mechanism will be used, whenever possible, to prevent tampering.

21.17.2 Juveniles will not be handcuffed to an adult prisoner.

21.17.3 Male prisoners will not be handcuffed to female prisoners.

21.17.4 Handcuffs may be applied to the wrists with the hands positioned in the front in some circumstances, such as:

   a. The prisoner is physically incapable of placing his hands behind his back;

   b. The prisoner is handicapped to the extent that placing his hands behind his back is unwarranted;

   c. The prisoner is sick or injured to the extent that placing the hands behind the back would be impractical, exacerbate the illness, or cause additional injury.

21.17.5 When two prisoners are handcuffed together it will be done by handcuffing right wrist to right wrist (or left to left) to limit mobility.

Male prisoners will not be handcuffed to female prisoners except when immediate movement from the scene is of primary importance.

Adults will not be handcuffed to juveniles (except as above).

21.17.6 Mentally ill persons will be handcuffed when behavior is unpredictable or past contact indicates a potential for violence. Use of handcuffs should be tactfully explained to the person and/or family member.

21.17.7 Prisoners will not be handcuffed to any part of the transporting vehicle.

21.18 PROCESSING PERSONS IN CUSTODY

21.18.1 In the arrest, transportation, and detention of suspects, officers will take precautions to prevent escape, injury to themselves and others, or damage to property. When making an arrest, they will search suspects carefully and will immediately take possession of all weapons and evidence. All prisoners should be handcuffed at the time of arrest or anytime an officer has reason to believe that a prisoner will attempt escape or become a problem. Any time a prisoner is to be transported, the prisoner should be handcuffed.
21.18.2 An officer making an arrest with the intent to book the suspect will transport the arrested individual or cause him/her to be transported to the jail and booked as soon as possible.

21.18.3 An officer making an arrest is charged with the responsibility of determining whether the individual arrested is to be booked or released without full processing, and without having to post bail. It is important, therefore, those individuals are carefully screened to determine their eligibility, and secondly that the identifying data obtained from them is accurate and complete.

21.18.4 Adults charged with general misdemeanor offenses (other than traffic infractions) who are residents of this county or nearby areas and who are, in the opinion of the arresting officer, eligible for field release may be issued a citation. Such persons may be released in the field without further processing.

   a. A check for wants and warrants should be made before considering field release.

   b. The subject is required to sign the criminal citation after it is completed.

   c. Prior to release the case number must be entered on the citation. The subject will be given a copy of the citation.

21.19 ALARM RESPONSE

The Tenino Police Department encourages the use of burglar and hold-up alarms to better assist in apprehending criminal offenders. Officers should respond to alarm calls in a safe, realistic manner keeping in mind the high propensity of false alarms and the potential tactical problems involved if the alarm is bonafide.

21.19.1 All alarms will be considered bonafide until proven otherwise.

21.19.2 Generally, two (2) units will be dispatched to a burglar alarm call. However, consideration should be given to time of day, day of week, the number of recent false alarms at that location, and availability of personnel.

21.19.3 Responding officers shall use appropriate vehicular warning devices when responding to the scene, but ideally the siren should not be used within the hearing range of the reported alarm, if possible.

21.19.4 The first unit on the scene will state their position when they announce their arrival. Other responding units will likewise provide their locations and complete the outer perimeter, covering all entrances and exits. Units should attempt to locate a site where they can observe the business while keeping themselves and their vehicles out of sight. Officers should be mindful that other offenders may be located outside and away from the business. A cursory check of the surrounding vicinity during arrival should be considered.
21.20 BURGLAR ALARMS

21.20.1 After the responding units have arrived on the scene and the outside of the commercial establishment or residence has been checked and no signs of tampering or forced entry can be found, the owner or manager will be contacted so that the interior of the building can be checked.

21.20.2 If after an alarm is received by CAPCOM the alarm subscriber calls to say they caused an accidental alarm, CAPCOM will so advise the responding units. Upon arrival, officers will direct CAPCOM personnel on how they want the alarm subscriber to make contact with the officers.

21.21 HOLD-UP ALARMS

21.21.1 Upon securing the perimeter, the primary officer will notify CAPCOM of the apparent status of scene. The officer will attempt to determine if a robbery is in progress by observing the exterior and interior of the building. The officer may have CAPCOM call the business to determine why the alarm was sounded. If there is a false alarm, the manager (or official) will exit the building and talk with the officer. Officers will maintain their positions until they are advised the alarm is false. In the event the manager or official does not exit the building, it should be assumed that a robbery is in progress. Responding officers will not enter the business unless directed to do so by the shift supervisor. If the offenders are still at the scene, any apprehension efforts should be made after they have exited the business to avoid a hostage situation.

21.21.2 All radio traffic during the incident will be such that no mention of key procedures is made. After a perimeter has been established by the primary and secondary units, the dispatcher will call the business and ask to speak to the first person on the responsible list kept on file in CAPCOM. The dispatcher should ask for the person by name and not identify themselves as law enforcement employees. If the first person is not at the bank, the dispatcher should ask for the next person on the list.

21.21.3 If an actual robbery has occurred and the offender has left the bank, the bank employee will lock the door. They will unlock the door only to uniform police personnel. No police personnel will enter the building unless under the direction of the Shift Supervisor. Once inside the bank, the officers will secure the scene and broadcast appropriate information. The FBI should be notified as soon as possible. Secondary units should begin searching for the offender(s) and check close areas where a secondary getaway car may have been picked up and the involved vehicle abandoned.

21.21.4 If it is a false alarm, officers will clear by broadcasting "false alarm."

21.22 UNSECURE BUILDINGS

21.22.1 It is the policy of the Tenino Police Department to provide building security, as time allows, through aggressive patrol by the officers of this department.
21.22.2 When an establishment is found to be open and unattended or unsecured, the discovering officer will notify dispatch of the incident and give the location. Under no circumstances will an officer enter a building alone prior to the arrival of assistance.

21.22.3 A second officer will assist the initial officer at the scene, and more may be assigned as needed.

21.22.4 Whenever officers enter an unsecured building to clear it or check building status, an attempt will be made to contact either the owner, manager or an employee.

21.22.5 Communications dispatchers are the primary resource for contacting a person responsible for the building. If contact is made with a person affiliated with the establishment, they will be advised of the condition of the building and given the option to respond to the location.

21.22.6 In the event that dispatch is too busy or they are not able to make contact with a person affiliated with the establishment, the primary officer will attempt to find a means of contacting someone. This may involve looking for telephone numbers in the building.

21.22.7 If no one responsible for the building can be contacted, a business card will be left in the building or residence giving notice that the police department was in the building, checked it and were unable to make contact. The building will be secured if possible.

21.22.8 If a person responsible for the establishment is contacted and refuses to respond, the building will be secured, if possible, and the circumstances noted in the radio log.

21.22.9 If a police dog is immediately available, priority will be given to having that unit cover the primary officer on the call. Officers will establish a perimeter around the building until the dog unit arrives.

21.23 DEAD BODY CALLS

21.23.1 It is the policy of the Tenino Police Department to investigate all dead body calls. These calls will be classified in two categories: deaths from natural causes and deaths from other than natural causes. Regardless of the classification, a responding officer will notify the on duty supervisor who will consider notifying the Detective Division of the incident. In cases where the death has been pre-registered with the Thurston County Coroner's Office, the death occurs at a health care facility with no indications of foul play, or the deceased is a senior citizen and there are no indications of foul play present at the scene, the on-duty supervisor has the discretion to proceed without notifying a detective.

21.23.2 In all cases where officers are called to the scene of a death and paramedics are not present, they will be summoned to the scene unless there is decapitation, post mortem lividity or algor mortis of the body in question.
21.23.3 Once it is determined that a death has occurred and that it appears the result of natural causes, officers will determine the name, age, physician, and next of kin of the deceased. If a relative can be contacted they will decide where they want the body sent.

21.23.4 The Coroner will be contacted, and authorization will be sought to remove the body. If no relatives can be contacted the Coroner will determine where the body will be sent.

21.23.5 If the spouse or relatives of the deceased are not present, all valuables will be secured and/or impounded.

21.23.6 Once it is determined that a death has occurred and that it is a result of causes other than natural, officers will treat the incident as a homicide. This department will investigate it as such until it can be determined that the cause is suicide.

   a. The crime scene will be protected.

   b. The appropriate investigative and staff personnel will be notified by the Shift Supervisor.

   c. A determination will be made as to whether a crime has been committed or a suicide has occurred.

21.23.7 Regardless of the classification of death, the officer responsible for the call will complete an incident report and a death scene checklist.

21.24 ALCOHOL ENFORCEMENT - PERSONS UNDER 21 YEARS OF AGE

21.24.1 It is the policy of the Tenino Police Department to establish consistency in the enforcement of alcohol related offenses by persons under the age of twenty-one years. This policy is meant to clarify, not only to the police officer, but also to the public in general, what the enforcement policies and procedures are regarding persons under the age of twenty-one years who commit alcohol-related offenses.

21.24.2 Misdemeanor citations will be issued to persons between the ages of 18 and 21 years when probable cause exists to verify that he or she is in possession and/or has consumed an alcoholic beverage. For person(s) under the age of 18 years a juvenile referral will be filled out and submitted to Thurston County Juvenile Probations.

21.24.3 Misdemeanor citations with the appropriate charge will be issued to anyone furnishing premises for a party or gathering where alcoholic beverages are being served or consumed by persons under the age of twenty one years, other than parents serving to their children.

21.24.4 Misdemeanor citations will be issued to anyone who is found to be purchasing or providing a minor with alcoholic beverages.
21.24.5 When a contact is made for any alcohol related offense, and when the person involved is under eighteen years of age, the officer is responsible for notifying the parents of the person contacted. The intent of this section is to ensure that parents will be notified as soon as possible either by telephone or in person.

21.24.6 If a citation or juvenile referral is issued to a person under twenty one years of age, or a subject claims that the alcohol is owned by a parent or guardian over twenty one years, then any and all unopened alcohol containers, or re-sealable items, as well as alcohol related items, such as beer kegs and taps, will be confiscated and placed into evidence and/or found property. The alcohol or alcohol related items will be released only to an adult parent or guardian twenty-one years of age or older, or will be destroyed by the Tenino Police Department.

21.24.7 The Washington State Liquor Control Board will be notified of any business establishment that is found in violation of any of the provisions outlined in Washington State Revised Code.

NOTE: In all alcohol-related offenses involving minors, officers should remain as objective as possible, enforcing these laws in a consistent manner. The guidelines stated will provide direction to the officer; however, situations may arise where these guidelines will not be practical, causing the officer to depend on his/her own knowledge and judgment to take the appropriate action. If an officer chooses not to take formal action, the reason(s) may have to be articulated in the incident report.

21.25 ALCOHOL-RELATED OFFENDERS

21.25.1 The decriminalization of public drunkenness is not intended to excuse or relieve an alcoholic or intoxicated person of accountability in any criminal or quasi criminal act. Criminal cases (i.e., Assault, D.U.I., Disorderly Conduct) involving intoxicated individuals will still be handled in the usual manner.

21.26 COMMUNITY CARE-TAKING

21.26.1 When it becomes apparent that the person is in a state of intoxication that may be so severe as to be dangerous to the person’s health and welfare, the paramedics will be requested to check the person. Paramedics will determine the need for treatment and/or transport of the person to the hospital.

21.26.2 Officers may check the welfare of persons who they believe are intoxicated in public. This is for the purpose of offering assistance to the person such as finding them a safe ride home, calling a family member or friend, etc. This contact is a community care-taking function, a social contact.

21.27 NOTIFICATIONS
21.27.1 **County Coroner**: The County Coroner will be called in all cases of sudden, violent, unattended or unexplained deaths.

21.27.2 **Disruption of Utilities**: The investigating officer shall immediately notify the dispatcher if there is any utility disrupted as a result of an accident or severe weather. The dispatcher will then notify the proper authority.

21.27.3 **Road Debris**: The investigating officer will immediately notify the dispatcher of any road debris or hazard such as a missing road sign or inoperable traffic signal. The dispatcher shall notify the proper authority for its removal or repair.

21.27.4 **Media**: The news media will be informed by the Shift Supervisor, or his designee, of any major traffic congestion or road closure to alert traffic to use alternate routes.

21.27.5 **Notification of Death**: Medical emergencies or other messages of an emergency nature involving life, health or safety will be delivered in person by a police officer. The Chaplin may assist as deemed necessary.

**21.28 THE REPORTING SYSTEM**

21.28.1 The Tenino Police Department has an established policy on the Reporting System and its use. It defines when officers are expected to write reports, what type of reports are to be written, documentation of reports, and flow process of reports.

21.28.2 Officers in the field are responsible for the decision as to whether reports concerning a particular event are required.

21.28.3 A report need not be written if:

   a. There is no crime involving loss or injury to property or person, and

   b. There was no contact made with suspicious or suspect persons or vehicles, and

   c. There is no information that could assist in a crime being cleared.

21.28.4 These decisions will be closely monitored by Shift Supervisors. The Shift Supervisor may direct an officer to write a report on any matter.

21.28.5 Case numbers will normally be issued by dispatch. Dispatch should be aware that in some instances their event logs would be the only records of an incident.

21.28.6 Police traffic collision reports must be completed by an officer for accidents as defined in section 31.0 of the policy manual.
21.28.7 For non-reportable accidents, when practical, officers will gather information on the drivers and the vehicles and include them as involvements in Spillman under that incident screen.

21.28.8 An incident report is necessary for hit and run accidents.

21.28.9 Arrests as a result of a traffic accident investigation require incident reports to be completed.

21.28.10 When an employee takes someone into physical custody, an incident report will be completed. This would include warrant arrests regardless of originating agency.

21.29 RADIO COMMUNICATIONS

21.29.1 Each officer is assigned a personal portable radio and shall carry it while on duty. It is the officer's responsibility to ensure that the radio batteries are kept charged and that the radio is in proper working order.

21.29.2 Officers shall identify themselves by their assigned number when calling CAPCOM, another police unit, or other police agency.

21.29.3 Officers shall keep CAPCOM apprised of their status at all times so that supervisors and fellow patrol officers know their status, including, but not limited to:

a. Arrival at a scene;

b. When making a vehicle or pedestrian stop;

c. When completing assignments and resuming patrol;

d. When leaving the vehicle for extended periods of time.

21.29.4 Officers may use an Alternate Radio Frequency when the primary band traffic volume dictates and when other priority traffic takes precedence.

21.29.5 All radio traffic between patrol units and CAPCOM, or between other agencies and the Tenino Department will be kept brief, concise and professional.

21.29.6 Officers must constantly be aware that all radio frequencies are shared with other police agencies, and shall remain courteous and professional at all times.

21.29.7 Officers shall use the Alternate Radio frequency for non-essential communication between patrol units.

21.29.8 Officers will promptly answer all radio calls from dispatchers.
21.29.9 Officers will advise dispatchers or update their status on the MDC when they arrive and when they clear the location to which officers are dispatched.

21.29.10 Officers will inform dispatchers of their location, the nature of the situation, and other important details in on view situations.

21.29.11 All officers will provide a detail disposition through dispatch or on their MDC as soon as reasonably possible after finishing that detail.

21.30 PATROL OFFICER USE OF INFORMANTS

21.30.1 Patrol Officers are encouraged to develop sources of information. Patrol Officers may not enter into any verbal or written contracts for cash or incentives of immunity without the approval of the Patrol Sergeant.

21.30.2 Informants often must be compensated for their service. It is required that officers get prior approval from their immediate supervisor before spending investigative funds. These funds are controlled by the Patrol Sergeant and can be obtained by officers with supervisory approval.

21.30.3 Before investigative funds are spent the informant will be registered and approved by the Patrol Sergeant. The expenditure of funds will be recorded in accordance with departmental procedures.

21.30.4 Utilization of informants and criminal information shall be in compliance with all applicable legal standards and Tenino Police Department procedures.

21.31 ARREST WARRANTS

21.31.1 In applying for and executing arrest warrants, employees will abide by relevant statutes. In serving warrants on individuals, employees will proceed to secure custody of the individual(s) in an efficient manner and with due regard for safety. When serving an arrest warrant out of our jurisdiction, employees will notify the controlling law enforcement agency of the intention to serve the warrant and request their cooperation.

21.32 SEARCH WARRANTS

21.32.1 In applying for and executing search warrants, employees will abide by relevant statutes. During normal business hours the affiant will prepare their affidavit and search warrant face sheet in advance for supervisory review. When practical the affiant should have the warrant reviewed by a prosecutor prior to its presentation to a Judge.

21.32.2 If an employee believes a Search Warrant is needed after business hours, employees may contact a detective for assistance. A determination can be made as to the need for a search warrant. The witnesses will need to be present at the time the telephone conversation
with the detective occurs. In addition, you will need the Search Warrant forms and the Certificates of Search.

21.32.3 When practical the officer should use a District Court Judge for all warrant locations within Thurston County. A Superior Court warrant will be required for all out of county search warrants. When serving a search warrant out of our jurisdiction, employees will notify the controlling law enforcement agency of the intention to serve the warrant and request their cooperation.

21.32.4 For telephonic warrants the affiant must check the tape recording device to make sure it operates correctly before making the conference call for a telephonic warrant.

21.32.5 All pertinent information must be available and the forms completed before making the telephone call. You will be expected to read the forms over the telephone while under oath. The forms cannot be changed once approved by the Judge.

21.32.6 After the telephone call has concluded the Investigative or Shift Supervisor will advise which form is to be given to the person whose premises is to be searched.

21.32.7 The warrant will be executed within the time limits set by the judge and returned to the court. The appropriate copies will be provided to the individual suffering the search or left on the premises. A copy of the Search Warrant should be shown to the individual suffering the search.

21.32.8 No member of the Tenino Police Department shall apply for any Search Warrant without knowledge and approval of the supervisor of the shift or division to which he/she is assigned.

21.33 WEARING OF PROTECTIVE VESTS/BODY ARMOR

The most valuable resource of the Tenino Police Department is its personnel. Any loss due to injury is a substantial loss to the department. Therefore, a primary objective of the Tenino Police Department is loss control with proven loss prevention techniques. The policy of the Tenino Police Department shall be to provide to all sworn personnel a protective soft body armor vest. The make, model and threat level shall conform to the National Institute of Justice standard for threat level protection.

21.33.1 The Tenino Police Department strongly encourages all commissioned staff to wear their protective vest to minimize hazards posed by firearms and other weapons. The decision to wear a vest is within the sworn employee's personal discretion unless directed or assigned according to the following:

    a. The sworn employee is in a uniformed assignment and is routinely engaged in field contacts and duties (patrol, foot beat etc.);
EXCEPTION: Medical conditions may preclude the wearing of a vest but must be verified in writing by a physician.

b. The sworn employee is directed by a supervisor to wear a vest in specific circumstances;

c. A sworn employee involved in a preplanned operation determines that an individual involved may foreseeably use a firearm;

d. The sworn employee is involved in training and the instructor directs them to wear a protective vest.

21.33.2 It shall be the supervisor's responsibility to ensure that personnel are properly equipped with body armor during their tour of duty.

21.34 MAINTENANCE AND CARE

21.34.1 Personnel shall maintain the vest in a clean and serviceable condition.

21.34.2 The vest is subject to periodic inspections by supervisory personnel, as are uniforms and other departmental equipment.

21.34.3 Cleaning shall be done only according to the manufacturer's instructions.

21.35 DAMAGE INSPECTION

21.35.1 Immediately after the vest has been subject to stress (attack by sharp or blunt objects, projectiles, or substantial impact), the vest is to be examined for damage to the Kevlar fabric.

21.35.2 Any attack to the vest shall be reported in writing to the officer's supervisor and shall be inspected by the manufacturer or his representative. If the Kevlar has been damaged or penetrated, it will be immediately replaced.

21.36 REPLACEMENT AND REPAIRS

21.36.1 The Tenino Police Department will establish a vest replacement program following the manufacturer's recommended life expectancy of the vest.

21.36.2 The Tenino Police Department will replace or repair all vests damaged in the line of duty.

21.37 PRELIMINARY BREATH TEST INSTRUMENTS

21.37.1 These instruments are an aid to assist the officer in ascertaining whether sufficient evidence (probable cause) exists to arrest a person for D.U.I. This evidence is to be considered along with indications of driving behavior and other physical observations. The
preliminary (pre arrest) breath test is an objective roadside blood alcohol content chemical test. In the State of Washington, an officer must arrest a motorist suspected of D.U.I. before an evidential BAC chemical test can be required. The preliminary breath test allows the officer to consider whether or not the driver is under the influence of alcohol. If the driver fails the test, the officer has an additional indication of blood alcohol level and/or impairment. In addition these tests can be administered to consenting juveniles and minors thus providing the officer with an indication of alcohol consumption by the minor or juvenile.

21.37.2 The operating officer must have received training and instruction in the use of the preliminary breath test device. The training required by this department will be the class provided by authorized trainers. No adjustments to the instrument will be made by any officer.

21.37.3 The use of the PBT instrument by any subject is purely voluntary, and the subject must understand this. The subject to be tested must not feel compelled or threatened in his/her agreement or refusal to be tested.

21.38 VEHICLE LOCKOUT

21.38.1 Officers of the Tenino Police Department will not respond to assist citizens who have locked their keys in their vehicle except in the following circumstances:

   a. A child or disabled person is locked inside the vehicle;

   b. A pet or animal is locked in the vehicle and there is a risk to their health if they remain inside;

   c. The vehicle is a hazard due to its location;

   d. Any other exceptional circumstances with approval by the Shift Supervisor.

21.38.2 Officers who respond to the above described incidents to unlock a vehicle will have the operator sign a hold harmless agreement. In addition, the officer should request satisfactory identification from the operator.

21.38.3 In circumstances where officers will not be responding to keys locked in vehicles, the complainant should be given alternatives for getting their vehicle unlocked (i.e. locksmith, tow companies, etc.).

21.39 OFFICER DATA FORMS

21.39.1 For the purposes of collecting statistical data, the Tenino Police Department may, from time to time, utilize various methods of collecting said data. The officer data form is designed for that purpose and may be implemented on an as-needed basis. When implemented, the officer data form will be utilized by officers on their shifts. Each patrol officer will complete the form at the end of their shift and turn it in to the sergeant/on-duty
supervisor. The supervisor will then summarize the information on a form that will be turned in at the end of the week to the Patrol Sergeant for review.

CHAPTER 22.00.00 INTELLIGENCE OPERATIONS, ORGANIZED CRIME AND VICE CONTROL
Effective Date: 02/01/09
Revision Notes: N/A

22.1 PURPOSE

To establish effective administrative and operational procedures for the investigation of organized crime and the collection, processing, storing, and dissemination of intelligence information.

22.2 POLICY

It is the policy of the Tenino Police Department to use all legitimate means to collect intelligence information on organized criminal activities, subversive activities, vice activities, terrorism, and civil disorder to protect the officers of this Department and members of the communities served. Strict procedures must be adopted and followed to prevent the unauthorized disclosure of intelligence information to preserve the integrity of the investigative process and to promote the principles of due process.

22.3 VICE CONTROL FUNCTION

22.3.1 The responsibility for vice control and investigation of vice complaints is assigned to the Detective Division.

22.4 ORGANIZED CRIME CONTROL

22.4.1 The responsibility for Organized Crime Control and Investigation is assigned to the Detective Division.

22.5 COMPLAINTS

22.5.1 An investigation of those persons or groups involved in organized crime, vice activities, or gambling activities can be initiated by, but is not limited to, any of the following sources of information:

a. Complaint taken from the public;

b. Law Enforcement sources (including informants);

c. Criminal Justice sources.
22.5.2 The complaints will be assigned a case number and included in the records of the Tenino Police Department, unless the information is submitted as intelligence or raw data. If the information is considered intelligence it will be processed according to the procedures outlined for intelligence information.

22.6 INTELLIGENCE GATHERING

22.6.1 The intelligence process involves the collection, evaluation, collation, analysis, dissemination, and review of intelligence information. The Tenino Police Department will comply with RCW 10.97, and the following guidelines shall be adhered to with regards to the intelligence process.

22.6.2 Intelligence data shall not be collected by any member of the Tenino Police Department on a person(s) merely on the basis that said person(s) supports unpopular causes, nor on the basis of ethnicity or race, nor on religious and/or political affiliations.

22.6.3 No employee of this department will engage in any illegal activity in collecting intelligence information; nor will any member employ or direct another to engage in the collection of intelligence information through illegal means.

22.7 ADMINISTRATION

22.7.1 The Detective Division will maintain and analyze intelligence information. The Detective Division will be responsible for:

   a. Collection of criminal intelligence information;
   b. Analysis of intelligence information;
   c. Secure storage of intelligence information;
   d. Dissemination of information within the department;
   e. Maintaining a liaison with other law enforcement agencies, to include federal, state, and local departments, for the exchange of intelligence information.

22.7.2 Categories of intelligence information may include, but are not limited to:

   a. Criminal investigative information (activity);
   b. Criminal intelligence information (persons);
   c. Strategic intelligence information (broad based planning information);
   d. Tactical intelligence information (immediate use of planning information).
22.7.3 The Detective Sergeant will safeguard the integrity of all intelligence files and ensure that legal requirements relating to such files are followed and ensure the security of these files.

22.7.4 It is essential that whenever information is gathered from an informant, his/her identity remains anonymous. Procedures outlined for contacts with informants will be completely followed. The supervisor responsible for maintaining the master files for informants will be advised when an informant is being used for intelligence purposes.

22.7.5 The Detective Division maintains a confidential file on each informant to include:

a. Biographical and background information;

b. Criminal history records, if any;

c. Payments made to informant;

d. Information received from informant;

e. The nature of the informant's operational involvement within the agency;

f. Code name or number of the informant;

g. The file security classification.

22.7.6 Intelligence information collected will be limited to criminal conduct and activities that present a threat to the communities served. These areas include, but are not limited to:

a. Organized crime activity;

b. Terrorist activity;

c. Subversive activity;

d. Vice activity;

e. Felony crimes of a serious or threatening nature.

22.7.7 The Detective Sergeant will determine what tactics and techniques are appropriate for the operation at hand. Contact should be made with the Prosecutor’s Office to ensure the legality and integrity of the intelligence effort. Personnel, equipment, and techniques may be used to collect the following types of intelligence:

a. Unconfirmed intelligence is information from various sources, often anonymous, that by itself may be suspicious, but when combined with other information may make an inference of criminal activity.
b. Strategic intelligence is a situation where the problem is known and an attempt is made to correct the problem.

c. Tactical intelligence is answering a request for information from patrol or other unit on a specific subject, organization, and/or location.

22.7.8 All intelligence information collected will be included into the file, except that information which by its nature is not relevant to the criminal activity involved.

22.7.9 Intelligence files will be reviewed annually by the Patrol Sergeant. Information shall be classified as active information which is currently being investigated; as inactive information which requires no further investigation or is pending further information; or as information to be purged which is no longer accurate, relevant, or useful for investigation.

22.7.10 Intelligence information will be purged from the files if it is no longer of investigative value.

22.8 INVESTIGATIONS

22.8.1 Investigations will be conducted by the Detective Division and will be specifically approved by the Detective Sergeant, who will periodically report the status of the investigation to the Chief. Investigations will be conducted in a manner consistent with procedures for the conduct of all criminal investigations, keeping in mind the necessity of strict maintenance of confidentiality.

22.9 DISSEMINATION

22.9.1 Intelligence information will be maintained by the Detective Division. Access to restricted or classified intelligence information will be limited to:

a. Chief of Police;

b. Patrol Sergeant;

c. Detective Sergeant and Detectives;

d. Other sworn members of the Tenino Police Department engaged in related investigations, with the approval of the Patrol Sergeant.

22.9.2 All requests for restricted and classified intelligence information must be directed to and approved for release by the Patrol Sergeant.

22.9.3 General Intelligence Bulletins or information may be released by the Detective Division.
22.9.4 The dissemination of information that is in the possession of this department is permitted on a need-to-know basis. No member of the Tenino Police Department will confirm the existence or non-existence of any intelligence, investigative, criminal, or any other department record or information to any person or agency not specifically authorized to receive such information. Those authorized to receive such information will be limited to members of this department or another criminal justice agency if, and only if, they have need for the information in the performance of their official duties.

22.10 SECURITY

25.10.1 The Intelligence files that are maintained by the Tenino Police Department will be kept in locked file cabinets. The individuals that are authorized to access these files include the Detective Sergeant and the Chief and any specifically named designee.

22.11 REGULATIONS

22.11.1 There will be no harassment or interference with any lawful political activity as part of the intelligence operation.

22.11.2 Personnel shall not reveal or discuss any processed subject matter related to activities or divulge any specific information or intelligence data to any person, except those authorized to legally receive the information on a need to know basis.

22.11.3 Personnel shall not make any public statement or appearance which may be overheard or used publicly concerning intelligence information or the activities of any investigator, detective, or officer assigned to or functioning in the unit dealing with intelligence information without the permission of the Chief of Police.

CHAPTER 23.00.00 JUVENILE OPERATIONS
Effective Date: 02/01/09
Revision Notes: N/A

23.1 PURPOSE

To outline the Tenino Police Department’s response to incidents involving juveniles.

23.2 POLICY

The Tenino Police Department will respond to a variety of incidents involving juveniles. It is the policy of this department to treat all juvenile cases or incidents with equal importance. A portion of these incidents will be for non-criminal matters, in those instances members of this department will be mindful of the welfare of the juvenile at all times, and seek remedies appropriate for the situation while balancing the juvenile’s wellbeing.

23.3 JUVENILE OPERATIONS FUNCTION
23.3.1 Tenino Police Officers are directed to receive and investigate any complaint or alleged criminal law violation involving juveniles in the same manner as any adult criminal case. At the conclusion of the criminal investigation, the juvenile case shall be reviewed by a supervisor and submitted to the proper juvenile justice court authority or its subdivision.

23.3.2 Non-criminal juvenile matters will be investigated and dealt with in the same dedicated manner as criminal investigations. An offense report will be completed using current State law and the policies of juvenile authorities to settle the incident. Those reports will be submitted to and reviewed by shift supervisors.

23.3.3 It is the policy of this department to use various social service agencies in dealing with juveniles when it is appropriate.

23.4 USE OF FORCE/JUVENILES

23.4.1 Response to crimes involving juvenile offenders will not differ from that for adult offenders. Officers must use the least coercive reasonable means in dealing with juveniles.

23.5 RELEASE OF JUVENILES

In considering the release of juveniles, officers will determine the facts of the case, obtain all the information necessary for the report, and will see that the juvenile can be released to the proper persons. In the event that the parent/guardian cannot respond or cannot be located immediately, the juvenile will be transported to the police station. The juvenile will be held at the station pending the arrival of the parent/guardian. If the parent/guardian cannot be located or respond, the juvenile will be released at the discretion of the Shift Supervisor to some other responsible adult or relative, be placed in detention, or released pending later notification to the parent/guardian.

23.6 REFERRAL TO INTAKE

23.6.1 Where there is probable cause to believe a juvenile has committed a felony, the investigating officer will submit reports that articulate all the facts and elements that support the charge. The Detective Sergeant will insure the case is complete. He/she will forward the case to the Thurston County Juvenile Probation Services for disposition.

23.6.2 All misdemeanor cases shall be submitted to Thurston County Juvenile Probation Services for disposition after being reviewed by the officer’s supervisor. The Detective Sergeant shall be responsible to see that these reports are sent to the Prosecutor’s Office for referral to intake.

23.7 CITATIONS OR SUMMONS

23.7.1 When dealing with a juvenile offender, members of this department must determine the seriousness of the offense and consider the welfare of the juvenile. This will assist in determining whether to make a custodial arrest or issue a citation/summons. Juveniles who
are a danger to themselves or others, or who are likely to re-offend should be placed in custody. Those not placed in custody shall be released to a parent, guardian, or other responsible adult.

23.7.2 Juveniles having reached their sixteenth birthday may be issued a citation or summons using the Washington State Uniform Court Docket report for traffic infractions and criminal traffic matters except felonies.

23.7.3 Juveniles not having reached their eighteenth birthday will not be issued a citation or summons for misdemeanor or felony criminal non-traffic offenses. An offense report will be submitted articulating the offense committed. After review by a supervisor, the report will be forwarded to the juvenile prosecutor and juvenile court system for action. The same process can be used to request a summons or warrant.

23.8 PROTECTIVE CUSTODY

23.8.1 An officer shall take a juvenile into custody if the juvenile is absent without consent (runaway or truant), and this department has been contacted by the parent or an agency legally charged with the supervision of the juvenile and a juvenile runaway report has been filed.

23.8.2 If an officer has any information that a juvenile is in circumstances which constitute a serious danger to the juvenile's physical safety, or the possible occurrence of abuse or neglect has or is going to take place, the juvenile shall be taken into protective custody.

23.8.3 If a juvenile is taken into police custody for abuse or neglect, the Department of Social Health Services/Child Protection Service will be notified for placement.

23.9 JUVENILES IN CUSTODY

23.9.1 When a juvenile is arrested and/or taken into custody, Washington State Court Rules require the advisement of rights whether there is questioning or not. The juvenile should be advised of their Constitutional Rights immediately, using the same rights card or form as an adult. Additionally, the Juvenile Rights Warning will be included in the advisement.

23.9.2 Prior to interviewing or interrogating a juvenile in custody, it is required that the officer advise them of our agency and juvenile justice system procedures.

23.9.3 For juveniles under the age of twelve, it is required that a parent be notified of the custodial situation or arrest. A parent must be present prior to interviewing the juvenile. Additionally, the parent must acknowledge and waive the rights for that juvenile.

23.9.4 Members of this department will notify parents or guardians of juveniles in custody whenever possible, and will always make a notification attempt. During the notification, members of this department will offer an explanation as to the impending procedures and processes of the juvenile(s) in custody.
23.9.5 A juvenile may be taken into custody when an officer has probable cause to believe the following:

a. A criminal offense was committed by the juvenile.;

b. The juvenile is a threat to community safety;

c. The juvenile has violated a condition of release or probation;

d. The juvenile is a fugitive;

e. A warrant exists for the juvenile’s arrest;

f. The juvenile is likely to be a threat to himself/herself.

23.9.6 In the event a juvenile is injured or has a medical problem while in our care, treatment will take precedent over the investigation.

23.9.7 If a juvenile is to be incarcerated or placed out of the home, the action will take place as soon as is practical.

23.10 SOCIAL SERVICE AGENCIES

23.10.1 A list of social service agencies that can assist juveniles and families in our area will be maintained and kept available. This list will have the names and telephone numbers of the various youth services in Thurston County. This list will maintained by the dispatch center.

23.11 FINGERPRINTS AND PHOTOGRAPHS

23.11.1 All juveniles arrested and transported to juvenile detention for felony offenses will be processed by the juvenile detention staff. This processing will include fingerprints and photographs which will be maintained at the juvenile detention facility.

23.11.2 A case number will be included on the fingerprint card(s) and photograph(s).

23.11.3 The law does not prohibit fingerprinting and photographing juveniles who have committed misdemeanor offenses. Officers may transport arrested juveniles to the Tenino Police Department and use the department’s equipment to obtain fingerprints and photographs.

23.11.4 If a juvenile is placed in detention for the first time, photographs and fingerprints will be taken by the juvenile detention staff.

23.12 RECORDS
23.12.1 The Records Division is responsible for the collection, retention, dissemination, and destruction of the records of juveniles processed by this agency pursuant to R.C.W. 13.50.

23.12.2 Whenever a court ordered expungement, sealing, or destruction of a juvenile record is received, the Records Clerk will examine the record in question. The entire record of the portion referred to in the order will be sealed or destroyed as required by the court order.

23.12.3 Access to juvenile records is restricted to a need-to-know basis only. Information will only be released to criminal justice agencies that are authorized under state law to receive juvenile arrest information. Information pertaining to the name, address, date of birth, telephone number, and parents' name is released to victims who are eligible to receive such information for the purposes of restitution. Juveniles who are arrested and their parents are permitted access to their own record upon demand to verify that record.

23.13 POSITION ACCOUNTABLE FOR RECORDS

23.13.1 The Records Supervisor is responsible to ensure that practices and policies are established and followed pursuant to R.C.W.13.50

CHAPTER 24.00.00 UNUSUAL OCCURRENCES
Effective Date: 02/01/09
Revision Notes: N/A

24.1 PURPOSE

To establish a set of minimum guidelines for a response to unusual occurrences.

24.2 POLICY

As an emergency service provider, the Tenino Police Department will be called upon to respond to unusual occurrences or events both natural and man made. The following is the Department’s policy response to those outlined. Because it is impossible to plan for every event the following should not be considered an exhaustive list.

24.3 PLANNING

24.3.1 The Chief is responsible for the planning as it relates to the response for unusual occurrences. The Chief may delegate planning responsibilities to employees with particular expertise or experience in certain types of incidents. The Chief or designee represents the City on the Thurston County Emergency Management Council, which is responsible for disaster and emergency planning on a countywide basis. This group also reviews the county plan annually.

24.4 NATURAL AND MANMADE DISASTERS
24.4.1 Through an inter-local agreement with Thurston County and its Emergency Management Division, emergency management coordination and services are provided for the City. The Thurston County plan for responding to natural and man-made disasters, including civil disturbances, is titled *The Thurston County Comprehensive Emergency Management Plan*.

24.4.2 The Tenino Police Department will also maintain an *Unusual Occurrences Plan* which specifically addresses policies and procedures which will be used by our agency at the time of an emergency. The Uniform Incident Command System shall be utilized when managing unusual occurrences.

### 24.5 EMERGENCY MOBILIZATION PLAN

24.5.1 Emergency mobilization for the Tenino Police Department is outlined in the Thurston County Comprehensive Emergency Management Plan.

24.5.2 It is recognized that a large scale emergency mobilization as a result of a natural disaster or man-made disaster will require all additional personnel to respond to the Tenino Police Department. It is also expected that phone lines and current on-duty personnel will be stretched to capacity and additional calls or attempts by off-duty personnel to contact the Police Department will only exacerbate the problem of limited resources.

24.5.3 Tenino Police Department personnel, based on their knowledge and experience, should recognize large scale disasters and the need for a department-wide mobilization, and as a result, recognize it is their duty to respond to the Department as soon as possible.

24.5.4 Emergency mobilization plan rehearsals will be determined by the Thurston County Comprehensive Emergency Management Plan.

### 24.6 EQUIPMENT INSPECTION

24.6.1 Any equipment maintained by the Tenino Police Department that is designated for emergency operations will be inspected by the Emergency Management supervisor on a bi-monthly schedule for operational readiness.

24.6.2 The Department’s emergency equipment (i.e. back-up power) will be inspected and tested monthly by the City’s Property Management Division.

### 24.7 EMERGENCY OPERATIONS MANUAL

24.7.1 The Tenino Police Department will maintain this Unusual Occurrence Policy/Plan, which will be reviewed annually by the Command Staff of the Tenino Police Department.

### 24.8 MUTUAL AID AGREEMENTS
24.8.1 The State Mutual Aid Peace Officers Powers Act (Washington Laws of 1985), Chapter 89, Section 7 (1) provides law enforcement with mutual assistance between jurisdictions upon request.

24.9 CORRECTIONAL FACILITIES

24.9.1 Any response by the Tenino Police Department to the correctional facilities operated by Thurston County will be governed by any Mutual Aid Agreement in effect at the time. The primary responsibility for planning and implementation rests with the Thurston County Sheriff's Office.

24.9.2 Tenino Police Department has primary responsibility for responding to events and incidents occurring at the Tenino School District. The Department's administration will cooperate with School District authorities to coordinate responses between their respective staff in accordance with the School Response Plan and the Tenino School District Emergency Response Plan.

24.10 SITUATION MAPS

24.10.1 In addition to the situational maps developed and maintained by the Thurston County Emergency Services Division, the Tenino Police Department will have situational maps available in the office for use during unusual occurrences.

24.11 COMMAND AND CONTROL

24.11.1 At the time of the emergency, a field commander will be designated by the Chief and shall retain the primary responsibility for the command and control of resources during emergency operations.

24.11.2 Dependent upon the nature of the incident, the Incident Command System or Unified Command System will be followed.

24.12 UNION STRIKES

24.12.1 Whenever possible, the Tenino Police Department facilities will be offered to representatives of both sides as a neutral ground meeting place. Agendas will be provided to both parties in advance. The purpose of the meeting will be to establish mutual ground rules, explain enforcement parameters, and offer our services as arbiter in those situations where our intervention could effectively prevent or resolve problems which pose a potential threat to life, property, or peace of the communities served by the Tenino Police Department.

24.12.2 Field supervisors will give specific instructions to their crews with regard to close patrols on the picket locations, vulnerable targets, potential trouble spots, etc. Patrol should be conducted in such a fashion as to not indicate favoritism for one side or the other. Field supervisors should be particularly sensitive in trying to maintain a balance between sufficient
close patrols to indicate a police presence in the area, but not so focused or high profile as to constitute or be considered as intimidating or inflammatory.

24.12.3 While all incidents reported by either side should be investigated, both sides should be cautioned at the preliminary meeting that this agency will not tolerate false or exaggerated reports where it will be used by either side to threaten or harass the other side. It should also be pointed out that incidents resulting from provocation will be so noted and reported, and they will be taken into consideration by this department and the Prosecutor’s Office when the reports are reviewed. We will request that all parties reporting incidents to the Police do so at the police station to minimize the potential friction. All reported incidents and complaints should be documented by signing statements and reports whenever possible.

24.12.4 When it comes to the attention of field personnel that rumors and misinformation of a type that might cause further incidents are being widely circulated, staff members of this department should attempt to contact representatives from both sides in order to recruit their help in dispelling such rumors.

24.12.5 Wherever possible, citations will be issued by mail and summonses, and arrest warrants will be served away from the scene of potential confrontation. If this is not possible, attempts should be made through the representatives to have the individual turn himself/herself in.

24.12.6 In the event that traffic is disrupted or blocked illegally, those responsible should be informed that the Police Department will take whatever action is necessary to clear the problem.

24.12.7 If it becomes necessary to disperse a crowd, the video camera will be set up to film the incident in its entirety. Specific officers will be assigned to provide security for the individual filming the incident. Other officers will be placed in specific locations around the crowd when the order to disperse is given. This will allow them to testify at a later time that the order was heard. A sufficient time should be allowed for the crowd to disperse before any action is taken.

24.12.8 This department requires that valid copies of any potential injunctions be furnished to the Department for their case file. Specific enforcement instructions and injunctions must come from the court and be on file in this department prior to being implemented unless immediate or direct threat to life or property is involved by virtue of the violation.

24.12.9 All major labor disputes where arrests are made will be reviewed to determine whether or not a post incident critique would be beneficial in terms of training.

24.13 RESPONSE TO PRODUCT TAMPERING

24.13.1 Upon receipt of information regarding a consumer product, the report will immediately be brought to the attention of the Shift Supervisor who will make the following determinations:
a. Has a crime occurred, in which tampering, threat or false information is involved?

b. Does anyone require medical assistance?

c. Does a risk to the public require immediate law enforcement action?

d. What response, if any, should be made to render assistance, control the product, secure a crime scene, or notify other agencies.

24.13.2 Once a piece of mail has been determined to involve product tampering, it shall be handled as hazardous material and the hazardous material policy followed. In the event that the all clear is given, the material involved will be handled as evidence and preserved for processing. The item should be placed in a document protector and a chain of custody record initiated.

24.13.3 It is the responsibility of the investigations supervisor to establish and maintain liaison between this department and the responsible officials in other involved agencies. The investigations supervisor will participate as this department's representative to any interagency crisis management team.

24.13.4 The U.S. Food and Drug Administration maintains a 24-hour response team. These emergency numbers can be used for assistance or advice.

   a. FDA (301)443-1240
   
   b. USDA (301)827-5653
   
   c. FDA (24 hour) (425)486-8788
   
   d. National Food Processors Association (202)639-5900
   
   e. FBI (24 hour) (206)622-0460

24.13.5 The approach to the scene should be made with discretion to avoid undue alarms to the public and to avoid attracting spectators. Good police work and normal police procedures are in effect for investigation of product tampering.

24.13.6 Verify the report and communicate by telephone to preserve confidentiality to the designated supervisor.

24.13.7 Maintain a low profile, administer necessary aid to the victim, and secure the scene by establishing a perimeter. Block aisles with store equipment and cover the shelf with plastic if possible. Isolate any evidence.

24.14 BOMB INCIDENTS
24.14.1 It is the policy of this department to handle each incident as an actual bombing attempt until such time as sufficient evidence exists to the contrary.

24.14.2 When a bomb threat is received by dispatch the shift supervisor will immediately be notified. The shift supervisor will determine the method for notifying police units of the incident.

24.14.3 No car radio transmissions will be made in the vicinity of the bomb threat area.

24.14.4 The shift supervisor will contact the person in charge of the premises and provide assistance by explaining the options available:

   a. Evacuation;
   b. Search by key employees and/or police;
   c. Do nothing.

24.14.5 The Tenino Police Department is in charge of the scene only insofar as City/Town employees are concerned. Decisions to evacuate a place of business shall be made by the person in charge of the premises. Decisions to evacuate schools shall be made by school administrators. The Police Department will have the discretion of ordering evacuation only when the premises are owned by the city/town, or we have certain knowledge that there is a bomb or explosive device in any structure.

24.14.6 Unless information has been received as to the specific location of an explosive device, the search should be conducted from the outside in. An inside search is suggested to begin from the lowest level working up. Police officers will be responsible for organizing the search. If employees choose to assist, they should be advised what action to take if they locate a suspected explosive device.

24.14.7 The finding of a suspected explosive device leads to a need for further and immediate action.

   a. No one will move or touch the suspected device
   b. Washington State Patrol Bomb Squad will be called
   c. Evacuation will begin immediately
   d. Fire Department will be notified
   e. Utilities should be shut off
   f. Doors and windows should be opened
g. Flammables will be removed or moved away if possible

24.15 HAZARDOUS MATERIAL INCIDENT

Explosives, nonflammable and combustible liquids, gases, oxidizing materials, corrosive and disease causing agents that are stored or transported are a potential risk to both life and property. It is the goal of the Police Department to minimize the adverse effects of these hazardous materials upon the communities served by the Department.

24.16 RESPONSIBILITY

24.16.1 The Fire Department will be responsible for the investigation, control, removal, and reporting of hazardous material incidents to the appropriate state and federal agencies.

24.16.2 The Police Department is responsible for the investigation and reporting of traffic accidents involving hazardous materials. The Police Department will provide other such assistance to the Fire Department as may be required to ensure the continuing safety and well-being of the community.

24.16.3 Major scenes involving a hazardous material should be supervised through a command post structure. The Fire Department will be Incident Command.

24.17 HAZARDOUS MATERIAL IDENTIFICATION

24.17.1 This is usually accomplished directly or indirectly by the descriptive data in shipping documents, container markings, package labels, and vehicle placards.

24.17.2 If this information is not readily obtainable due to an incapacitated driver or destruction of a bill of lading or other shipping papers, immediately contact the Chemical Transportation Emergency Center (CHEMTREC) 800-424-9300.

CHEMTREC provides technical expertise in handling hazardous material emergencies.

CHEMTREC also provides additional phone numbers for emergencies such as accidental poisoning.

24.18 FIRST OFFICER RESPONSE

24.18.1 Officers should not enter into the area of a spillage or leak.

24.18.2 Relay the following information to the Communications Center:

   a. Type of incident (railway, highway, factory);

   b. Basic description (explosion, fire, etc.);
c. Exact location;

d. Name of hazardous material and class;

e. Quantity involved.

24.18.3 Without risk of exposure or injury to the officer, an attempt to rescue persons in the hazard area should be made.

24.18.4 Avoid inhalation of all gases, fumes, and smoke. Stand upwind of scene.

24.18.5 Detour all traffic around the scene. Avoid the use of flares. Traffic cones and barricades are preferred for traffic control.

24.18.6 Stop all unauthorized personnel from entering the scene.

24.19 NOTIFICATION

24.19.1 The Patrol Sergeant should be notified regarding any major hazardous material situation.

24.20 EVACUATION

24.20.1 The evacuation of persons and protection of property should be the first priority in an affected area. Careful thought should be given to what danger or hazard is posed to the people living or working in the immediate area or its proximity. To determine the proper course of action, a number of factors must be taken into account, including weather conditions, population and traffic patterns.

24.20.2 The decision to evacuate will be made by the ranking police and fire officials on the scene.

24.20.3 The evacuation area may be enlarged as conditions change and time permits.

24.20.4 Every effort shall be made to prevent outsiders and nonessential personnel from entering the evacuated area until an all clear is given by the Fire Department. To the greatest extent possible, this will be accomplished through road blocks and police patrols.

24.21 EMERGENCY FIRST AID

24.21.1 Segregate and detain those who have possibly been in contact with the hazardous materials until they can be examined. Obtain names and addresses of those involved.

24.21.2 Remove the injured from the area of the accident with as little contact as possible. Hold them at a transfer point.
24.21.3 Take measures necessary to save life, but only carry out first aid necessary to preserve life until medical help arrives.

24.21.4 If the officer comes in contact with any of the suspected dangerous material, medical assistance should be sought immediately.

24.21.5 If clothing becomes contaminated, seek medical assistance for proper disposal.

24.22 CLANDESTINE LABORATORIES

24.22.1 The employees of the Tenino Police Department will minimize their exposure to clandestine laboratories and/or hazardous materials at all times.

24.22.2 The site, location, and/or structure is considered a crime scene only until such time as all occupants and others are taken into custody or moved to a safe location.

24.22.3 Once the site, location and/or structure has been cleared of people, we will consider it a hazardous material site.

24.22.4 No employee of the Tenino Police Department will knowingly enter a hazardous material site without prior approval of the shift supervisor or administrator.

24.22.5 No employee of the Tenino Police Department will touch or move; or cause any other person to touch or move any hazardous material, item or substance discovered at a clandestine laboratory site, location or structure.

24.22.6 If a member of the Department should come across a mobile lab, a quick search from the outside of the vehicle should be made to determine what type of substances might be in the vehicle. If chemicals are suspected to be in the vehicle, the Detective Sergeant should be contacted for referral to the appropriate unit.

24.22.7 If it has been determined that a lab vehicle will need to be towed to a secured facility, the first choice should be the Thurston County Sheriff Department's designated impound site. The second choice should be the towing company's secured impound lot, preferably in an area away from their general impounds. **NO VEHICLE SUSPECTED OF CONTAINING CHEMICALS WILL BE TOWED TO THE TENINO POLICE DEPARTMENT.** The course of the investigation (i.e. evidence processing or vehicle impound) will determine the level of preparation the vehicle will need prior to towing.

24.22.8 While preparing to obtain a search warrant on a lab, the Washington State Patrol's Special Incident Response Team (SIRT) should be contacted to determine if they need to respond, and if so, when they can respond. The SIRT team is specially trained to execute search warrants under these circumstances. Members of the Department will assist them in this process and any other aspect associated with the investigation.
24.22.9 Once the SIRT team has completed their execution of the search warrant, the Department of Ecology will be contacted to handle disposal of the lab.

24.23 HOSTAGE BARRICADED/SUBJECT INCIDENTS

24.23.1 A hostage/barricaded subject poses an extreme danger not only to officers who seek to arrest him, but to other persons as well. However, it is the policy of the Police Department to expend all reasonable efforts, when possible, to resolve barricaded incidents peaceably. The primary objective of police action in these incidents is the preservation of life. The safety of hostages, police personnel, innocent bystanders, and the offender must be our first concern. A secondary objective includes the apprehension of the offender, recovery of property, and restoration of order.

24.23.2 HOSTAGE INCIDENT - A situation in which a person(s) holds another person(s) against their will by force, threat or violence, and law enforcement officials are present at the scene attempting to obtain the release of the hostage.

24.23.3 BARRICADED PERSON - A situation in which a person(s) who is armed or believed to be armed, suicidal or mentally unstable resists being taken into custody by barricading himself in a room, building or other location.

24.23.4 INNER PERIMETER - The immediate area of containment as designated by the on scene supervisor. This area is initially staffed by first responding officers until relieved by tactical response officers. Other persons will be evacuated from this area to prevent injury or interference with the operation. Only personnel authorized by the supervisor in charge should be allowed entry to this area.

24.23.5 OUTER PERIMETER - A secondary control area surrounding the inner perimeter, providing a safe zone for access to the inner perimeter. This area is staffed by officers whose main responsibility is to deny unauthorized access to the area, traffic and crowd control.

24.23.6 COMMAND POST - A secure location within proximity of the outer perimeter, if possible, from which the supervisor in charge directs the operation. Considerations in selecting the location should include access to support services (telephone, rest room facilities, etc.) away from civilian and vehicular traffic, if possible, a safe entry route from which other responding units and support services (ambulance, fire apparatus, etc.) can approach safely.

24.23.7 STAGING AREA - A designated location on the outer perimeter to which all responding personnel will report for briefing, assignment and equipment.

This area will generally be under the command of a supervisor assigned by the supervisor in charge of the incident.

24.23.8 HOSTAGE NEGOTIATION TEAM - A unit of specially selected, appointed, trained and equipped members of Thurston County's Hostage Negotiation Team will provide
assistance in those incidents that would require special tactics, techniques and equipment. There is a set team structure with designated coordinators and team leaders.

24.24 INITIAL RESPONDING OFFICER RESPONSIBILITY

24.24.1 When an officer is confronted with a hostage/barricaded subject incident, he must take immediate steps to:

   a. Prevent injuries to himself and others by seeking cover and controlling the situation;

   b. Evaluate the situation, gather and disseminate information, and clear the immediate area of any bystanders or injured victims when possible;

   c. Notify CAPCOM to request priority radio traffic and request a supervisor respond to the scene;

   d. Advise responding units of the safe route to enter the area and any helpful information regarding the suspect and location;

   e. Direct responding units to positions that will minimize the movement of the suspect and prevent escape;

   f. Detain all witnesses for debriefing; and

   g. Attempt to avoid confrontation in favor of controlling and containing the situation until arrival of trained tactical or hostage negotiation personnel.

24.25 SUPERVISOR RESPONSIBILITY

24.25.1 The shift supervisor responding to the incident will be responsible for the following:

   a. Evacuation of anyone who has been injured if possible;

   b. Obtain all information from the initial responding officers regarding the suspect, weapons, location and particulars of the incident;

   c. Establish where the inner perimeter will be and assign uniformed officers. All personnel assigned to or entering the inner perimeter will wear body armor;

   d. Debrief any witnesses;

   e. Provide all necessary information to officers on the scene, establish strict firearms control, establish rules of engagement and inform all officers of the particulars of the incident and the elements for use of deadly force that have been established should the incident extend to their position;
f. Establish and detail officers to an outer perimeter;

g. Attempt to contact the barricaded suspect and arrest him without further incident.

24.25.2 If the supervisor is unable to resolve the incident, he should immediately notify the Patrol Sergeant that there is a need for a Thurston County Hostage Negotiation team standby or call-out, and do the following:

a. Establish a command post and chain of command;

b. Summon additional personnel to the scene as required (the supervisor should consider requesting mutual aid from other agencies if immediately needed, then replacing these officers with TPD officers called into duty early).

c. If necessary, begin evacuation of all persons within the inner perimeter;

d. Establish a staging area and request all appropriate support equipment, ambulances, fire apparatus, and additional personnel respond to that location;

e. Assign an officer to the staging area to brief all responding personnel and coordinate the movement of all equipment;

f. Only the on scene supervisor may authorize access to the scene by the news media;

g. Assign investigators at the command post to intelligence type duties concerning identities of the suspect(s), background information, and obtaining plans or sketches of the barricaded location from the Fire Department or Department of Public Works;

h. Maintain contact with the barricaded subject and attempt to constantly evaluate his physical condition and emotional state.

24.25.3 When the Patrol Sergeant or the Chief of Police arrives at the command post, he will conduct a debriefing of the supervisor in charge and personnel who established initial containment. The Patrol Sergeant or Chief of Police will have the final decision to request assistance from the Thurston County Hostage Negotiation Team. If the Patrol Sergeant or the Chief of Police is not available, the on-scene supervisor has the authority to request assistance from the Thurston County Hostage Negotiation Team.

24.25.4 All personnel, regardless of their operational component within the Department, will fully and totally cooperate with the on scene supervisor during any emergency. This coordinated effort is necessary to provide for the safety of all concerned, to alleviate any misunderstanding, and ensure the success of the operation.

24.26 FIREARMS DISCIPLINE
24.26.1 Firearms discipline is essential during a hostage/barricaded subject incident. No weapons fire will be authorized without the express approval of the on-scene supervisor or the prerequisites for self defense are met. The prerequisites are:

   a. Weapons fire is necessary to protect one's own life, or
   
   b. Weapons fire is necessary to protect the life of another.

24.26.2 All supervisors shall give close attention to the matter of firearms discipline.

Any use of chemical agents, i.e., tear gas, by other than SWAT team must be authorized by the supervisor in charge.

24.26.3 Nothing in this procedure precludes the lawful use of force, deadly or otherwise, by members of this department in protecting themselves or others from death or serious injury from aggressive action by the hostage taker or barricaded subject.

24.27 NEGOTIATING TACTICS

24.27.1 Since no two hostage situations are alike, there can be no standardized plan for negotiations. Each incident should be treated individually.

24.27.2 The on scene supervisor is responsible for ensuring that contact has been initiated and maintained with the hostage taker or barricaded subject. If necessary, this task may be relinquished to a negotiator upon his/her arrival.

24.27.3 The on-scene supervisor is responsible for coordinating with the Hostage Negotiation supervisor the contacting of utility companies for the timely shutdown of services.

24.27.4 Responsible negotiating tactics include, but are not limited to, the following:

   a. Buying time. As a rule, the more time the captor spends with the hostage, the less likely he is to take the hostage's life.
   
   b. Obtaining information from the offender(s) that is helpful in understanding his mental and emotional condition.
   
   c. Allowing the offender(s) to ventilate anxieties.
   
   d. Developing trust with the offender(s).
   
   e. Assisting the offender(s) with solving problems in a realistic and non-violent manner.
   
   f. Influencing the offender(s) to release the hostages and surrender peaceably.
24.27.5 Practically all demands are negotiable with certain exceptions. The following will not be provided:

- a. Weapons and ammunition;

- b. Drugs;

- c. Additional people or an exchange of people, including police officers, for a hostage; and,

- d. Releasing persons who are being held in legal custody.

24.27.6 Negotiable items are left to the discretion of the supervisor based on the incident at hand. Items such as food, water, cigarettes and other physical comforts should be considered base negotiable items and used appropriately.

24.28 RELOCATION

24.28.1 Whenever possible, the supervisor in charge will not allow the offender(s) to leave the scene of containment. All requests for vehicles or relocation will be denied.

24.28.2 In the event the offender(s) escapes containment, provisions for chase and surveillance vehicles will be initiated.

24.28.3 In the event the escape route enters another jurisdiction, CAPCOM will advise those jurisdictions and request their assistance.

24.29 CONCLUSION

24.29.1 The on-scene supervisor and the Hostage Negotiation supervisor will maintain the integrity of the outer and inner perimeter until the hostage and offender have been removed from the scene and investigative personnel have the opportunity to conduct a proper crime scene investigation.

24.30 AFTER-ACTION REPORT

24.30.1 The Chief of Police will assign a supervisor involved in the incident to complete an after-action report that outlines actions taken and makes recommendations for improvements in future incidents.

24.31 THE ACTIVE SHOOTER

24.31.1 Unlike most responses to an armed incident in which the action has stabilized prior to the arrival of police, a critical incident at a school or public facility requires immediate action by responding officers.
24.31.2 In most barricaded gunman / hostage incidents, the first priority would be to isolate the gunman by surrounding the building and denying the suspect assistance from outside sources or an avenue of escape. Here the priority should be to isolate the suspect from within the facility by denying them access to additional victims in other parts of the facility while limiting his / her freedom of movement.

24.31.3 The active shooter scenario is a dynamic violent crime. The violent actions of the suspect or suspects must be interrupted or stopped. Officers responding to an active shooting incident must seize the initiative and move quickly to isolate and/or stop the actions of the suspect(s). Waiting for the arrival of a supervisor or Hostage Negotiation team is neither practical nor advised. This situation requires rapid, decisive action by responding officers and Command staff.

24.32 SPECIAL OPERATIONS FUNCTION

24.32.1 The Police Department will employ measures to resolve special operations incidents and events that are reasonable, effective, and consistent with the Department's resources and mission.

24.32.2 A special operation is any occurrence requiring police intervention that places demands on Department personnel and support resources beyond normal operational requirements.

24.33 SPECIAL OPERATIONS

24.33.1 Officers will respond immediately to any incident requiring an emergency call for police service. Most special operations incidents are handled by the Department until the severity of the situation is assessed, the immediate threat is minimized, and the resolution requirements are defined.

24.33.2 After the incident has been assessed, the special operation may be resolved either by the Department, by the Department with the assistance of another agency, or by an outside agency entirely.

24.33.3 Special operations the Department is prepared to handle by itself are:

   a. Bomb threats;

   b. Undercover surveillance/stakeouts; and

   c. Coverage of special events.

24.33.4 Special operations the Department will normally handle with the assistance of another agency are:

   a. VIP protection;
b. Disaster;

c. Civil disorder;

d. Civil defense emergencies;

e. Decoy operations;

f. Emergency response teams;

g. Hostage negotiations.

23.33.5 Special operations that will be handled by an outside agency are:

Bomb disposal

24.33.6 Special operations that require an immediate response will be handled by the patrol shift on duty at the time. The shift supervisor will be responsible for coordinating the response, the initial assessment of the incident, and notifying the appropriate personnel or other agencies for assistance, if necessary.

24.33.7 Special operations that do not require an immediate response are delegated by the Chief of Police to the appropriate officer(s) or department component for necessary action.

24.33.8 Patrol supervisors may utilize Detectives when the patrol shift cannot adequately handle an emergency special operation, event or incident.

24.33.9 Once an operation is undertaken, it will be the responsibility of the supervisor in charge of the operation to coordinate all functions and components of the operation and maintain cooperation between them.

24.34 COVERT OPERATIONS

24.34.1 When deemed appropriate, the Department will conduct covert operations in an attempt to gather evidence leading to the arrest and prosecution of individuals involved in criminal activities.

24.34.2 Covert operations may include undercover or surveillance activities designed to infiltrate and establish associations with those individuals suspected of criminal operations.

24.34.3 Covert operations will be coordinated and supervised by the Criminal Investigations Unit supervisor and operated in a legitimate manner seeking advice from the Prosecutors office when appropriate.

24.34.4 The Patrol Sergeant will approve all undercover operations.
24.34.5 The Detective Sergeant will brief the shift supervisor, if appropriate, concerning the operation before its initiation. Patrol units should be advised to be available for back-up assistance, or to stay clear of the area, depending on the situation and circumstances.

24.35 UNDERCOVER OPERATIONS

24.35.1 The Detective Sergeant will be responsible for addressing the following concerns before initiating an undercover operation:

a. Identification and analysis of the suspect(s);

b. Provisions for initiating contact with the suspects;

c. A full analysis of the neighborhood surrounding the area;

d. Providing the necessary expense funds;

e. Procuring necessary equipment;

f. Determine the legal considerations of the operations and seek advice from the prosecutor;

g. Develop the overall plan for the operation, including the guidelines for arresting the suspect(s);

h. Ensure that adequate back-up police personnel are available for the safety of the undercover officer; and,

i. Ensure that close supervision is provided throughout the operation.

24.35.2 Vehicles and equipment needed for a surveillance will be determined by the Detective Sergeant. If the vehicles currently provided by the Department cannot be used, arrangements will be made with the appropriate federal, state or county agency.

24.35.3 The Chief of Police must approve any request to contact another agency for use of surveillance vehicles or equipment.

24.36 SURVEILLANCE/STAKEOUT

24.36.1 The Detective Sergeant will establish the plan of operation before initiating a surveillance/stakeout. The plan will consider the following:

a. Analyze all available intelligence information pertaining to the crime and subject of the surveillance;
b. Identify and analyze offenders and their habits, associates, vehicles, methods of operation, and any and all pertinent information;

c. Familiarize assigned officers with targeted areas for surveillance;

d. Establish operational procedures for observation, tails, and affecting the arrest;

e. Provide expense funds, as needed;

f. Establish the primary and secondary means of communication;

g. Ensure close supervision;

h. Provide adequate relief; and,

i. Determine any legal ramifications and contact the Prosecutors Office for advice.

24.37 CONDUCTING RAIDS

24.37.1 Raids should only be conducted pursuant to a warrant, but may be conducted without a warrant upon necessity and with legally and judicially sufficient cause. A raid will only be initiated with the approval of the Chief of Police or, in his absence, the Patrol Sergeant.

24.37.2 Before conducting any raid, an Officer will be designated as raid coordinator who will:

a. Conduct a threat assessment analyzing the location of the raid and occupants using the department-approved format;

b. Establish strategies and tactics for approaching, entering, securing, and leaving the target;

c. Determine the evidence and/or contraband which will be the object of the search and subsequent seizure;

d. Select and secure any specialized equipment needed to carry out the raid (battering ram, sledge hammer, etc.);

e. Select and establish communication with specialized support units;

f. Arranging for the arrest and processing of suspect(s);

g. Determine the level of resistance expected and the level of force required to overcome the resistance;

h. Arrange for standby medical and fire equipment; and,
i. Provide for the completion of all required reports necessary to properly document the incident.

24.38 ANNUAL REVIEW

24.38.1 The Tenino Police Unusual Occurrences plan and the Thurston County Comprehensive Emergency Plan will be reviewed annually and updated as needed. The Chief or designee will be responsible to see that the review is completed and that key personnel assist in that review.

CHAPTER 25.00.00 SPECIAL EVENTS
Effective Date: 02/01/09
Revision Notes: N/A

25.1 PURPOSE

To establish planning requirements for Department operations at special events.

25.2 POLICY

Most special events require additional personnel and resources to handle those problems normally associated with increased traffic volume and large crowds. The Department will attempt to alleviate those problems by proper planning and staffing for these events.

25.3 DEFINITION

A special event may be defined as an activity such as a parade, athletic contest, or public demonstration or celebration that results in an increase in the normal police services required for the control of traffic, crowds, or crime.

25.4 PROCEDURE

25.4.1 The Patrol Sergeant and Unusual Occurrence Officer are responsible for the Department's coverage of a special event. This responsibility includes the planning, coordination and supervision of personnel detailed to the special event.

25.4.2 The Department's effectiveness in handling special events depends on contingency plans relative to the events; therefore, a specific plan will be developed as deemed necessary by the Patrol Sergeant. This plan will include:

a. The type of special event;

b. Personnel required, uniformed and plain clothes;
c. Deployment of personnel, including times needed and fixed post assignments, if required;

d. Written estimates of traffic, crowd control, and crime problems expected:

e. Overall logistic requirements, including feeding, transporting, equipping, maintaining, and relieving personnel assigned to the event;

f. Equipment needed (barricades, radios, traffic vests, vehicles, etc.); and,

g. Coordination required within and outside the Department.

25.4.3 The Patrol Sergeant or designee will contact the appropriate departments, (fire, public works, health, etc.) and coordinate plans and exchange information regarding job functions at the event. He will also coordinate the exchange of information with other law enforcement agencies involved in the event.

25.4.4 The Patrol Sergeant will submit the plan to the Chief of Police before the event is scheduled to start. The plan will be disseminated to all personnel assigned to the event to ensure they are aware of their individual responsibilities.

25.4.5 When possible a briefing will be held for all personnel just prior to the starting of the event.

CHAPTER 26.00.00 INTERNAL AFFAIRS
Effective Date: 02/01/09
Revision Notes: N/A

26.1 PURPOSE

The purpose of this policy is to improve the quality of police services. This is accomplished in three ways. First, through the provision of meaningful and effective complaint procedures, citizen confidence in the integrity of police actions increases, and this engenders community support and confidence in the Tenino Police Department. Improving the relationship between police employees and the citizens they serve facilitates cooperation, an element vital to the department's ability to achieve its goals. Second, disciplinary procedures permit police officials to monitor employees' compliance with departmental procedures. Adherence to departmental procedures assists employees in meeting departmental objectives and a monitoring system permits managers to identify problem areas in which increased training or direction is necessary. The third purpose is to clarify rights and ensure due process protection to citizens and employees alike.

In light of these purposes, the objective of this policy is to provide citizens with a fair and effective avenue for redress of their legitimate grievances against law enforcement officers and Tenino Police Department employees, and, by the same token, to protect employees from false charges of misconduct or wrongdoing and provide accused officers with due process.
safeguards. The Tenino Police Department seeks to maintain its integrity and that of its employees. In so doing, the Tenino Police Department shall not hesitate to impose disciplinary actions on guilty employees, to remove from employment those employees who prove to be unfit for law enforcement work, and to dismiss unjustified allegations against innocent employees.

26.2 POLICY

It is the policy of the Tenino Police Department to review complaints against department personnel, regardless of the source of such complaints. Investigation of these complaints through standardized procedures will demonstrate the department's desire to provide honest, efficient police service and will inspire public confidence in its personnel. A regulated program of complaint review will also ensure the fair and impartial treatment of all department personnel who become subject to the internal affairs procedure.

26.3 AUTHORITY AND RESPONSIBILITY

26.3.1 The Patrol Sergeant or designee will normally be responsible for the internal affairs function and will report directly to the Chief. The assigning of investigations and completion of those investigations will be managed by the Patrol Sergeant.

26.3.2 The internal affairs function is established to provide a regulated process of complaint review and to:

a. Establish an investigative process;

b. Ensure fair and impartial treatment of accused members;

c. Maintain justice;

d. Adhere to legal statutes; and

e. Maintain the integrity of the Tenino Police Department.

26.3.3 Activities of the internal affairs function include but are not limited to:

a. Recording, registering, and controlling the investigation of complaints against department personnel;

b. Supervising and controlling the investigation of alleged or suspected misconduct within the department; and

c. Maintaining the confidentiality of the internal affairs investigation and records.
26.3.4 While the internal affairs function is the responsibility of the Patrol Sergeant, a first line supervisor will not look to a higher authority to initiate an investigation when the complaint is within the scope of his/her own authority and responsibility.

26.3.5 Each supervisor will assume the duties and obligations of his position or rank during the investigation of a complaint against a member of this department.

26.3.6 Complaints will be handled in an expeditious manner. The citizen will be given the option of filing a formal or informal complaint. If the supervisor can settle the complaint at the time it is made and providing the situation is of a minor nature, the COMPLAINT form does not need to be filled out. The supervisor choosing to handle a complaint on an informal basis shall advise the citizen that there will be no formal report forwarded. The citizen will be given the option of filing a formal complaint or allowing the supervisor to handle it informally.

26.3.7 Supervisors choosing to handle complaints informally shall notify the Patrol Sergeant of the nature of the complaint, the employees involved, and the action taken. Neither the Civil Service Rules nor the Union Working Agreement prevent the interviewing by supervisory personnel of their subordinates as necessary for the conduct of departmental business, including the investigation of complaints.

26.3.8 All formal complaints will be directed to a supervisor, preferably the Shift Sergeant. The supervisor accepting the formal complaint will have the citizen fill out the COMPLAINT form. The form will be forwarded to the Patrol Sergeant as soon as possible.

26.3.9 Citizens desiring to file formal complaints will be fully informed as to how this is done. The COMPLAINT form will be filled out by the complainant and signed if they wish to file a formal complaint. This will be used to record the allegation of misconduct. The information recorded will be that which is necessary to begin an investigation.

26.3.10 The COMPLAINT form will be completed by the citizen, unless conditions dictate otherwise. In such cases, the form may be filled out for them, but the citizen must be asked to sign the complaint. Whether the allegation of misconduct is received in person, by telephone, or by any other means, the form will be made available to the citizen for signature. If the citizen refuses to fill out the form or sign the form, an investigation may still be conducted. In these cases the unsigned form will be forwarded as outlined below with an explanation of why it is unsigned.

NOTE: Results will be reported to the citizen whenever a complaint form is signed. If the complaint form is unsigned, disclosure as to the results of the investigation will be at discretion of the Chief of Police.

26.3.11 Complaints or allegations of misconduct made from within the department will be in writing.
26.3.12 Any member of the Department receiving or forwarding a complaint, who does not believe that an investigation is necessary or indicated, will forward the complaint through the chain of command to the Chief. The Chief, or his designee, will make the final decision on what action if any will be taken.

26.3.13 The completed COMPLAINT form is a confidential document, subject to the State Public Disclosure Law. After the form is completed, it shall be placed in a sealed envelope and forwarded to the Patrol Sergeant. Providing the complaint does not relate to illegal activity, the Patrol Sergeant may assign the Detective Sergeant or other staff member to investigate the complaint. If the nature of the complaint indicates the need to maintain strict confidentiality, the procedures may be altered with the concurrence of the Chief or his designee.

26.3.14 Employees who have a reason to believe that a complaint may be filed arising from their actions are encouraged to immediately notify their supervisor and disclose the reason(s) for their belief that a complaint may be filed.

26.3.15 The Chief or Patrol Sergeant may authorize an internal affairs investigation in the absence of having a citizen complaint. Situations and problems such as personality conflicts, interagency contacts, police procedures, misuse of authority, policy violations, and several other areas may trigger the need for an internal affairs investigation.

26.4 CATEGORIES OF COMPLAINTS

26.4.1 Not all complaints made by citizens or other parties will require that the Internal Affairs unit make an investigation. The Chief of Police or Patrol Sergeant will assign the investigations as necessary. Types of complaints which must be investigated by Internal Affairs include specific categories of misconduct that are subject to disciplinary action. These are precisely defined and include:

a. **Crime**: Complaint regarding the involvement in illegal behavior, such as bribery, theft, perjury or narcotics violations.

b. **Excessive Force**: Complaint regarding the use or threatened use of excessive force against a person.

c. **Arrest**: Complaint that the restraint of a person's liberty was improper or unjustified.

d. **Entry**: Complaint that entry into a building or onto property was improper and/or that excessive force was used against property to gain entry.

e. **Search**: Complaint that the search of a person or his property was improper, in violation of established procedure or unjustified.

f. **Harassment**: Complaint that the taking, failing to take, or method of police action was predicated upon factors irrelevant, such as race, attire, sex, age, etc.
g. **Demeanor:** Complaint regarding a department member's bearing, gestures, language or other action which are offensive or of doubtful social propriety, or gives the appearance of conflict of interest, misuse of influence or lack of jurisdiction or authority.

h. **Serious Rule Infractions:** Complaint such as disrespect toward a supervisor, drunkenness on duty, sleeping on duty, neglect of duty, false statements.

26.4.2 Upon assignment of the complaint for investigation, the Patrol Sergeant will notify the affected employee(s) in writing of the investigation and the allegations.

26.4.3 If the allegation or complaint is made against the Patrol Sergeant, the Chief shall conduct the investigation and make a determination as to findings and discipline if warranted.

26.4.4 Any person wishing to complain about the Chief will be directed to the Mayor's Office.

26.4.5 If during an investigation suspected criminal activity is discovered, the individual assigned to investigate will notify a member of the Administration immediately.

26.4.6 If the complaint is in regards to illegal activity, after review, the Chief may forward the matter to another criminal justice agency for investigation.

26.4.7 The assigned investigator will employ the following format in submitting the final written report:

a. **THE ALLEGATION** - Stating as clearly and concisely as possible the nature of the complaint that has been filed. If more than one allegation is mentioned or filed, each allegation is dealt with as a unique and separate complaint.

b. **THE INVESTIGATION** - Show a chronological summary of the investigation, including a synopsis of all statements.

c. **A FINDING OF FACT** - Show a numerical listing of the findings of fact. For example, if the allegation is of excessive force, start with the first contact the officer had with the complainant:

1) Officer Jones did respond to a domestic complaint at 1111 Avenue on 00/00/00.

2) Officer Jones did make contact with complainant SMITH at 1111 Avenue.

3) Officer Jones did have to physically restrain the complainant in order to affect an arrest, etc.
d. AMOUNT OF TIME EXPENDED - Include all of the hours spent by departmental personnel in conducting the investigation and preparing the report.

e. ATTACHMENTS - Include with a cover letter all reports, statements, photographs, etc. that are relevant to the investigation.

26.4.8 The investigator will submit the report to the Patrol Sergeant within five working days or notify that office in writing of the need and reasons for additional time.

26.5 EMPLOYEE NOTIFICATION

26.5.1 When an employee is notified that he/she has become the subject of an internal investigation, the Patrol Sergeant or designee will provide a written statement to the employee outlining the allegation(s), and the applicable rights of the employee accused.

26.5.2 All complaints against employees shall be thoroughly reviewed and investigated. Assuming the complaint does not involve illegal activity, the employee will be informed of the allegations and given the opportunity to explain. Such notification, interview, and explanation shall be in accordance with applicable working agreements. When illegal activity is alleged, the employee will be given every right due any other person who is suspected of a crime.

26.6 POLICY DISSEMINATION

26.6.1 The Chief of Police will be responsible for disseminating the policy for internal affairs. The internal affairs policy will be provided as part of the Tenino Police Department Policy Manual and employees will be expected to acknowledge their receipt of the manual. Updates to internal affairs policy will be provided to all employees at the time it takes effect. This distribution will include all volunteers within this department.

26.7 MAINTENANCE OF RECORDS

26.7.1 The Office Manager will maintain a record of internal affairs investigations. The complaints, records, and results of the investigation will be maintained in a secure area to protect the confidentiality of all documents associated with the investigation.

26.8 COMPLAINTS OF CRIMINAL ACTIVITY

26.8.1 Complaints against an employee, which uncover a criminal violation, will be grounds for bringing criminal charges. Prosecution will not prevent the internal disciplinary process from dealing with the same matter on an administrative level.

26.9 DISPOSITION OF COMPLAINTS

26.9.1 The Chief will review the report to determine completeness. If the complaint is a criminal investigation, the report will be referred to the appropriate legal advisor for review.
and presentation to the appropriate court. If the complaint is non-criminal in nature, the Chief will prepare a report that will include a disposition of each allegation classified in one of the following categories:

- **SUSTAINED** - Allegation is supported by sufficient evidence.
- **PARTIALLY SUSTAINED** - Sufficient evidence exists to support part of the allegations made in the complaint.
- **NOT SUSTAINED** - Insufficient evidence to prove or disprove the allegations.
- **EXONERATED** - Incident did occur but the actions taken were lawful and proper.
- **PROPER CONDUCT** - The action of the department or the officer was consistent with agency policy and applicable law.
- **UNFOUNDED** - Allegation is not factual; did not happen.
- **SUSTAINED OTHER** - Sustaining of a violation or misconduct other than the allegations of the original complaint.

26.9.2 The classification will be made by a "preponderance of the evidence" as the standard of proof.

26.9.3 The Chief or designee will notify the complainant in person or by letter that the investigation has concluded, and briefly inform the complainant of the facts to indicate that the allegation was thoroughly investigated. This notification will indicate that appropriate action has been taken to correct a situation if warranted. Specific disciplinary action will not be included or disclosed.

26.9.4 When the finding is unfounded, exonerated, or not sustained, the involved employee will be informed of the results in writing. No record of the allegation will appear in the employee's personnel file. All copies of records will be filed in the Internal Affairs Investigation file which will be maintained by the office manager.

26.9.5 If one or more of the allegations of the complaint is sustained, or misconduct discovered during the investigation is sustained, the appropriate disciplinary measures will be taken in accordance with this policy, Civil Service Rules and/or the current Labor Agreement. A record of the disciplinary action taken will be placed in the employee's personnel file. The investigation files will note the finding and that appropriate actions was taken. Specific disciplinary action will not be included in the internal affairs file or disclosed.

**26.10 DUTY TO REPLY/COOPERATE**

26.10.1 Employees are required to cooperate in Internal Affairs investigations. When the allegation(s) does not involve illegal activity or the statement of the employee will not be used
as part of a criminal investigation, the employee is required to complete a statement and answer questions. Failure to provide a statement and answer questions when the investigation is not criminal is grounds for disciplinary action. Information developed during the course of an Internal Affairs Investigation cannot be used against employees in any congruent criminal investigation of the same allegation.

26.11 RELIEVE FROM DUTY

26.11.1 A supervisor may, for a period not to exceed the member's regular or remaining tour of duty temporarily relieve from duty, a member because the member is unfit for duty. Unfit for duty may include any physical or mental condition which might, in the judgment of the supervisor, render the member incapable of adequately performing duties, or performing in such a way as to embarrass or discredit the department, jeopardize the safety of any person or property, or misconduct.

26.12 DEPARTMENTAL REVIEW BOARD

26.12.1 As an aid to the Chief in the review of certain types of incidents, a Departmental Review Board may be established. This Review Board is advisory to the Chief and can be called at the convenience of the Chief. Review Board findings or recommendations are in no way binding to the Chief. It will provide the Chief with information to assist in the direction of training, equipment needs, and disciplinary action.

26.12.2 When a Review Board is activated, members will examine all information submitted relative to the following incidents;

   a. Motor vehicle collisions involving city vehicles;
   b. Incidents involving damage to city owned equipment;
   c. Incidents involving the discharge of firearms and deadly force;
   d. Lost and/or stolen departmental property;
   e. Any other matter referred to the board by the Chief.

26.13 BOARD MEMBERSHIP

26.13.1 The Review Board shall be composed of full-time members and alternates as follows:

   a. One Command Staff level chosen by the Chief, who will serve as Chairman;
   b. Two first-line supervisors chosen by the Chief and an alternate;
   c. One employee/officer to be selected by the affected employee.
NOTE: In the event of a shooting review board, the Range Officer may be included as a board member.

26.14 BOARD PROCEDURES

26.14.1 The board will convene within ten days following a referral of an incident to the board by the Chief.

26.14.2 The chairperson will decide any question of procedure or acceptability of evidence. The chairperson will also decide the relevancy of a question.

26.14.3 The Investigating Officer that completed the internal investigation will present the case to the board.

26.14.4 Reviews or hearings will be conducted in private and in a business-like manner as efficiently as possible.

26.14.5 Board members will not reveal or allow to be revealed any of the board’s proceedings or decisions, except to the Chief.

26.14.6 Anyone can be called as a witness, and on-duty time should be used whenever possible.

26.14.7 The Review Board's determination of the facts/findings on the matter under review shall be advisory only to the Chief.

26.14.8 It is the responsibility of the Chief to notify the affected employee of the findings and decisions.

26.15 DETERMINATION OF THE BOARD

26.15.1 At the completion of an investigation the Review Board will determine the following for the Chief:

   a. The reason or cause of the incident;

   b. If the employee was acting within the scope of rules, policies, and procedures of the Tenino Police Department;

   c. If an employee was justified in taking the action he/she did;

   d. If a training problem exists for the employee.

26.16 HARASSMENT OF COMPLAINANTS
26.16.1 No employee shall harass, verbally abuse, or threaten any person who files a complaint against that employee or any other employee.

CHAPTER 27.00.00 MEDIA RELATIONS AND PUBLIC RELATIONS
Effective Date: 02/01/09
Revision Notes: N/A

27.1 PURPOSE

a. To establish guidelines for the release of information to the news media.

b. To provide the news media and public with timely and accurate information regarding Tenino Police Department activities.

27.2 POLICY

The Tenino Police Department actively seeks to establish a cooperative climate in which the news media may obtain information on matters of public interest in a manner that does not hamper police operations. The Tenino Police Department is committed to informing the appropriate community and the news media of events within the public domain. However, certain information must be withheld from the media to protect the constitutional rights of an accused, to avoid interfering with a department investigation, or because it is legally privileged.

27.3 PUBLIC INFORMATION FUNCTION

27.3.1 The Public Information function is the responsibility of the Patrol Sergeant or his/her designee. In fulfilling the position we must always keep in mind that we represent an expressed policy of openness and accessibility on the part of the Tenino Police Department and its administration. Our obligations are to assist the press in acting responsibly and in obeying pertinent statutes. This may include:

a. Assisting news personnel in covering routine news stories, and at the scene of incidents when so required;

b. Being available for on-call responses to the news media;

c. Preparing and distributing formal news releases;

d. Arranging for and assisting at news conferences;

e. Coordinating and authorizing the release of information about victims, witnesses, and suspects;

f. Assisting in crisis situations within the Tenino Police Department;
g. Coordinating and authorizing the release of information concerning confidential department investigations and operations.

27.3.2 When the Patrol Sergeant is unavailable, the Patrol Supervisor on duty at the time will provide any basic information for an initial press release that is appropriate and falls within the scope of their assignment.

27.3.3 Police Officers who are approached by members of the news media for information concerning official activities of the Tenino Police Department are to refer all such inquiries to either their supervisor or the Patrol Sergeant.

27.3.4 Department personnel authorized to release information to the news media under the following categories are:

a. AT THE SCENE OF AN INCIDENT
   Chief of Police
   Patrol Sergeant
   Patrol Supervisor

b. FROM AGENCY FILES
   Chief of Police
   Patrol Sergeant

c. CONCERNING AN ONGOING INVESTIGATION
   Chief of Police
   Patrol Sergeant
   Detective Sergeant

27.4 NEWS MEDIA / AT SCENE ACCESS

27.4.1 The Tenino Police Department does not issue Press credentials. However, the Department will deny access to the scene of an incident or its reports to any news media member who cannot present positive identification as a representative of a public news service.

27.4.2 Police lines may be established to prevent persons from entering the area of a serious incident or crime scene. Dependent upon the tactical situation and the likelihood of jeopardizing police operations, members of the news media may or may not be allowed in such area.

27.4.3 While members of the media may be permitted in the area of a crime or serious police incident, they do not have the authority to be within a crime scene or area which has been secured to preserve evidence or at any location where their presence jeopardizes a police operation.
27.4.4 Supervisors may allow access to news media representatives, including photographers, at the scene of major fires, natural disasters, or other catastrophic events, and the perimeter of crime scenes depending on the need to preserve evidence and maintain order.

27.5 NEWS RELEASES

27.5.1 News releases are divided into three (3) categories. The frequency and content of the release depends upon the objective desired. Normally releases will be provided to those media agencies that have a direct relationship with the service community. The three types of news releases are:

a. ONGOING INVESTIGATION - Any information provided to the news media by a Patrol Supervisor will be documented and provided to the Patrol Sergeant as soon as possible. It is important that all releases contain the same information. If possible, a printed release will be prepared for distribution to the media. The Chief of Police, Patrol Sergeant, or designee MAY RELEASE the following information:

1) The type of crime or nature of incident;

2) The location (certain restrictions apply), date, time, injuries sustained, damaged property, and a brief description of the incident;

3) The name, age, and address of any adult charged with a crime;

4) The fact that a juvenile has been taken into custody, including sex, age, and general area of residence;

5) The nature, substance or text of the charge;

6) The facts, time and place of arrest;

7) The next step in the judicial process;

8) Requests for aid in locating evidence, a complainant, or a suspect. The identity of a suspect before arrest will not be disclosed except to the extent necessary to aid in the investigation, to assist in the apprehension of the suspect, or to warn the public of any danger. A person's race may be released as descriptive information in such cases;

9) Available photographs may be released if they serve a valid law enforcement function such as the identity of the victim or to enlist public assistance in the apprehension of the offender;

10) In situations where multiple jurisdictions or agencies have participated in the case, all inquiries by the media should be directed to the Patrol Sergeant. Supervisors
from these jurisdictions should be consulted to plan and authorize a joint release, if required.

b. **PUBLIC RELATIONS** - The Chief of Police, Patrol Sergeant or designee shall be responsible for issuing public relation news releases. Information should be provided on a regular basis to all media agencies that have contact within the Tenino Police Department’s service area. The content of the news releases may include:

1) Tenino Police Department accomplishments;

2) New program announcements;

3) Crime prevention information;

4) Relevant crime problems and statistics;

5) Appointments and promotions.

c. **EMERGENCY NEWS RELEASE** - Whenever there is an immediate need to inform the general public concerning an emergency, any supervisor on duty may contact the news media and issue a press release. The need for such release will depend upon the severity of the situation and the need for the public to be informed. In special situations of public concern such as natural disaster (tornadoes, severe wind or rain storms, etc.), a major fire or a chemical spill, any supervisor on duty may issue a press release at his/her discretion. Comments to reporters should be comprised only of factual, on-the-record information.

In general, comments to the news media concerning investigations, indictments, arrests and criminal incidents should be minimal, consistent with the responsibility of keeping the public informed without jeopardizing the rights of individuals.

**27.6 WITHHOLDING INFORMATION**

27.6.1 Employees will not make disclosures or statements which would jeopardize the investigation or prejudice opinion. These would include:

a. Opinions on a defendant’s character, or guilt/innocence;

b. Statements, admissions or alibis attributed to a defendant;

c. Information on results of investigative procedures, polygraph examinations or laboratory tests;

d. Statements concerning the credibility or anticipated testimony of prospective witnesses;
e. Opinions concerning the possible outcome of an investigation;

f. Any information strictly prohibited by Federal or State law.

27.6.2 Requests for additional information concerning crimes or events responded to will be referred to the Chief or Detective Sergeant during normal business hours.

27.6.3 During special events, the Tenino Police Department will designate a press briefing location and a press briefing officer. All requests for information will be referred to that person and location.

27.6.4 Employees will not divulge the address or telephone number of any other employee to members of the media or to any other person outside this department.

27.7 COMMUNITY RELATIONS FUNCTION

27.7.1 Police officers often perform in public, under circumstances that could cause misunderstanding and/or misinterpretation of law enforcement activities. Witnesses and participants are influenced by their preconceptions and biases when they evaluate police action. This can lead to incidents that cause resentment of all police action; no matter how legitimate. If the public understands and appreciates the nature of the police task, they can better judge whether police are serving their community. As part of the process of the police/public communication, the public needs information about the nature of the police role in order to develop an understanding. Public acceptance of activities that are an essential part of routine police duties will then be understood.

27.7.2 Each member of the Tenino Police Department is charged with the responsibility of developing and maintaining positive community relations.

27.8 RELEASE OF INFORMATION BY DISPATCH

27.8.1 With regards to in progress calls, the following guidelines will be followed by dispatchers when releasing information to the press.

27.8.2 When the information requested is for the type of incident, dispatchers will use terms like accident, assault, domestic disturbance, burglary, etc. DO NOT give out names, numbers of people involved, nor say that the event resulted in fatalities, extensive injuries, etc.

27.8.3 When the information requested is for the location of the incident use the street name and give a block range (i.e., 1400 block of Cornwall Avenue).

27.8.4 When the information requested is for the time of the occurrence, give the reported time from the dispatch log on the incident.

27.8.5 When the information requested is in regards to the agency that is handling the call or incident, dispatch will provide the name of the responding public service agency or agencies.
27.8.6 The Shift Supervisor of the primary agency involved may give out directly or authorize dispatch to give out additional types of information (i.e., that a bank robbery has occurred, that a barricaded situation or other unusual occurrence is in progress, or the location of the command post during an unusual occurrence, so the press will know where to go or not to go). The supervisor may authorize the release/broadcast of descriptions of wanted suspects where it would be helpful to the operation to have that information available to the general public. The supervisor of the primary agency may provide dispatch with some form of press release and authorize it to be given over the press inquiry number if there is sufficient time and/or personnel in Dispatch to accommodate this.

27.9 SEXUAL PREDATOR NOTIFICATION

Section 117 of SSB-6259, 1989 Session of the Legislature authorizes a public law enforcement agency to release "relevant and necessary information regarding sex offenders to the public when the release of the information is necessary for public protection.

It is the policy of the Tenino Police Department to comply with the intent of the Legislature regarding public notification of sex offenders, pursuant to RCW 4.24.550.

27.9.1 The following levels of dissemination will be used depending on the risk posed by the offender to the appropriate community. Release of information should be based on a need-to-know basis. This could include other law enforcement agencies, schools and/or persons in the local community who could be affected by the offender’s release.

   a. **Level I** - The information will be maintained within the police department and will be disseminated to other appropriate law enforcement agencies (A photograph(s) of the offender may be included).

   b. **Level II** - Includes the actions within Level I, as well as schools, churches and/or groups to which the offender may belong and participate. These groups will be responsible for dissemination within their membership. A photograph(s) of the offender may be included.

   c. **Level III** - Includes action within Levels I and II, as well as public notification through the news and other media by specific press releases. Level III is the highest level of notification and may include a photograph(s).

27.9.2 The guidelines for the release of information is as follows:

   a. Release of information should be based upon a need-to-know basis, consistent with public safety concerns.

   b. For Level I information, requests need to be specific.

   c. For general requests for information you may supply Level II & Level III only.
d. Every effort will be made, before disseminating information, to ensure completeness and accuracy of information.

27.9.3 The following information should be considered relevant and necessary:

a. Name, age, and sex.

b. Registration jurisdiction.

c. Vicinity of employment.

d. Conviction information to include the crime in which convicted, date and place of offense, and date and place of conviction.

e. Photograph.

f. Other information that is deemed relevant and necessary.

27.10 CITIZEN COMMENDATION

27.10.1 Police work involves dealing with people, usually under trying circumstances and conditions, and occasionally this results in a desire on the part of a person affected by police work to comment about the experience. Such a comment is normally either a commendation or a complaint. All too often, expressions of praise, appreciation or commendation are received, then forgotten without being recorded. Complaints are generally recorded in some fashion, resulting in the personnel files appearing to be negatively unbalanced. This procedure will provide a standardized means of recording commendations or complaints about individual employees.

27.11 COMMENDATION PROCEDURE

27.11.1 If a citizen notifies a department employee of a complimentary or commendable act on the part of another department employee, the information will be sent to the Patrol Sergeant using a memorandum.

27.11.2 It is desirable from a public relations standpoint, if possible, to have a supervisory officer, preferably a Sergeant, make contact with the person expressing the commendation. The Sergeant would then document the commendation utilizing the departmental memo. If circumstances do not permit this, then the person receiving the call or contact should complete the memo. After completing the memo, it is forwarded to the Patrol Sergeant through the proper channels, for proper recognition of the action, and for inclusion in the employee’s personnel file.

27.11.3 Commendations are not restricted to citizens. Frequently an officer or employee will see a fellow employee perform in a meritorious or heroic fashion. The observer becomes the
only avenue through which the act will be brought to the attention of the Administration. It is highly encouraged that when such an act comes to the attention of a supervisor or fellow employee, they forward a report detailing the actions and incident through the chain of command for award considerations.

27.11.4 On occasion an employee will perform in such a fashion, either through exemplary service or conspicuous gallantry, that special recognition is merited. To maintain the value of awards, they will be given only when the actions of individuals are truly outstanding. The awards are classified as follows;

a. **Medal of Valor** - For employees who have performed some outstanding feat above the line of duty where there was a life-threatening element of danger present, either to the officer or another person. The bar may be worn as a part of the normal duty uniform, excluding jump suits.

b. **Meritorious Service** - Given to an employee for exemplary service on a specific incident in which there is a risk of great physical danger to themselves or others or severe emotional stress. The bar may be worn as a part of the normal duty uniform, excluding jump suits.

c. **Life Saving** - An award granted to any member of the department for a successful effort in saving a human life which involved exceptional performance regardless of whether there was danger to the employee. This award will be presented in the form of a ribbon and a bar. The bar may be worn as a part of the normal duty uniform, excluding jump suits.

d. **Citizen Meritorious Service** - May be awarded to an individual not employed by the Tenino Police Department who has performed an outstanding service for the department or their community in which there is a risk of great physical danger to themselves or others or severe emotional stress.

e. **Community Achievement Award** - May be awarded to a person(s) who, or an organization which, has performed an exemplary service which has a lasting effect on the community or the Police Department.

f. **Community Action Award** - May be awarded to a person(s) who, or an organization which, has performed a service of great value to the goals of the Police Department.

g. **Formal Letter of Commendation** - issued to individuals or units for performance over an extended period of time, or on a given incident that is well above the norm.

**27.12 RIDE-ALONG PROGRAM**

27.12.1 Public ride-along programs together with tours of the police facilities, publication of crime information, public speaking engagements and officer friendly programs in schools are all means to improve public understanding. The Tenino Police Department shall review and
honor individual requests for ride-along privileges on a case-by-case basis. It is the primary intention of this program to provide exposure and training for law enforcement explorers, visiting law enforcement officers, employees of other elements of the criminal justice system, and to afford representatives of various professional, community, education, social and religious groups and organizations the opportunity to observe, first hand, police operations and problems. Every effort should be made to invite appropriate representatives from such groups and service organizations to participate in the ride-along program. We would hope that these people would return to their respective organizations and share their experiences with others. In this way we might expand the impact and educational value of each individual ride-along event within the communities served by the Department.

27.12.2 A person wishing to ride with an officer for any reason must comply with the following procedure:

   a. Complete the rider waiver form with a requested ride date;

   b. The waiver form will then be routed through records for a Spillman records check. The waiver form and results of the records check will then be forwarded to the shift supervisor for approval and scheduling.

27.12.3 The Shift Supervisor will be responsible for the following steps:

   a. See that a background check has been completed on the applicant before they are permitted to go on the ride-along;

   b. Schedule the ride-along;

   c. See that the waiver form is signed;

   d. See that the Office Manager receives the waiver so that a Spillman entry can be completed noting the outcome of the ride-along.

27.12.4 The following rules will apply to the ride-along program

   a. Riders must be 18 years of age or older; except for an officer's son or daughter, who must be at least 13 years of age or has graduated from the 6th grade.

   b. Spouses may ride on two (2) occasions during a calendar month, as approved by the Shift Supervisor.

   c. All people wishing to ride along may do so one time per calendar year.

   d. One rider per shift with a maximum of four hours on any ride-along unless extended by the shift supervisor. Persons riding must do so with the express permission of the Shift Supervisor or a designee - the only exception to this will be when an officer has
an unexpected family member or guest from out of town. Permission can then be
granted by the Shift Supervisor providing all of the other rules are met.

e. Requests to ride with a specific officer will not normally be granted, but may be
granted at the option of the Shift Supervisor.

f. Full-time commissioned officers from other departments may ride at the discretion of
the Shift Supervisor, however, the waiver form must be filled out in advance and
signed by the officer wishing to ride as well as the Shift Supervisor.

g. When a large group requests ride-along, there will be a restriction of five members
from that group.

NOTE: An exception to this policy is provided for a larger group of persons engaged
in a department sponsored function.

h. There will be times that persons will ride at the invitation of the Chief or other staff
officer. These persons will not be subject to the restrictions of this policy. Most often
these persons will be members of the government such as legislators or council
members, or members of the media.

i. The Shift Supervisor has the option of terminating a ride-along if the supervisor thinks
it is in the best interest of the Tenino Police Department.

27.12.5 When an officer is dispatched to an in progress felony call where, in the officers
judgment, the nature of the call is such that physical danger might exist to the ride-along
passenger, it shall be at the discretion of the officer to drop the ride-along passenger at a safe
location. That officer will so advise the Dispatch Center by radio so that the passenger may
be picked up promptly by one of the other units not involved in the emergency response.

27.12.6 As stated in the rules given to ride-along passengers, it is the obligation of the Tenino
Police Department to protect citizens’ rights to privacy. Therefore, when handling calls such
as "domestic disturbances", "fight calls", or any other calls where the individuals right to
privacy might be compromised by the presence of non-police personnel, the ride-along
passenger shall remain in the patrol vehicle while the officer is handling the call.

27.12.7 In the event that a ride-along passenger exhibits or displays conduct or appearance
traits which could reflect badly upon the image of the Tenino Police Department, the officer
shall consult his/her Shift Supervisor to determine whether or not the ride-along should be
terminated. In that event, a notation shall be filed as stipulated above.

CHAPTER 28.00.00  VEHICLES
Effective Date: 02/01/09
Revision Notes: N/A

28.1 PURPOSE
The purpose of this policy is to provide for the safe operation of Department vehicles as emergency vehicles.

28.2 POLICY

This policy is intended to carry out the mission of protecting life. It may become necessary for an officer to operate a police vehicle as an emergency vehicle. It is the policy of this Department to safely respond to emergency situations.

28.3 VEHICLE POLICY/PROCEDURES

28.3.1 It is the policy of the Tenino Police Department that vehicles operated by members of the Department, for whatever purpose, shall be operated at all times in a manner which does not unnecessarily endanger the safety of the public or police personnel. The safety of the public and police personnel is of paramount concern. Responsibilities of the Department and other considerations, even the apprehension of violators of the law, shall remain secondary to public safety.

28.3.2 Police personnel are not only expected to set an example of obedience to the law, but they are expected to exemplify good judgment in all they do. Their every action is subject to the closest public scrutiny, invariably being weighed against a scale of perfection. The manner in which we operate police vehicles is no exception.

28.3.3 Employees have the responsibility to operate their vehicles in a careful and prudent manner. Employees shall, at all times, give due consideration to the safety and welfare of the general public. Employees shall obey all laws and Department policies pertaining to the routine, emergency and pursuit operation of vehicles during job related activities.

28.3.4 Legal guidelines for the operation of emergency vehicles are provided in Title 46 of the Revised Code of Washington. All members of the Department will operate emergency vehicles in accordance with these statutes. Employees shall familiarize themselves with all applicable Washington statutes including but not limited to: RCW 46.61.035; RCW 46.61.210; RCW 46.37.190; RCW 46.37.380.

28.4 USE OF CITY VEHICLES

28.4.1 Members will only use City vehicles with the knowledge and permission of a supervisor. Members will use City vehicles only for job related activities except as authorized by a supervisor.

28.4.2 Members shall not permit City-owned vehicles to be driven or operated by non-members of the Department, except as authorized by the Chief of Police or his/her designee.
28.4.3 Members shall not transport persons in police vehicles, except in connection with Department business or as authorized by a supervisor or above. Civilian ride-alongs are covered in chapter 27.11 of the current Department manual.

28.4.4 In order to operate a City vehicle, an employee must possess a current and valid Washington State Driver's License with proper endorsements.

28.5 SPECIAL PURPOSE VEHICLES

28.5.1 Special purpose vehicles may be used by the Tenino Police Department to assist with special programs or events. Accountability and control of special purpose vehicles shall be in the same manner as that used for general city or police vehicles. Members assigned to use any special purpose vehicles are required to comply with any State laws or Department regulations regarding the use of such vehicle or related safety equipment.

28.5.2 Any vehicle that, because of its design, would require specialized instruction in its handling prior to operation is considered a special purpose vehicle. This would include, but is not limited to, aircraft, boats, all terrain vehicles (ATV), motorcycles, three-wheeled scooters and bicycles.

28.5.3 Only those employees authorized to use special purpose vehicles may do so. Prior to authorization by the administration, the employee must have the appropriate license endorsement if required.

28.5.4 Prior to utilization of a special purpose vehicle, members assigned to use that vehicle will undergo specialized training in the use of such vehicle. Specialized training will consist of training established for such vehicle by the Washington State Criminal Justice Training Commission or other recognized training institution. If no specialized instruction exists, the Department will establish a minimum level of proficiency for such vehicle.

28.6 CARE OF CITY VEHICLES

28.6.1 It shall be the responsibility of employees for seeing that their assigned vehicle(s) are properly equipped with routine equipment (first aid kit, road flares, fire extinguisher, extra ammunition, etc.) as appropriate or required for their duties at the beginning of their shift. At the end of each shift, whenever practical, members will replace any supplies used from the vehicle.

28.6.2 Members are responsible for maintaining the cleanliness of the vehicle, whenever practical.

28.6.3 Before driving a vehicle, whenever practical, members should check the engine oil, note damage and check for faulty equipment. Special attention will be given to brakes, lights and emergency equipment (sirens, lights). Any time damage is discovered, it shall be reported to the on-duty shift supervisor immediately. The supervisor shall check the damage. If it is of a minor nature, and the vehicle is drivable, the supervisor shall complete a
memorandum to the Patrol Sergeant. If the damage is major, the supervisor will take the vehicle out of service pending repair. Additionally, all damage will be reported to the Department’s fleet maintenance officer.

28.6.4 Whenever a vehicle malfunctions or any discrepancy is noted, a repair notification form will be completed and given to the day shift supervisor. The shift supervisor will also be notified and will make a decision as to whether the vehicle should be taken out of service.

28.6.5 If a vehicle should break down in the field, the City mechanic will be called if in service and they will make recommendations regarding the disposition of the vehicle. If no mechanic is working, the shift supervisor will decide where the vehicle is to be towed.

28.6.6 Whenever a police vehicle is used and the operator is nearing the end of shift, he/she shall check for remaining gasoline in the vehicle. When the gauge indicates half of a tank, or less, the operator will refuel before going off shift.

28.6.7 At the beginning of each shift and after each prisoner transport, members will conduct a visual inspection of the front and rear seats for contraband items, unless the officer is clearing for an emergency or some other urgent circumstance. However, at the next opportunity, the officer should inspect for contraband items.

28.6.8 Members will secure and lock City vehicles whenever they are left unattended; this includes areas that are assumed to be secure, such as the TPD police vehicle parking lot.

28.6.9 Members are prohibited from applying or placing any signs, decals, posters, insignia, bumper stickers, window stickers or any other items on City vehicles, unless authorized to do so by the Chief of Police.

28.6.10 Members shall not smoke in a City vehicle.

28.6.11 Members may be subject to disciplinary action if any damage to vehicles is a result of employee negligence.

28.7 DISABLED VEHICLE ASSISTS

28.7.1 Department vehicles shall not be used to push or tow vehicles, except in an emergency situation, to eliminate a hazard, or as authorized by a supervisor.

28.7.2 Officers will use the Department’s portable power source to jump start citizen and Department vehicles. When using the portable power source, follow the directions taped to the unit including the use of eye shields. Vehicles equipped with Mobile Data Computers should not be jump-started or used to jump-start another vehicle without first disconnecting the Mobile Data Computer.

28.7.3 Whenever an employee jump-starts or uses a city vehicle to push or tow a citizen’s vehicle, an incident number will be created for documentation. If any equipment or vehicles...
are damaged, the employee will immediately notify the shift supervisor and the incident will be documented with a memorandum.

28.8 TAKE-HOME VEHICLES

28.8.1 Only on-duty officers who live within the City of Tenino or employees who have been assigned a vehicle may take home City-owned vehicles without the express permission of the Command staff or under certain circumstances, a Shift Supervisor. Prior to allowing a patrol vehicle to be taken home by an employee, consideration will be given to how the loss of that vehicle will affect the availability of vehicles for patrol. At least one of the following conditions must be met in order to be authorized to take home a City-owned vehicle:

a. The person assigned a vehicle is subject to emergency response or callback directly to the scene of a call.

b. If the assigned officer is likely to be called out after hours or an employee carries special equipment and must be available for immediate response to a crime scene without the delay of driving to headquarters for a vehicle or equipment, they may be authorized to have a vehicle assigned.

c. The employee will be called back to work for after-hour community meetings. The employee must make arrangements with the Patrol Sergeant under the following circumstances:

d. If the employee assigned a vehicle will be attending evening meetings, then they may be authorized to drive the Department vehicle home on that day.

e. Employees who will be traveling directly to a meeting from their home may also be authorized to take home a vehicle the evening before that meeting.

f. Other circumstances:

g. Any other circumstance requires the express approval of the Command staff or Patrol Sergeant.

28.9 OPERATION OF VEHICLES OUTSIDE OF JURISDICTION

28.9.1 Members shall not leave the City in a police vehicle unless the member is driving on a routine patrol route, is on official business, has been assigned a take-home vehicle, or has been authorized to do so by a supervisor. Job related travel out of the City or State will be in accordance with established City and Departmental procedures.

28.10 VEHICLE OPERATION TRAINING

28.10.1 Officers of the Tenino Police Department will not operate police vehicles in the performance of patrol or enforcement activities until they have received training in emergency
vehicle operation. Members may be required to successfully complete vehicle orientation and ongoing training as prescribed by the Chief of Police.

**28.11 USE OF SEAT BELTS AND CHILD RESTRAINTS**

28.11.1 Members driving City vehicles shall wear their seat belts and shall ensure that their passengers, including prisoners, wear their seat belts. This shall be strictly adhered to except at the specific direction of a supervisor or when it is impractical or unsafe during a specific law enforcement function. In all cases where a supervisor grants an exception to this policy, the efficiency of the law enforcement function must outweigh the safety benefit of the seat belt use.

28.11.2 When transporting a child, members will follow the mandates set forth in RCW 46.61.687 with regard to using child passenger restraints. If a child restraint device is not available, the member should arrange for another means of transporting the child. This shall be strictly adhered to except at the specific direction of a supervisor or when it is impractical or unsafe during a specific law enforcement function. In all cases where a supervisor grants an exception to this policy, the efficiency of the law enforcement function must outweigh the safety benefit of the child restraint use.

**28.12 CALL RESPONSE**

28.12.1 Department personnel assigned or otherwise responsible to respond to an emergency call shall proceed to the location of the incident as promptly and safely as possible. Police vehicles shall be operated in strict conformance with the Motor Vehicle Laws of the State of Washington, and as follows:

a. **CODE 1:** A routine response without the use of emergency equipment and obeying all traffic laws.

b. **CODE 2:** An urgent response usually involving the use of overhead emergency lights, but no siren. Operation of an emergency vehicle with emergency lights only is authorized by RCW 46.61.035(3). Officers will operate vehicles with due care and regard for the safety of other persons.

c. **CODE 3:** An emergency response involving the use of emergency lights and siren. Although all traffic is required to yield the right of way to an emergency vehicle traveling under CODE 3, officers will operate vehicles with due care and regard for the safety of other persons. When responding Code 2, one is requesting the right of way, as opposed to demanding the right of way with a Code 3 response, therefore, due care and caution must be used when infringing upon the right of way of another vehicle or pedestrian. It is always safer to give up one’s right of way rather than taking the right of way. It is also safer to let others know your intentions by the sounding of the siren than staying silent. RCW 46.61.035 only exempts a police officer from complying with the traffic laws when such vehicle is making use of the statutory required visual and/or audible signals. A Code 2 or Code 3 response is inherently dangerous to the public and officer. Any employee
engaging in a Code 2 or Code 3 response must evaluate the net benefit of such action. Employees are authorized to make emergency vehicle responses within the parameters of this policy.

28.12.2 It is the policy of the Tenino Police Department that emergency vehicle response is performed in a manner that provides a reasonable degree of safety for the general public and for the employees involved. All sworn members of the Department who operate authorized emergency vehicles shall comply with State laws and Department policies and procedures regarding the use of emergency vehicles.

28.12.3 "Authorized Emergency Vehicle" as defined by RCW 46.04.040 means any vehicle of any fire department, police department, sheriff's office, coroner, prosecuting attorney, Washington state patrol, ambulance service, public or private, which need not be classified, registered or authorized by the state patrol, or any other vehicle authorized in writing by the state patrol.

28.12.4 RCW 46.61.035 "Authorized emergency vehicles" states:

a. The driver of an authorized emergency vehicle, when responding to an emergency call or when in the pursuit of an actual or suspected violator of the law or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section, but subject to the conditions herein stated.

b. The driver of an authorized emergency vehicle may:

1) Park or stand, irrespective of the provisions of this chapter;

2) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation;

3) Exceed the maximum speed limits so long as he does not endanger life or property;

4) Disregard regulations governing direction of movement or turning in specific directions.

c. The exemptions herein granted to an authorized emergency vehicle shall apply only when such vehicle is making use of visual signals meeting the requirements of RCW 46.37.190, except that:

1) An authorized emergency vehicle operated as a police vehicle need not be equipped with or display a red light visible from in front of the vehicle;

2) Authorized emergency vehicles shall use audible signals when necessary to warn others of the emergency nature of the situation but in no case shall they be required to use audible signals while parked or standing.
d. The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from his reckless disregard for the safety of others.

28.12.5 RCW 46.61.210 ñ ÒOperation of vehicles on approach of authorized emergency vehiclesÓ states:

a. Upon the immediate approach of an authorized emergency vehicle making the use of audible and visual signals meeting the requirements of RCW 46.37.190, or of a police vehicle properly and lawfully making use of an audible signal only the driver of every vehicle shall yield the right of way and shall immediately drive to the positions parallel to, and as close as possible to, the right-hand edge or curb of the roadway clear of any intersection and shall stop and remain in such position until the authorized emergency vehicle has passed, except when otherwise directed by a police officer.

b. This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

28.12.6 RCW 46.37.380 ñ ÒHorns, warning devices, and theft alarmsÓ states:

Any authorized emergency vehicle may be equipped with a siren, whistle, or bell capable of emitting sound audible, under normal conditions, from a distance of not less than five hundred feet and of a type conforming to rules adopted by the State Patrol, but the siren shall not be used except when the vehicle is operated in response to an emergency call or in the immediate pursuit of an actual or suspected violator of the Law, in which latter events the driver of the vehicle shall sound the siren when reasonably necessary to warn pedestrians and other drivers of its approach.

28.12.7 Normal response to radio calls will be Code 1 (Non-Emergency) unless circumstances dictate otherwise. Responding officers are authorized (subject to interdiction by a supervisor) to respond Code 2 (Urgent) or Code 3 (Emergency) if, in the judgment of the officers, the circumstances warrant a rapid response. Officers shall consider vehicle, weather and road conditions, vehicular and pedestrian traffic, and any other existing hazardous conditions. Officers shall operate emergency lights and sirens as required by law and in accordance with Department policies and procedures.

28.12.8 Calls for service, regardless of origin, may justify emergency response if any of the following elements are present:

a. A crime of violence in progress;

b. The prevention of a crime of violence or imminent danger of harm against a person;

c. A medical emergency including a traffic accident with injuries;
d. A serious public hazard, e.g., live high voltage wires down across a roadway;
e. The preservation of life, e.g., a rescue or evacuation where time is of the essence;
f. A call for emergency assistance from another officer.

28.12.9 The supervisor will evaluate Code 2 or Code 3 responses and may order a reduced level of response if circumstances so warrant.

28.12.10 Any member overtaking and passing other traffic will pass on the left whenever reasonably possible.

28.12.11 The patrol car spotlight should not be used as an emergency response light. Its purpose is to illuminate persons and/or objects during darkness. Amber warning lights should not be used as an emergency response light. The purpose of amber warning lights is to act as a warning light when the patrol car is parked.

28.13 PURSUIT DRIVING

28.13.1 This policy is based upon the recognition of a basic need for pursuit driving under certain circumstances when a driver fails to stop when signaled to do so by a police officer using emergency lights and siren. Great reliance is placed upon the individual officer and supervisors in the application of their experience, common sense, and training. In all pursuit situations, the safety of the public, officer, the suspect, occupants of the suspect vehicle, and the protection of life and property shall be the paramount concern of the Tenino Police Department.

28.13.2 All officers shall be held accountable for their actions during a pursuit. However, no member shall be criticized or disciplined for a decision to terminate rather than continue a pursuit.

28.13.3 Definitions:

a. Pursuit Driving - An active attempt by a police officer operating a motor vehicle in a Code 3 mode to apprehend one or more occupants of a moving vehicle when the driver of the fleeing vehicle is resisting apprehension by maintaining or increasing the vehicle's speed; ignoring the officer; or attempting to elude the officer by evasive maneuvering or driving in excess of the legal speed limit. RCW 46.61.035 further defines fleeing or attempting to elude and its provisions are applicable to this policy.

b. Primary Pursuit Unit - The officer who begins the pursuit and has the actual responsibility of attempting to stop a fleeing vehicle.

c. Secondary Pursuit Unit - The officer in a second vehicle who assumes responsibility for giving directions and other pertinent information to all other units and dispatch.
d. **Egregious** - In assessing whether driving constitutes egregious behavior, the following should be taken into consideration:

1) A reasonable belief that the driver, the officers, or nearby members of the public, including occupants of the suspect vehicle will be injured by the unlawful and/or egregious actions of the driver.

2) Excessive speed or erratic vehicular movement, without potential or imminent danger to human life, is not justification for initiating a pursuit.

3) Some examples of qualifying circumstances include, but are not limited to the following:
   
a) Actual collision, or imminent collision, with other vehicles, including emergency vehicles;

b) Opposite lane travel where potential for oncoming vehicle danger is significant;

c) Specific equipment violations that substantially threaten the safety of other motorists or pedestrians;

d) Driving at night without lights at speeds that do not adequately warn others of the vehicle's presence;

e) Driving at high speeds on flat tires or metal rims;

f) The presence of large numbers of pedestrians or others in the immediate path or vicinity of the fleeing vehicle (e.g., large public events);

g) Extreme disregard for traffic control devices, directly imperiling cross traffic;

h) Off-road actions such as cutting through parking lots at high speed, where pedestrians or others are likely to be present, including driving up on sidewalks, etc.

e. **Termination** - To cease and desist following the fleeing vehicle. Termination means all involved police vehicles will turn off emergency lights and sirens and return to routine patrol. Dispatch will be notified of the termination of the pursuit.

28.13.3 Officers shall adhere to the "Uniform Act on Fresh Pursuit" as defined in RCW Chapter 10.89.

28.13.4 Pursuits will be permitted under the following circumstances:
a. Officers may engage in a pursuit when the officer has a reasonable belief that a felony has, or is about to occur, provided that an "attempt to elude" charge is not the only basis for initiating a felony pursuit.

b. To prevent the escape of a fleeing felony suspect when the officer has a reasonable belief that the suspect poses a threat of death or serious injury to the public or officer(s).

c. Officers should evaluate the risk to the driver of the suspect vehicle, the officer or members of the public, including occupants of the suspect vehicle, if apprehension is delayed, before initiating a pursuit for non-violent property crime felonies.

d. When the officer has a reasonable belief that the offense of driving while intoxicated or domestic violence assault is occurring, or has occurred.

28.13.5 In all cases the officer shall act reasonably to protect life and personal security of the officer or members of the public, including the occupant(s) of the suspect vehicle.

28.13.6 Officers will not initiate or continue a pursuit under the following circumstances:

a. When the subject is known and could be apprehended by a warrant at a later date; except in cases where a violent felony has been committed, or the officer has a reasonable belief that a violent felony will be committed if the subject is allowed to escape.

b. When the police vehicle involved contains any non-commissioned passenger, prisoner, suspect, complainant, witness, or citizen rider inside the vehicle.

c. When the only basis for the pursuit is an "attempt to elude" felony charge, a misdemeanor, and/or an infraction, except as listed above.

d. Pursuits in the opposing or "wrong" direction on a freeway or divided highway. Pursuing officers may follow, but only on the proper and legal lanes of travel.

e. When ordered by a supervisor to terminate the pursuit.

f. When the officer believes the level of danger created by the pursuit outweighs the necessity for immediate apprehension or creates an unreasonable hazard to innocent persons.

g. When the pursued vehicle’s location is no longer known.

28.13.7 When involved in a pursuit, members shall constantly consider the risks. Members should not needlessly endanger other persons. Some factors to be considered when deciding to initiate, continue or terminate a pursuit are:
a. Time of day. Pursuits occurring during a time when there is a high level of business, school or other activity is deemed more hazardous than those occurring during the period of low activity.

b. Volume of vehicular traffic. Pursuits occurring during periods of heavy traffic are deemed more hazardous than those occurring at other times.

c. Location of pursuit. Pursuits through residential areas or along streets near or adjacent to schools are viewed as more hazardous than those in lightly populated areas.

d. Weather conditions.

e. Road conditions.

f. Speeds involved.

g. The seriousness of the crime/violation, the likelihood of apprehension without pursuit, and the risk to the public in allowing the violator/suspect to remain at large.

28.13.8 An officer initiating a pursuit (primary pursuit unit) must activate emergency lights and siren, and immediately notify dispatch of the following:

a. Unit identifier and the fact that he/she is in pursuit;

b. Restrict the radio frequency.

c. Present location as well as direction of travel and speed;

d. Reason for pursuit;

e. A description of the vehicle being pursued and occupant(s);

f. Changes of location, speed and direction of travel during pursuit;

g. Location at the time the pursuit is terminated.

28.13.9 The secondary (back-up) pursuit unit will assume communication responsibilities for the pursuit and will keep dispatch informed of current location and direction of travel. The secondary pursuit unit will take over the pursuit if the primary pursuit unit becomes unable to continue the pursuit.

28.13.10 The first supervisor that responds or becomes aware of a pursuit will assume command responsibility for the incident.

28.13.11 No more than two (2) police vehicles will engage in the pursuit of a vehicle, unless directed otherwise by a supervisor. Other officers hearing of a pursuit generally should not
respond to assist unless they are specifically assigned to do so. Officers may take action that would increase the safety to the public, such as stopping cross traffic ahead of the pursuit path. Actions by officers who are not a part of the pursuit team are to be limited to steps which increase the safety of the vehicular and pedestrian traffic. Officers are not otherwise permitted to join the pursuit team without supervisory authorization. Non-involved officers shall limit their radio traffic.

28.13.12 Whenever the pursuit occurs off of the roadway (i.e., cross-country), the pursuing officer(s) must carefully consider whether the seriousness of the offense outweighs the risk to the officer's own safety, as well as the public's safety, and the potential damage to the police vehicle and/or private property.

28.13.13 Once the suspect is taken into custody and the scene is secure, the primary and secondary pursuit units and the supervisor are the only officers authorized to go to or remain at the scene (unless additional units are specifically requested by the officer in charge at the scene). If no supervisor is available, it is up to the primary pursuit officer to control over-response to the scene.

28.13.14 The spotlight should not be directed at the windshield or vision of a suspect vehicle in an attempt to blind or halt a pursuit. This requirement does not limit the use of a spotlight to increase officer safety after a vehicle has come to a stop.

28.13.15 Members operating unmarked or special purpose vehicles may engage in a pursuit only when the vehicle is equipped with flashing red and blue emergency lights, siren, and the vehicle being pursued is being operated by a serious or egregious offender of the law (as defined by 28.11.3.D), and there is an immediate and direct threat to life as a result of a crime involving serious violence. When a marked vehicle becomes available to take over the pursuit initiated by an officer in an unmarked vehicle, then the officer in the unmarked vehicle shall assume the position of the secondary pursuit unit until a second marked unit arrives. At that time the unmarked vehicle will withdraw from the pursuit.

28.13.16 Special Purpose Vehicles as defined in 28.3.2. will not engage in a pursuit for any reason.

28.13.17 Officers involved in a pursuit traveling outside Tenino City limits will request assistance, through dispatch, from the appropriate jurisdiction.

28.13.18 The primary and secondary pursuit units may continue in direct pursuit until the agency having jurisdiction is capable of or willing to accept responsibility. Once another agency assumes the primary pursuit position and has a back-up unit to assist, dispatch shall be notified and all Department units will discontinue their use of emergency lights and siren.

28.13.19 When a new agency assumes the primary pursuit position, Tenino Police units will be advised by dispatch if the new primary unit wishes to switch to another radio frequency. Tenino Police units will monitor the new frequency on their vehicle radio until their part in
the pursuit is terminated. Tenino Police units will monitor Tenino’s primary frequency on their portable radios.

28.13.20 When another agency assumes the position as primary pursuit unit and a secondary pursuit unit has not arrived, the initiating pursuit unit may follow at a safe distance to provide necessary support. Once another vehicle has entered the pursuit as the Secondary pursuit unit, the initiating pursuit unit will follow at normal speeds to provide assistance and information when the fleeing vehicle is stopped. All other units will return to their jurisdiction.

28.13.21 Tenino officers and supervisors need to carefully deliberate the reasoning and the circumstances and policies of the Department in which pursuits travel outside the city limits of Tenino. If the primary jurisdiction refuses to assume command, as a general practice it is the policy of the Tenino Police Department not to act as a primary unit outside our city limits.

28.13.22 Pursuits which are initiated in another jurisdiction and enter the City of Tenino come under the authority of the Tenino Police Department. Initial Department response will be to move into position to assume primary responsibility for the pursuit. The shift supervisor will ascertain the basis for the pursuit. If the basis for the pursuit does not meet Departmental guidelines for pursuits, the supervisor will advise units to not become involved in the pursuit. Department guidelines on pursuits will be followed if the supervisor approves Department participation in the pursuit.

28.13.23 When learning of the pursuit, Tenino units will be informed by dispatch what frequency is being used and if the pursuing units have the capability to switch to LERN primary frequency. If so, the shift supervisor will direct pursuing units to switch to LERN. This will be done as soon as the first Tenino unit assumes the primary pursuit position, and advises units that he/she assumes control of the pursuit. Once a second Tenino unit is able to join in the pursuit, all Tenino units will remain on LERN radio frequency even if the outside jurisdiction is not capable of switching to this frequency, unless otherwise directed by a supervisor.

28.13.24 Dispatch will be responsible for advising the outside agency units of the pursuit’s progress. Once Tenino has two marked units in control of the pursuit, the outside agency should be advised to discontinue direct pursuit unless otherwise directed by an Tenino supervisor.

28.13.25 Any officer who has engaged in a pursuit shall arrange to have a safety check performed on the involved vehicle by a qualified mechanic as soon as practical.

28.13.26 The officer will perform a visual inspection of the vehicle after a pursuit and assure that there is no damage to the vehicle and that all fluid levels are still at an acceptable level. This would include but is not limited to engine oil, coolant level, transmission fluid level, brake fluid level, tire pressure, and tire tread depth. If any damage is found, the vehicle is low on fluids, or excessive tire wear has occurred, the vehicle should be placed out of service until a qualified mechanic can make a complete safety check. A repair form must be left indicating the reason(s) the vehicle was taken out of service.
28.14 SUPERVISION OF PURSUIT

28.14.1 Upon being notified or becoming aware of a pursuit, a supervisor shall assert control over the pursuit and has the discretion to order specific units into or out of the pursuit. The supervisor may order the termination of a pursuit any time he/she believes that the level of danger created by the pursuit outweighs the necessity for immediate apprehension or creates an unreasonable hazard to innocent persons.

   a. The supervisor will control excessive response to the pursuit.

   b. If the supervisor is not immediately available, it is the responsibility of the officer initiating the pursuit to conduct the pursuit according to departmental guidelines.

   c. The supervisor will take command and control tactical responses as required.

   d. The supervisor will continue to assess the need for continuation of the pursuit and weigh compliance with departmental guidelines and the risks involved.

   e. The supervisor shall be responsible for terminating a pursuit that does not meet Departmental guidelines or whenever conditions warrant such action.

28.14.2 The supervisor may approve and assign additional back-up vehicles to assist the primary and secondary pursuit vehicles based on an analysis of:

   a. The nature of the offense for which the pursuit was initiated.

   b. The number of suspects and any known propensity for violence.

   c. The number of officers in the pursuit vehicles.

   d. The number of officers necessary to make an arrest at the conclusion of the pursuit.

   e. If a tactical vehicle intervention may be attempted (a tactical vehicle intervention is not the PIT maneuver).

   f. Any other clear and articulable facts that would warrant the increased hazards caused by numerous pursuit vehicles.

28.14.3 As a general rule, the supervisor must justify response in excess of two (2) vehicles.

28.15 PURSUIT REPORTING

28.15.1 Whenever an officer is involved in a pursuit, the officer shall file an official report (e.g. Incident or Supplemental Report form) detailing the incident, to include, but not limited to, the following information, if available:
a. The initial reason for the pursuit.

b. The route of the pursuit (using a map to trace the route, if possible).

c. Other police units/agencies involved, including officer's names.

d. Weather and traffic conditions on the route of the pursuit.

e. How and why the pursuit was terminated.

f. A list of people who witnessed the pursuit.

g. Any special circumstances that arose during the pursuit, including special techniques or interventions used.

h. Any injuries or damage to vehicles or property.

i. Any other information pertinent to the incident.

28.15.2 Failure to report a police pursuit may subject the member to disciplinary action.

28.15.3 A copy of the Incident report shall be forwarded to the Patrol Sergeant via the chain of command. The Patrol Sergeant may forward copies to the Training Unit for review.

28.15.4 The Patrol Sergeant will review the completed pursuit driving report to ensure that the actions of the officers and supervisors were reasonable, prudent and consistent with Department policy and procedure under the conditions existing at the time of the pursuit.

28.15.5 In those instances in which the Patrol Sergeant believes that a pursuit occurred contrary to current Department policies and procedures, the Patrol Sergeant shall submit an additional written factual summary to the Patrol Sergeant in accordance with the Internal Affairs policies and procedures. The Training Unit may review all pursuits for training issues or policy changes.

28.15.6 Copies of any reports or suggestions for policy change generated by the Patrol Sergeant or the Training Unit will be routed to the Office of the Chief for final review and disposition.

28.16 TACTICAL VEHICLE INTERVENTION

28.16.1 The purpose of Tactical Vehicle Intervention (TVI) techniques is to intervene at a certain level with the intent of de-escalating the situation or resolving the same in the interest of public safety. As with other use of force options, TVI techniques are intended to be dynamic in nature and situational dependent. With Sergeant or Administrative approval,
officers may utilize ramming or roadblocks depending on the situation and circumstances as they occur or develop during a pursuit.

28.16.2 Definitions:

a. **Tactical Vehicle Intervention (TVI)** - The range of techniques intended to intervene in a suspect’s attempt to flee or avoid apprehension while operating a motor vehicle. As with other use of force options, TVI techniques are intended to be dynamic in nature and situational dependent. Officers may utilize one or more techniques depending on the situation and circumstances as they occur or develop during a pursuit.

b. **Tire Deflation Device** - A strip, belt, cord, or other carrying and holding device containing spikes or tubes capable of penetrating and puncturing a vehicle tire when the tire is rolled or driven over it. The spikes or tubes penetrate the rolling tread of a tire and allow for the rapid and controlled release of air from the tire to the point of the tire being completely deflated.

c. **Intentional Intervention (Ramming)** - The deliberate act of hitting another vehicle with a patrol vehicle(s) for the purpose of functionally damaging, disabling, or forcing the vehicle off the roadway. Sergeant or Administrative approval required.

d. **Roadblocks** - Blocking the roadway or any other portion thereof by means of a stationary police vehicle or any other vehicle. Sergeant or Administrative approval required.

28.16.3 Any use of a Tactical Vehicle Intervention technique will be documented in an official officer’s report of the incident. A detailed description of the technique(s), the facts supporting the use of a technique(s), the officers involved, and the results shall be articulated clearly in the report. This information shall be contained within the incident report for the pursuit completed by the primary officer(s).

28.16.4 A diagram of the site, photographs of the site, photographs of the vehicles involved, and photographs of any resulting property damage shall be done following the termination of the pursuit if there is any damage or bodily injury as a result of the technique.

28.17 TIRE DEFLATION DEVICES

28.17.1 Tire deflation devices may be used to control and terminate vehicle pursuits. Officers shall receive training in the proper use and deployment of tire deflation devices. This shall not preclude non-trained officers from assisting with incident control when devices are deployed. A supervisor shall be notified of the intended use and deployment of a Tire Deflation Device.

28.17.2 The following guidelines for use of Tire Deflation Devices shall be considered:

a. Each device shall be deployed in a manner consistent with its intended use and instructions on how to deploy it.
b. The safety of the public, officers, and the fleeing suspect(s) shall be considered. Safety to persons shall never be knowingly sacrificed.

c. All involved officers should be operating on the same radio frequency when possible.

d. Use of the devices should be avoided in locations where geographic configurations increase the risk of serious bodily injury (i.e. near rivers, concrete bridge supports, embankments, etc.).

e. Efforts to limit or stop all oncoming and cross traffic to the exit path of a vehicle striking the device shall be made.

f. The three-foot Stop Stick is designed to be used on four wheel vehicles only; DO NOT USE ON MOTORCYCLES.

g. The three-foot Stop Stick is recommended for use at speeds over 25 MPH and deployed on paved (concrete or blacktop) surfaces only.

28.17.3 The following deployment procedures for Tire Deflation Devices shall be used:

a. Officers deploying deflation devices should do so from a position of relative safety. Natural barriers such as roadway structures, guardrails, or even cover such as shrubbery should be used by the officer to conceal his/her position. Using only a patrol vehicle for cover is discouraged.

b. The devices should be placed in a position roughly 90 degrees to the expected path of the fleeing vehicle. The devices may also be placed perpendicular to the path and be pulled in front of a fleeing vehicle.

c. Traffic cones, flares, or other items may be used in an attempt to funnel the fleeing vehicle onto the deflation devices.

d. One or more vehicles should be on the post impact side of the devices to continue the pursuit should the vehicle continue to flee.

e. The devices should only be removed when it is clear and safe to do so. No officer shall knowingly place himself or herself into the immediate pathway of a vehicle in an attempt to deploy or retrieve the devices.

f. After the device is retrieved, the officer should continue to provide assistance in traffic control, arresting the suspect(s), or continuing the pursuit as appropriate.

g. Should a non-involved citizen receive a flat tire(s) from the deployment of the device, the on duty supervisor shall be notified and the Chief of Police or designees will be immediately notified. A complete incident report will be completed.
28.17.4 The following communication procedures for Tire Deflation Devices shall be used:

a. The deploying officer should have access to a radio.

b. Pursuing officers shall inform all other officers of the pursuit:
   1) Location and direction of travel
   2) Speeds and driver recklessness;
   3) Possible weapons;
   4) Number of suspects;
   5) Traffic control needed;
   6) Any other pertinent information.

c. Deploying officers shall inform pursuing officers of deployment location.

d. Pursuing officers shall slow to avoid the devices when nearing the deployment location.

e. Once clear of the devices, pursuing officers may continue to provide assistance in traffic control, arrest, or continuing with the pursuit as appropriate.

f. The supervisor may cancel deployment of a deflation device for any reason.

28.18 INTENTIONAL INTERVENTION (RAMMING)

28.18.1 Intentional intervention shall be used to stop the threat ONLY AS A LAST RESORT and only in those situations where the officer has probable cause to believe the suspect committed a crime of violence or threatened violence AND the suspect is armed or presents a danger to present or future officers, or to the public, and there is a necessity to stop the suspect by using deadly force in order to protect officers and the public.

28.18.2 Intentional intervention shall not be used to apprehend a traffic offender, misdemeanor, or fleeing felon whose only felony is attempting to elude a pursuing police vehicle or non violent felony offenders.

28.18.3 Intentional intervention is considered the use of lethal or deadly force. Officers attempting intentional intervention with a vehicle shall be held to the same standards and laws as are applied to any other use of deadly force (refer to Chapter 1 "Use of Force").

28.19 ROADBLOCKS
28.19.1 The use of roadblocks is not encouraged. However, a supervisor may authorize the use of a roadblock when there is definite knowledge or a strong belief that the fleeing suspect is wanted for a violent felony (other than eluding) and he or she constitutes an immediate and ongoing threat to others and all other reasonable efforts to affect apprehension have been unsuccessful.

28.19.2 The seriousness of the original and/or subsequent crimes which caused the pursuit must be of sufficient magnitude to justify the use of deadly force. A roadblock is inherently dangerous to suspects, police officers and the public. Therefore, there must be a determination that potential deadly force is permissible under Department policies (refer to Chapter 1 “Use of Force”). If a roadblock is determined as a potential alternative, the following criteria must be met:

a. There must be reasonable cause to believe that the involved vehicle and its passengers are suspected of committing a serious, life-threatening felony. A less dangerous means of stopping the suspect has either failed or is inappropriate.

b. The on-duty supervisor approves the request to utilize a roadblock.

c. A location that minimizes the danger to suspects, possible hostages, Department personnel and the general public is identified and is expected to be the route of travel of the suspect vehicle.

28.19.3 Roadblock locations must be evaluated so as to take into consideration:

a. Traffic volume;

b. Time of day;

c. Pedestrian exposure;

d. Weather and road conditions;

e. Proximity of sufficient police personnel and resources.

28.19.4 If at all possible, only police vehicles will be used in the roadblock.

28.19.5 All vehicles being used to block a roadway or other possible path of travel must be unoccupied and no personnel will use a vehicle for concealment or cover.

28.19.6 It is preferable if a roadblock can be established that will allow a fleeing suspect vehicle to utilize an escape route to avoid collision (e.g. divert the suspect vehicle onto a dead end road or enclosed parking lot where apprehension can be made).
28.19.7 Officers will, upon successfully stopping a fleeing vehicle by means of a roadblock, follow high-risk car stop procedures as far as practicable to maximize the safety of all concerned.

28.19.8 The supervisor directly involved in a potential roadblock situation will be responsible for implementing the above actions and for coordinating the use of a roadblock once the decision to establish that roadblock has been made.

28.20 POLICE VEHICLE COLLISION

28.20.1 This policy will provide for compliance with State Law requirements for reporting collisions; to provide the necessary information to the City of Tenino; and to provide a means for an Internal Accident Review Board to review all collisions involving police vehicles. It also sets out the procedure for investigation of collisions to insure uniformity.

28.20.2 When a Department vehicle is involved in a collision, members shall render necessary aid to injured parties, remove any hazards to life or property, and contact their supervisor promptly. The member shall fully cooperate with the investigation.

28.20.3 All collisions involving on duty personnel will be investigated.

28.20.4 When a collision occurs outside the City limits of Tenino the authority-exercising jurisdiction will investigate the collision. This however, will not prevent the Tenino Police Department from conducting a concurrent investigation.

28.20.5 When a reportable collision under Washington State Law occurs within the City of Tenino and does not involve personal injury or death, the Washington State Patrol or another outside agency will investigate the incident and the Patrol Sergeant will be notified.

28.20.6 When a collision occurs within the City of Tenino and it is determined to be non-reportable, an uninvolved officer will investigate and refer the incident via memorandum to the Patrol Sergeant.

28.20.7 When the collision is determined to be reportable under State Law and involves personal injury or death to any party, the Washington State Patrol will be assigned as the investigating unit and the Patrol Sergeant will be contacted.

28.20.8 All material concerning the investigation of on-duty personnel involved in collisions will be forwarded to the Chief through the Chain of Command.

28.20.9 It is the responsibility of the individual involved in the collision to submit a City accident report to the City of Tenino on the prescribed form. If the individual involved is unable to do so, the Shift Supervisor will assign the investigating officer to complete and submit the form.
28.20.10 Reportable collisions involving off-duty personnel that are outside the City of Tenino will be investigated by the authority having jurisdiction.

28.20.11 Nothing in this policy/procedure will prevent the Tenino Police Department from conducting an investigation into the manner in which Department employees operate motor vehicles.

CHAPTER 29.00.00 TRAFFIC ADMINISTRATION, VEHICLE TOWING
Effective Date: 02/01/09
Revision Notes: N/A

29.1 PURPOSE

The patrol division of the Tenino Police Department is responsible for the enforcement of traffic laws, investigating traffic accidents, and to direct traffic when necessary for safety concerns or because of undue congestion.

29.2 POLICY

The Tenino Police Department has an established reporting system relating to all traffic enforcement and investigative activity. In addition, the Tenino Police Officers are encouraged to provide assistance to motorists when the need arises for towing services, and institute enforcement action when they observe illegally parked vehicles, traffic obstructions, and abandoned vehicles or when towing a vehicle incident to an arrest.

29.3 TRAFFIC RECORD SYSTEM

29.3.1 It shall be the responsibility of the record clerk to maintain traffic accident and enforcement data. The accident data recorded will include the time, location, and type of traffic violation.

29.4 CONTENTS OF TRAFFIC RECORD SYSTEM

29.4.1 Processing, maintenance, and distribution of traffic records are the responsibility of the records clerk. All written traffic reports are reviewed by the shift supervisor. They are forwarded to the Records Division for data entry. Reports of reportable accidents (as defined by State law) are forwarded by the clerk to the Washington State Patrol.

29.4.2 Retention and distribution of traffic records will be in compliance with Washington State law.

29.4.3 Release of traffic information will be in compliance with public disclosure laws. Reasonable fees will be assessed for traffic accident reports and photographs.

29.5 TRAFFIC REPORT REVIEW

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29.5.1 The Records Clerk will review all traffic accident reports prior to forwarding the reports to the Washington State Patrol.

29.5.2 The Patrol Sergeant will review all statistical data regarding traffic accidents monthly. He/she will use the data to direct traffic enforcement emphasis when warranted. The Chief or Patrol Sergeant will also consult with the Traffic Engineer to share data regarding accident frequency and causation.

29.6 TOWING OF VEHICLES

29.6.1 When a vehicle left unattended upon a street or highway is found in violation of any of the provisions regulating stopping, standing, or parking, and constitutes a definite hazard or obstruction to normal movement of traffic, officers may remove such vehicle or require the driver or other person in charge of the vehicle to remove it from the roadway.

29.6.2 Officers may remove and/or impound or cause to be removed promptly to an authorized impound yard or other place of safety any vehicle found upon a street or highway under the following circumstances (RCW 46.55.113) in part:

   a. A report has been made that the vehicle was stolen or taken without the owner's consent; or

   b. The vehicle is so disabled as to constitute an obstruction to traffic and the person in charge of the vehicle is unable to provide for its custody or prompt removal, (i.e., motor vehicle crashes); or

   c. The driver of the vehicle is taken into custody by the Tenino Police Department and the vehicle would be left unattended upon the street;

   d. Removal of the vehicle is necessary in the interest of public safety because of fire, flood, storm, snow, or other emergency reasons.

29.6.3 For every vehicle towed or impounded, a Motor Vehicle Impoundment and Inventory report will be completed unless the tow was by owner's request.

29.6.4 All vehicles towed or impounded shall be checked through WACIC and NCIC.

29.6.5 All vehicles towed without owner notification shall be entered into WACIC as towed/impounded.

29.7 CUSTODIAL ARREST

29.7.1 Following a custodial arrest of the driver, the officer will determine if the arrestee's vehicle is to be impounded. If it is, the officer will:

   a. Request that a tow truck be dispatched to the location;
b. Perform an inventory search of the vehicle, including the glove compartment, any unlocked containers, and the trunk;

c. A Motor Vehicle Impoundment and Inventory report will be completed;

d. Items of value that are not a component part of the vehicle will be listed on a Property Evidence report and placed into evidence if the owner is unable to properly secure them. Examples of valuable items are: wallets, purses, portable stereos, money, jewelry, expensive clothing;

e. If contraband or evidence of a crime is found, a separate Property Evidence report will be completed for these items.

29.7.2 When an officer makes a custodial arrest and the vehicle is not to be towed or impounded, the officer may have the vehicle legally parked and locked near the scene of the arrest. The arresting officer will notify communications where the vehicle will be parked and document its location in the incident report.

29.7.3 If the driver does not wish to leave his vehicle, or if in the officer’s opinion the driver is not mentally responsible, or the vehicle cannot be safely parked off the roadway so as not to cause a hazard, the officer will have the vehicle towed.

29.8 MOTORIST ASSIST

29.8.1 Anytime an officer encounters a motorist who requires the services of a tow company, the officer will:

   a. Check with the motorist to ascertain if he has a preference for a local tow company and request CAPCOM to make notification;

   b. Advise the motorist that if their choice of a tow company cannot provide timely service and the vehicle presents a hazard, the Tenino Police Department has arrangements with local tow companies to provide services;

   c. The motorist shall have the opportunity to select the tow company desired from those authorized by the Tenino Police Department to tow vehicles;

   d. If the motorist has no preference, the officer will advise CAPCOM to contact the tow service next on the list.

29.8.2 While awaiting the arrival of the tow truck, the officer will provide protection for the disabled vehicle by either having a police unit, equipped with a push bar, push the vehicle to a safe location or, position his vehicle, with emergency lights activated, between the disabled vehicle and other traffic.
29.8.3 The officer will remain in such position until a tow truck arrives or if the officer feels his presence is not necessary, he may place safety flares behind the disabled vehicle and resume patrol.

29.8.4 If necessary, and time permits, the officer will provide transportation for the motorist and passengers to a place of safety.

29.9 WRECKED, NON-OPERATING AND ABANDONED VEHICLES

29.9.1 No person shall abandon any vehicle within the City of Tenino and no person shall leave any vehicle at any place within the City of Tenino for such a time and under such circumstances as to cause such vehicle reasonably to appear to have been abandoned.

29.9.2 No person shall leave any partially dismantled, non-operating, wrecked, or junked vehicle on any street or highway within the City of Tenino.

29.9.3 Any vehicle in a state of disrepair rendering the vehicle incapable of being safely driven or one that does not have a current annual vehicle license and tag purchased for it and attached thereto (except vehicles for sale by new and used motor vehicle dealers and vehicle repair shops), or other vehicles that have not been removed or used for 48 consecutive hours or more, are considered to be abandoned.

29.9.4 Officers who observe a vehicle which is wrecked, non-operating or abandoned as defined above will:

   a. Make an attempt to contact the registered owner to have the vehicle moved.

   b. Initiate an Abandoned/Non-Operating Vehicle Information report indicating the location of the abandoned vehicle, a full description of the vehicle including any license information or municipal sticker number, and any owner information obtained.

29.9.5 The report will then be forwarded to Code Enforcement for investigation.

29.9.6 A police officer having an abandoned vehicle towed will complete a Motor Vehicle Impoundment and Inventory report.

CHAPTER 30.00.00 TRAFFIC LAW ENFORCEMENT
Effective Date: 02/01/09
Revision Notes: N/A

30.1 PURPOSE

Officers of the Tenino Police Department will take enforcement action when traffic violations of a possible or actual accident causing nature occur in their presence, or when probable cause exists upon investigation of an accident or criminal traffic matter.
30.2 POLICY

Members of the Tenino Police Department will use the following enforcement methods; a written notice of infraction/citation, written or verbal warning, or a custodial arrest for those traffic violations enumerated in R.C.W. 46.63.020. Enforcement of other traffic laws such as parking, equipment violations, and other non-hazardous violations is encouraged as assignment and/or workload permits.

30.3 SPECIAL GROUP VIOLATORS

30.3.1 Non Residents: Unless a traffic law is unique to our area, no immunity should be granted to any person because that person is not a resident of the communities served by the Department.

30.3.2 Juveniles: Juveniles sixteen and seventeen years of age will be cited and handled as adult violators. Juveniles under the age of sixteen will not be issued traffic citations. Information regarding the violation will be forwarded to Thurston County Juvenile in the form of an offense report. An attempt should be made by the officer to inform the juveniles' parent or guardian of the violation.

30.3.3 Legislators: During the legislative session, legislators are, "privileged from arrest in all cases except treason, felony, and breach of the peace," (Art. II, sec. 16, WA. St. Cont.). Legislators may be issued traffic citations and they may be taken into custody for the purpose of obtaining a breath test, but they should not be incarcerated for infraction or misdemeanor violations during the legislative session.

30.3.4 Foreign Diplomats and Consulate Officers: Foreign diplomats and consulate officers may be issued traffic notice of infractions and citations. They may also be taken into custody for the purpose of a breath test. Should the question arise as to proper protocol, we will contact the U.S. Department of State Operations Center at (206) 647-2412 (24hrs).

30.3.5 Military Personnel: When a custodial arrest is made of military personnel, the arresting officer should notify the individual’s home base. If this is not possible, we should contact the nearest base of the same service and inform them of the detention. This does not apply to the issuance of a traffic citation when an actual custodial arrest is not made.

30.4 INFORMATION PROVIDED TO VIOLATORS

30.4.1 Upon issuance of a notice of infraction or citation, the officer will inform the violator of the following:

   a. The location of the court,

   b. Whether the violation requires a mandatory court appearance,

   c. The date of the court appearance if applicable,
d. Whether the citation or infraction may be paid or a plea entered through the mail,
e. The location of the instructions on the front and back of the citation/infraction.

30.5 UNIFORM ENFORCEMENT

The following uniform enforcement policies regarding the below enumerated traffic violations are necessary in order to provide a fair and reasonable approach to traffic enforcement, and to promote the public acceptance of traffic enforcement.

30.5.1 Driving Under the Influence of Alcohol/Drugs: Because of the negative impact on society by the impaired driver, it is the Department's policy to vigorously seek out and arrest the impaired driver.

30.5.2 Speed Violations: A Notice of Infraction or a written or verbal warning may be issued at the officer's discretion.

30.5.3 Other Hazardous Violations: Officers will take enforcement action upon witnessing traffic violations of a possible or actual accident-causing nature.

30.5.4 Equipment Violations: Normally warning citations will be issued for first offense equipment violations.

30.5.5 Public Carrier/Commercial Vehicle Violations:

a. Local Transit and School Busses: If a local transit or school bus is stopped for a violation, the officer will obtain the drivers name, inform him/her of the violation, and note the vehicle license number. If a citation is to be issued, inform the driver that you will contact him/her at a later time when the bus schedule will not be interfered with.

b. Public Carriers Not Local: Public carriers from outside the area may be detained in order to issue a notice of infraction to the driver.

c. Commercial Vehicles: Routine enforcement of commercial vehicle laws is the responsibility of the Tenino Police Patrol Division.

30.5.6 Non-Hazardous Violations: Officers are encouraged to work non-hazardous violations as assignment and workload permits.

30.5.7 Multiple Violations: No more than two violations will be written on one criminal citation form. No more than three violations will be written on one Notice of Infraction. Infractions and misdemeanors will not be cited on the same form. All traffic violations arising from the same incident should be cited into the same court.
30.5.8 Newly Enacted Laws and/or Regulations: Normally a period of public information and/or warnings will take place before written citations are issued regarding newly enacted laws and/or regulations.

30.6 EMERGENCY EQUIPMENT

30.6.1 The use of emergency equipment by employees of the Tenino Police Department shall be in compliance with R.C.W. 46.61.035.

30.6.2 When stopping a traffic violator, a spotlight may be used for illumination of the violator's vehicle after the violator has come to a complete stop.

30.6.3 Overhead emergency lights and/or hazard lights will normally be left on during a traffic stop.

30.6.4 Officers operating motorcycles are not required to leave their emergency/hazard lights on after stopping a violator during daylight hours. At night they should use, at a minimum, their hazard lights unless additional warning lights are needed due to safety concerns.

30.7 REPORTS

30.7.1 Traffic citations; arrest, accident, and all other supplemental reports, will be completed and turned in before officers go off shift unless given specific approval by their supervisor. Reports in which a suspect is booked into the jail or juvenile facility must be completed before the employee goes off shift. Following approval by the shift supervisor, the above reports are turned in to the Records Bureau for proper dissemination. Citations are filed with the appropriate court; arrest reports are entered into the record computer. Accident reports are disseminated per policy.

30.8 CONTACT WITH VIOLATORS

30.8.1 Stopping Traffic Violators: When stopping traffic violators, Officers shall attempt to adhere to the following procedures:

   a. Officers shall attempt to select a safe area for the stop, taking into consideration the safety of the Officer, violator, passing pedestrians, and vehicles and to allow the unrestricted flow of traffic.

   b. Officers shall attempt to complete all radio communications prior to the stop, minimally giving dispatch their location and the violator vehicle license number.

   c. Officers shall use appropriate techniques for signaling the violator to stop, keeping in mind the violation, the time of day, and the environment.

   d. Officers shall position their patrol car to protect themselves, the violator, and the violator's vehicle from the normal flow of traffic.
e. Officers shall use appropriate emergency equipment to adequately alert other drivers of the police presence.

f. Officers shall approach the violator's vehicle utilizing accepted survival techniques, paying particular attention to traffic flow, violator vehicle interior, and the violator actions.

g. Officers shall attempt to position themselves in a tactically sound location as circumstances dictate.

h. Officers shall use appropriate interview techniques when contacting violators, keeping in mind that the goal of violator contact is to change driver behavior and not to punish or belittle him/her.

30.9 SPEED MEASURING DEVICES

30.9.1 Officers will not operate traffic radar devices until they have completed a Department radar instruction class, or its equivalent. The training officer will maintain records of officers qualified to use traffic radar devices through the employee’s training files.

30.9.2 The operation of radar devices will be in compliance with the manufacturer’s recommendations and departmental instruction by State certified instructors.

30.9.3 Any malfunction of a radar device will be brought to the attention of the shift supervisor.

30.9.4 Routine maintenance and certification of radar units will be done before a new radar unit is placed into service, and at least every two years for existing units.

30.9.5 The Department will maintain all radar maintenance logs, certification records, and a radar manual for each different type of radar unit the Department uses. The Office Manager will ensure that all radar devices are properly maintained and certified in accordance with this policy.

30.10 CITATIONS AND INFRINGEMENTS

31.10.1 Issuing and accounting for citations needs to be rigidly controlled. Establishing strict procedures and guidelines is necessary to ensure that the proper citation is used and directed to the proper court of venue and that records are properly maintained.

30.11 TRAFFIC INFRACTION AND CRIMINAL CITATION BOOKS

30.11.1 Uniform traffic and criminal citations are secured in the records office. There are twenty five (25) citations to each book and each citation is a four (4) part form set.
30.11.2 Only shift supervisors are permitted to issue a citation book. When issuing a citation book, the shift supervisor and officer will sign the receipt showing who issued the citation book and what officer it is assigned to. Shift supervisors will also log the issuance in the citation issue log book.

30.11.3 When receiving a citation book from a shift supervisor, the officer should account for all twenty five (25) tickets in the book before signing and accepting responsibility for the book.

30.11.4 The Office Manager is responsible for maintaining a file of the receipts showing who is assigned what citation book.

30.11.5 Shift supervisors are required to review and approve all citations issued before they are forwarded to the records unit for processing.

30.12 OFFICER'S RESPONSIBILITY

30.12.1 It is the officer’s responsibility to issue the correct citation for the violation.

30.12.2 It is the officer’s responsibility to maintain an adequate supply of citations and ensure they are stored in a secure location when on or off duty.

30.13 LOST, STOLEN, AND VOIDED CITATIONS

30.13.1 If a citation or citation book is lost or stolen, the officer to whom it was issued will immediately notify his supervisor and submit a memo explaining the circumstances. The supervisor will forward the memo to the Patrol Sergeant.

30.13.2 Officers will never destroy a Traffic Infraction or Criminal Citation. Officers may void a citation by writing “void” across it. Voided citations must be reviewed by the shift supervisor and forwarded to the Records Division with an explanation.

CHAPTER 31.00.00 TRAFFIC COLLISION INVESTIGATION

Effective Date: 02/01/09
Revision Notes: N/A

31.1 PURPOSE

To establish guidelines for the Tenino Police Department’s traffic collision reporting and investigation process.

31.2 POLICY

The Tenino Police Department carries out its collision management responsibility consistent with the nature and severity of the crash, the most efficient use of personnel and resources, and the statutory reporting requirements of the State of Washington.
31.3 DEFINITIONS

31.3.1 TRAFFIC COLLISION REPORTING: Traffic collision reporting is defined as the basic collection of information to identify and classify a traffic collision, including the time, location, persons, and vehicles involved. This includes planned movements and any contributing factors such as traffic law violations.

31.3.2 TRAFFIC COLLISION INVESTIGATION: Traffic collision investigation is defined as the collection of information describing and identifying:

   a. Participants and injuries,
   b. Vehicle damage,
   c. Roadway condition, marks, residue,
   d. Final positions of vehicles/evidence.

The investigation also includes the interpretation of the above information combined with the contributing factors involved in an attempt to identify the particular dynamics required to produce the type of collision.

31.3.3 SERIOUS TRAFFIC COLLISION: A serious traffic collision is defined as a collision where a death has occurred, injuries are so severe that survival cannot be expected, or there has been a loss of limb.

31.4 TRAFFIC COLLISION REPORTING AND INVESTIGATION

31.4.1 Officers of the Tenino Police Department will respond to the scene and meet the reporting and investigative responsibilities of any traffic collision that involves:

   a. Death or injury;
   b. Leaving the scene of a collision;
   c. Impairment of an operator due to alcohol and/or drugs;
   d. Hazardous materials;
   e. Damage to public vehicles or property;
   f. Disturbances between the parties involved;
   g. Major traffic congestion as a result of the collision;
h. Damage to vehicle(s) where towing is required.

i. Officers responsible for investigating a traffic collision will perform the following minimum activities:

j. Upon arrival, park the police vehicle in such a way as to provide maximum protection to the scene but without endangering the public or officer;

k. Assess the scene to determine the need for other emergency services;

l. Request medical aid when necessary;

m. Note special conditions or factors that may have contributed to the collision (such as natural hazards, visibility obstruction, inoperative traffic control device, etc.);

n. Record short lived evidence and protect the scene for evidence when the need for further investigation appears evident;

o. Locate and interview witnesses;

p. Notify the Shift Supervisor when supervisory direction appears to be warranted;

q. Issue appropriate traffic citations when applicable;

r. Expedite the removal from the roadway of vehicles, persons, and debris;

s. Complete all required forms for routine traffic collisions before their tour of duty ends, unless otherwise directed by the Shift Supervisor.

31.4.2 Officers will respond to collisions occurring on private property and investigate and report their findings when the traffic collision involves:

a. Death or injury;

b. Impairment of an operator due to alcohol and/or drugs;

c. Hazardous materials;

d. Damage to public vehicles or property;

e. Disturbances between the parties involved;

f. Hit and run collisions.

31.4.3 If the collision does not meet the criteria, then a self report is completed with the officer facilitating the information exchange.
31.4.4 Officers are expected to take positive enforcement action whenever the collision investigation leads them to believe that a violation has occurred. Elements not personally witnessed by the officer must be established through the investigation. When evidence exists to satisfy all elements of a particular violation, enforcement action may be taken. Enforcement actions will be consistent with the Tenino Police Department's procedures and policies concerning traffic law enforcement.

31.4.5 Any criminal arrests made as a result of a traffic accident require incident reports to be completed.

31.4.6 Any driver under the influence of intoxicants or drugs who is involved in an accident in our jurisdiction will be investigated to determine impairment level. Any driver found to be in violation of DUI laws will be arrested.

31.4.7 If an emergency vehicle belonging to a public agency is involved, the driver of that vehicle will not be cited for an infraction at the scene. Information regarding the accident will be forwarded to the driver’s agency for an internal review. Any disciplinary action will be the responsibility of the driver’s agency. Any enforcement action will be coordinated between the Tenino Police Department and the City Attorney.

31.5 COLLISION SCENE STABILIZATION

31.5.1 An important responsibility of officers responding to any collision scene is to keep the situation from becoming worse. This responsibility takes on added complexity when traffic is blocked or hazardous materials are present. Officers may be called upon to perform certain special activities and to coordinate their activities with personnel from various other agencies.

31.5.2 The first officer to arrive at the scene shall be responsible for the following:

   a. Positioning his vehicle to protect the scene and any persons that may be involved;
   b. Requesting medical aid when necessary;
   c. Preserving evidence;
   d. Directing and controlling traffic at the collision scene. When necessary use flares, barricades, and traffic cones for the temporary detour of traffic;
   e. Requesting additional assistance if necessary;
   f. Locating witnesses;
   g. Expediting the clearing of the roadway.
31.5.3 Officers responding to the scene of a collision are generally responsible for the handling of the following hazards until properly relieved by fire and/or medical personnel:

31.5.4 **Injuries** - Officers shall summon emergency medical assistance to the scene and assist in getting injured persons removed to medical facilities as soon as possible.

31.5.5 **Handling Fire Hazards** - If fire is a potential hazard, officers will take appropriate action to stabilize the conditions to the best of their abilities and summon the Fire Department when necessary. Officers will attempt to eliminate the possibility of ignition to the maximum extent possible. Officers should evacuate and isolate the area as is necessary and carefully control movement within the vicinity of the hazard, detouring traffic if necessary.

31.5.6 **Handling Hazardous Materials** - Upon arrival at the scene of a traffic collision involving hazardous materials, officers should attempt to identify the cargo on the basis of placards from a safe distance. If hazardous materials are identified, immediately notify the Fire Department according to Tenino Police Department procedure.

### 31.6 TRAFFIC DIRECTION AT COLLISION SCENES

31.6.1 Officers who must perform traffic direction and control activities at collision scenes will allow for the safe ingress and egress of emergency vehicles and provide for a system of alternate routes for other vehicles as necessary. The following will be used by officers to aid in protecting themselves and the scene:

a. Flares;

b. Traffic cones or barricades;

c. Marked police vehicle with emergency lights activated;

d. Reflective traffic safety vests.

31.6.2 In cases that involve only property damage and the vehicles are drivable, drivers should be directed by the investigating officer to remove their vehicles from the traffic lanes as soon as possible, unless there are extenuating circumstances.

### 31.7 COLLECTING SCENE INFORMATION

31.7.1 Information to be collected at the scene of the collision by the investigating officer should include the following:

31.7.2 **Interviews of the principals and witnesses** - Officers should normally question drivers and witnesses separately and individually. In the case of a minor collision, this questioning is usually done at the scene. When collisions of a more serious nature are investigated, the officer should obtain a brief account at the scene and follow up at a more stable location,
preferably the police station. When questioning drivers, officers should be alert for any physical or emotional impairment that may have affected the person’s driving ability.

31.7.3 **Examining and recording vehicle damage** - In serious collisions, officers should check vehicle equipment, controls and systems for defects that may have contributed to the collision. If there is serious injury or death, officers may place an investigative hold on vehicles for closer examination and evaluation of the damaged area that may coincide with other evidence and statements as to how the collision occurred.

31.7.4 **Examining and recording effects of the collision on the roadway** - Officers should note all conditions of the road during the investigation at the scene. Officers should check such factors as foreign substances on the road surface, the condition of the surface, the lane markings, grade, width, alignment and condition of the shoulder. Officers should also note any obstructions that existed at the time of the collision. Weather conditions should also be noted.

31.7.5 **Taking photographs** - As appropriate or necessary to record evidence.

31.7.6 **Field sketches** - should be prepared as may be necessary and appropriate for investigative purposes and attached to the original report.

31.7.7 **Collecting and preserving evidence** - As needed at the collision scene.

31.7.8 **Exchanging of information** - Officers will issue the State required forms and explain to drivers involved their responsibilities in reporting the collision as necessary and appropriate and assist them as necessary in providing information to the other persons involved in the collision.

31.7.9 When officers come into possession of property belonging to collision victims, they will ensure it is protected from theft and remove it to a place of safekeeping until it can be returned to the owner. If the item cannot be returned to the owner at the scene, it will be inventoried.

### 31.8 SPECIALIZED COLLISION INVESTIGATION AND FOLLOW-UP

31.8.1 In the event the initial investigating officer needs assistance in completing a traffic collision investigation, he will contact his immediate supervisor who will determine the appropriate action to be taken to ensure prompt and proper completion of the collision investigation.

31.8.2 Special training has been provided to Tenino Police Department personnel in the area of on-scene collision investigation. A Collision Investigator will be assigned or called out to investigate any traffic collision involving the following:

a. All fatal collisions;
b. All serious personal injury collisions involving injuries likely to result in death or permanent disability (i.e., loss of limb, eye, severe burns).

c. Any other collision situation where special circumstances are present, such as potential liability to the City of Tenino, and the Shift Supervisor determines that the services of a Collision Investigator are required.

NOTE: For an incident involving any of these circumstances the Shift Supervisor is responsible to notify the Patrol Sergeant and/or Chief.

31.8.3 Officers requesting assistance will make every effort to preserve the collision scene for the Collision Investigator. The patrol officer assigned the initial call is responsible for completion of the required collision report. The Collision Investigator will be responsible for any supplemental or investigative reports and diagrams.

31.8.4 Follow-up reports are the responsibility of the Collision Investigator. Enforcement action will be coordinated between the reporting officer and assigned Collision Investigator.

31.8.5 The Tenino Police Department recognizes that follow-up collision investigations may require special skills and technical assistance beyond that available from its personnel. When necessary and appropriate, the Patrol Sergeant will approve the use of outside expert and technical assistance, i.e. mechanics, physicians, safety inspectors, re-constructionists.

31.9 HIT-AND-RUN COLLISION INVESTIGATIONS

31.9.1 Every reasonable effort will be made to locate and identify the driver of the vehicle which has left the scene of a collision.

31.9.2 A collision report will be completed on any hit-and-run collision.

31.9.3 The investigating officer will attempt to recover and inventory any useful evidence that will help identify the driver and vehicle involved.

31.9.4 The investigating officer will attempt to locate and interview any witnesses that may have seen or have knowledge of the collision.

31.9.5 When a hit-and-run collision occurs and there is no information on the vehicle that left the scene or the driver, the collision report is to be completed and forwarded by the officer.

31.9.6 In the case of a hit-and-run collision in which information such as a license number of the vehicle or the identity of the driver is known, the officer will make an attempt to contact the driver/owner and complete the investigation.

31.10 REPORTING
31.10.1 The officer assigned to the collision will be in charge of the investigation (unless the collision is assigned to a Collision Investigator) and responsible for the completion of the initial report.

31.10.2 The Tenino Police Department will use the Traffic Collision Report form provided by the State for a collision occurring on public or private property. Supplemental reports approved and authorized by the State will be used when required.

31.10.3 The collision report form packet contains separate forms. Two forms are needed to complete the package. These two forms consist of the vehicle/driver information form and the narrative/sketch form.

31.10.4 If there are more than two motorists involved in a collision, then additional supplemental collision report forms must be used.

31.10.5 Tenino Police Department Supplemental Report forms shall be used for any follow-up investigations or when the narrative portion of the Traffic Collision Report is insufficient to complete the narrative.

31.10.6 Those collisions where a formal report is not required may be documented in the incident log or officer's radio log in Spillman. The following information should be available:

   a. Name, address and phone number of both drivers and any passengers or witnesses;
   b. License numbers of vehicles involved;
   c. Location of where collision occurred and brief description of what occurred;
   d. Date and time;
   e. Describe damage, if any.

31.10.7 Supervisors will ensure that all reports are complete, accurate and submitted before the officer completes his tour of duty.

31.11 REPORTING DAMAGE TO CITY PROPERTY

31.11.1 Officers investigating traffic collisions which result in damage to City owned property will ensure the incident is documented on a State Traffic Collision Report form. Included in the report should be the extent of the damage and the driver's insurance information.

31.11.2 Damage to street lights, fire hydrants, and other City owned property will be photographed when necessary. The communications operator will notify the proper utility company or City Department if their services are needed. Unnecessary call out of Department
of Public Works personnel should be avoided if the problem can be handled during the next business day without creating any adverse problems. The investigating Officer will request that a copy of the accident report be forwarded to the responsible governmental agency.

CHAPTER 32.00.00  HAZARD ROAD CONDITIONS, TRAFFIC CONTROL
Effective Date: 02/01/09
Revision Notes: N/A

32.1 PURPOSE

The purpose of this policy is to establish guidelines for identifying, reporting, and correcting hazardous highway conditions, and other emergency situations.

32.2 POLICY

Upon the discovery of a hazardous condition, the officer shall notify CAPCOM and request that the appropriate agency be contacted to have the hazard corrected.

32.3 PROCEDURE

32.3.1 When an officer observes a situation that he believes to be potentially dangerous or a hazard that requires immediate correction, such as a fallen tree or electrical wires down, the officer will immediately notify CAPCOM and identify the type of assistance and equipment required. The officer should attempt to protect the scene, bystanders, and direct traffic or take any other action deemed necessary to correct the situation.

32.3.2 A supervisor shall respond to the scene of any emergency upon request to correct a hazardous condition.

32.3.3 Hazardous conditions may include but are not limited to:

a. Mechanical traffic devices
b. Traffic and information signs
c. Train crossing locations
d. Roadway lighting
e. Broken water mains
f. Electrical wires down
g. Fallen trees
h. Roadway debris
i. Dangerous ice or snow accumulation
j. Roadway safety devices: road markers, striping, reflectors and impact devices
k. Defects in the roadway: ruts or holes
l. Vehicles parked or abandoned on the travel portion of the roadway.

### 32.4 TRAFFIC DIRECTION AND CONTROL FUNCTION

32.4.1 Due to accidents, hazards, special events, or other such incidents, it may be necessary for employees to assist vehicles and pedestrians by manually controlling traffic.

32.4.2 Only employees who have received training in the manual control of traffic will assist with traffic direction.

32.4.3 Manual traffic control will be accomplished with consideration for the safety of the employee.

### 32.5 HIGH VISIBILITY CLOTHING

32.5.1 Employees, volunteers, and citizens will not be allowed to direct traffic in a traffic lane, unless that person is wearing a reflective safety vest. Extra vests will be maintained in each vehicle(s).

32.5.2 Employees and volunteers without safety vests, that must direct traffic, will immediately notify the shift supervisor of the situation. The supervisor will make sure that vests are provided to those people needing them.

32.5.3 DOT approved reflective safety vests will be issued to all employees and volunteers who may become involved with manual traffic control.

### 32.6 ESCORT SERVICES

32.6.1 Public service escorts are authorized at the discretion of the shift supervisor.

32.6.2 When the Department receives a request for a public service escort in advance of the event, the shift supervisor should coordinate the escort and advise the Patrol Sergeant if possible.

CHAPTER 33.00.00 MOTORIST ASSIST SERVICES

Effective Date: 02/01/09
Revision Notes: N/A

### 33.1 PURPOSE
To provide general guidelines for officers to help motorists in need of routine and emergency roadside assistance.

33.2 POLICY

It is the policy of the Tenino Police Department to take appropriate action to assist lost or stranded motorists, disabled vehicles, correct hazardous situations when possible and provide general assistance to highway users.

33.3 GENERAL POLICE SERVICES

33.3.1 Protecting lives and aiding the injured, locating lost persons, keeping the peace, and providing for other needs are basic services provided by the Tenino Police Department.

33.3.2 To satisfy these requests, the Tenino Police Department responds to calls for service and renders such aid or advice as is necessitated or indicated by the situation.

33.3.3 Because of the danger presented by the stranded motorist both to himself and to other motorists on the highway, the Tenino Police Department offers reasonable assistance to motorists who appear to be in need of aid.

33.3.4 Such service as applies will be rendered during all hours of the day, but will receive particular attention during nighttime hours and during severe weather conditions.

33.3.5 When an officer assists a motorist and the vehicle is disabled or towed, the officer will transport the motorist to a place of safety, a place of safety being the police station or a business establishment in the City of Tenino that will be able to provide temporary shelter for the motorist to get their own assistance and make phone calls.

33.4 MECHANICAL ASSISTANCE

33.4.1 Anytime an officer encounters a motorist who requires the services of a service station or tow company the officer will:

   a. Check with the motorist to ascertain if he has a preference for a local service station and request the CAPCOM dispatcher to make notification.

   b. If the motorist has no preference or the service station cannot provide timely service, the officer will advise the motorist that the Tenino Police Department has arrangements with local tow companies to provide services.

   c. The motorist shall have the opportunity to select the tow company he prefers from those authorized by the Tenino Police Department.
d. If the motorist has no preference, the officer will advise the CAPCOM dispatcher to contact the next rotational tow service.

33.4.2 When an officer finds that a vehicle is left unattended upon a street or highway in violation of any of the provisions regulating stopping, standing or parking and the vehicle constitutes a definite hazard or obstruction to the normal movement of traffic, the officer is authorized to have the vehicle moved.

33.5 SPECIFIC RESPONSIBILITIES

33.5.1 Officers are expected to be alert for motorists who appear to need assistance.

33.5.2 When consistent with other assignments, officers are expected to stop and offer help to motorists who appear to be in need of help.

33.5.3 If an assignment prevents the officer from rendering the assistance personally, arrangements should be made for another police unit to render the necessary service. If practical, the motorist should be advised of this by the original officer.

33.5.4 Officers who assist stranded motorists should remain alert to the following possibilities:

a. The driver has not been authorized to use the vehicle;

b. The vehicle is unsafe;

c. The motorist is not licensed;

d. The motorist is unable to safely operate the vehicle;

e. The vehicle’s occupants have engaged in criminal activity.

33.5.5 Officers are allowed to utilize push bars on patrol vehicles to push disabled vehicles from the roadway to the nearest safe location in accordance with procedure.

33.5.6 The patrol car may not be used to “jump start” a motorist’s vehicle. Officers are authorized to assist motorist through the use of the department’s “jump packs.” Officers are to familiarize themselves with use of the “jump packs” prior to using or offering them in the field.

33.6 EXCEPTIONAL MOTORIST SERVICES

33.6.1 If reasonable care is taken to prevent damage or injury, when necessary, officers may at their discretion render the following exceptional services:

a. Transporting fuel to the motorist;
b. Changing a tire;

c. Transporting the motorist to public transportation or other convenient location.

d. Before rendering any exceptional services, officers should consider:

e. Availability of commercial roadside services;

f. Time of day;

g. Accident hazard caused by the motorist;

h. Physical condition of the motorist;

i. Weather conditions;

j. The shift’s activity and officer’s estimated "down time."

33.7 EMERGENCY MOTORIST SERVICES

33.7.1 Officers will notify CAPCOM immediately of any emergency situation and take appropriate action.

a. Provide basic first aid;

b. Obtain medical assistance if necessary;

c. Obtain fire assistance;

d. Use the fire extinguisher in the patrol car when necessary.

33.7.2 Escorting civilian vehicles is extremely dangerous and is prohibited.

33.7.3 When possible, officers should call medical assistance to the location of an emergency.

33.8 PUSH BUMPERS

33.8.1 The installation of push bumpers on the patrol cars is intended to relieve the officer of the physical strain of manually removing a disabled vehicle obstructing traffic. An added benefit is that it is not necessary to tie up two squads to achieve that purpose.

33.8.2 The push bumpers are designed to protrude approximately six inches (6") beyond the patrol car bumper, therefore allowing a good turning radius. This will also serve to avoid damage to the front of the squad.
33.8.3 In order to accomplish their purpose, the push bumpers must be used in accordance with certain guidelines:

a. To be used only to remove disabled vehicles obstructing traffic;

b. To remove disabled vehicles to the nearest safe place not obstructing traffic (parking lot, parking area along curb, and side streets, etc.);

c. Not to be used to push vehicles for a long distance;

d. Not to be used to attempt to push start a stalled vehicle;

e. Not to be used to push vehicles that have an obstruction to free movement of any tire (locked brakes, broken wheel mounts, damage from accidents, etc.); and

f. Disabled vehicles are to be pushed slowly and cautiously.

33.8.4 Abuse of the proper use of the push bumpers could result in damage to the patrol car and/or disciplinary action.

33.9 VEHICLE LOCK-OUTS

33.9.1 Routine vehicle unlocks will normally be done by a local private company. However, in emergency situations such as a child locked in a car, officers may use vehicle entry tools to gain entry. Prior to any Officer attempting to unlock a vehicle, they will identify the owner and obtain their signature on a departmental hold harmless agreement.

CHAPTER 34.00.00 CRIMINAL INVESTIGATION UNIT
Effective Date: 02/01/09
Revision Notes: N/A

34.1 POLICY

a. To outline the administrative and operational guidelines for efficient and effective criminal investigations.

b. To outline the administrative and operational guidelines of the Criminal Investigations Unit.

c. To establish a component within the Police Department to conduct follow-up investigations.

34.2 PURPOSE
34.2.1 The function of the Criminal Investigations Unit is to supplement the efforts of the Patrol division by ensuring follow-up investigations of criminal offenses are conducted by trained detectives. The Detective's responsibility begins when the Patrol Officer has reached a point in the preliminary investigation when he can no longer continue because time, area, workload or specialized skills are needed.

34.2.2 It shall be the policy of this Department to ensure that a member of the Criminal Investigations Unit is notified when a serious crime has occurred. During normal duty hours, follow-up investigations may be conducted by the on-duty investigator. During unscheduled hours, there will be an investigator on call.

34.3 PROCEDURE

34.3.1 The types of incidents in which an investigator will be notified are as follows:

a. Homicide;

b. Suicide;

c. Questionable death;

d. Armed robbery;

e. Sex offenses;

f. Child abuse;

g. Burglary;

h. Arson;

i. Bombings;

j. Serious assault;

k. Incidents as determined by the shift supervisor.

34.3.2 The shift supervisor will review all pertinent information surrounding the incident to determine if an off-duty investigator should be notified.

34.3.3 If an immediate follow-up investigation is required, the shift supervisor may request a detective to assist and/or respond to a scene. This request, when practical, will be made through the Detective Sergeant, who in turn will notify a detective, if appropriate.

34.3.4 When the on-call detective is contacted, he should be advised of the type of incident, location and any special equipment needed.
34.4 DETECTIVE SERGEANT RESPONSIBILITY

34.4.1 The Criminal Investigations Unit is a component of the Support Services Division and under the direct supervision of the Detective Sergeant.

34.4.2 The Detective Sergeant is under the command of the Patrol Sergeant and is responsible for the direct supervision of all detectives and their activities, as well as for their conduct and efficiency. The supervisor is to ensure that all rules, regulations, policies and procedures are carried out by detectives and that the operation of the Unit conforms to the highest ethical standards.

34.4.3 The supervisor shall ensure that all cases meeting the criteria for follow-up investigation are effectively and aggressively investigated in a manner that will facilitate the apprehension and prosecution of criminal offenders and/or clearance of reported crime.

34.4.4 The supervisor shall assign reports to individual detectives for follow-up based upon:
   a. Area of responsibility;
   b. Level of expertise;
   c. Individual case load.

34.4.5 Determine work schedules and ensure that an on-call schedule for detectives is maintained.

34.4.6 Ensure that the Chief of Police through the chain of command is informed concerning all major investigations.

34.4.7 Cooperate with all other supervisors to ensure unity of Department goals and achievement of organizational objectives.

34.4.8 The supervisor is also responsible for the review of and case management of all departmental investigations and follow-up investigations.

34.4.9 The supervisor will act as the Department’s liaison with the prosecutors office and other investigative branches of government.

34.4.10 Ensure that investigation logs, records, and files are maintained and updated.

34.4.11 Ensure the maintenance and security of juvenile records.

34.4.12 Annually evaluate all investigative personnel.
34.5.1 A detective holds the rank of patrolman and is assigned to the Criminal Investigations Unit by the Chief of Police.

34.5.2 Each of the following duties, responsibilities and tasks are performed on an ongoing basis:

   a. Conduct follow-up investigations on each assigned case until there is an approved disposition.

   b. Investigate delinquent and status offenses committed by juveniles.

   c. Inform the supervisor of all progress in cases assigned.

   d. Develop intelligence information regarding criminal activity and identification and forward such information to the Patrol division via shift change, pass down book, email, etc.

   e. Develop confidential sources of information to further investigative effectiveness. Maintain a cooperative liaison with other law enforcement, social services and criminal justice agencies. Sharing information and cooperating in investigations whenever appropriate.

   f. Assist and cooperate with other Department members in the investigation of offenses toward the objectives of apprehension and prosecution of criminals and the recovery of property.

   g. Prepare cases for court, testifying at each stage of the trial process, and cooperate with the Prosecutor whenever requested.

   h. Ensure civil treatment and the protection of constitutional rights of all persons coming within the scope of the investigation.

34.5.3 The Chief of Police may assign patrol officers temporarily to the Criminal Investigations Unit to benefit the Department in the following ways:

   a. Strengthen the investigation process;

   b. Improve criminal investigation reporting;

   c. Improve and provide more complete preliminary investigations;

   d. Create a pool of patrol officers with investigation experience; and

   e. Enhance career development for the individual officer.
34.6 CASE SCREENING

34.6.1 The Criminal Investigations Unit will normally be expected to investigate the following cases, either initially or by referral:

a. CPS referrals
b. UIBC/ Forgery / Embezzlement
c. Homicide or death investigations
d. Serious assaults
e. Sexual assaults
f. As deemed necessary by the shift supervisor

34.6.2 Shift supervisors may elect to have an officer retain control over a case for the purpose of expediency, training, experience, or special skills that would facilitate a positive outcome to the case. Cases forwarded to Detectives will have been reviewed and approved by the shift supervisor. Forwarded cases will be accompanied by a “Forward to Detectives” form.

34.6.3 The shift supervisor and Detective Sergeant may discuss a referral. Final decisions regarding referred cases rests with the Patrol Sergeant.

34.7 CASE ASSIGNMENT

34.7.1 The supervisor of the Criminal Investigations Unit will assign cases to unit personnel.

34.7.2 Cases requiring specialized skill, knowledge, and ability should be assigned to personnel having those credentials.

34.7.3 All cases assigned shall be logged in the case assignment book.

34.7.4 The detective assigned a case for follow-up will become the primary detective and is responsible for the conduct and results of the investigation.

34.7.5 In major cases, all supplementary reports, including records of statements, results of examinations of physical evidence, case report status, and all other reports shall be forwarded to the supervisor for review and approval.

34.7.6 In all major cases, i.e., murder, major sex offenses, arson, major burglary, drug cases, etc., or any case where there are extensive files involved, a major case folder will be constructed and maintained by the assigned detective.
34.7.7 The supervisor of the Criminal Investigations Unit can authorize the suspension of an assigned case. The determination to suspend shall be based upon the following:

a. All leads have been exhausted;
b. Unavailability of Department resources;
c. Solvability factors;
d. Seriousness of the crime;
e. Impact on the community.

34.7.8 All major cases suspended shall periodically be reviewed to determine if any new techniques, information or evidence has surfaced which would result in a reassignment.

34.7.9 In all cases where the investigation is suspended or administratively closed, the victim/complainant will be notified and advised of the change. This notification shall be documented in a supplemental report.

34.8 FOLLOW-UP INVESTIGATION PROCEDURES

34.8.1 After preliminary investigation and the determination that an investigation follow-up is required, the case will be assigned to a detective. The assigned detective is accountable for conducting the follow-up investigation. All follow-up investigations should practice acceptable methods of developing information through witnesses, victims, informants, and other sources of available information. The following should be considered when conducting an investigation:

a. Information Development -- use Department record systems, contact outside agencies and LEADS/NCIC computer system for background, supportive and historical data.
b. Interviews -- valuable information is obtained by interviewing victims, witnesses and officers that were at the scene. Interviews of suspects and offenders will provide information on involvement, intent and knowledge of the crime.
c. Physical Evidence -- the collection and preservation of evidence is often critical in the prosecution of many cases. Every effort should be made to use the best available techniques for gathering evidence. The rules of evidence, proper packaging and chain of custody must be thoroughly understood and applied.
d. Surveillance -- observations of suspects, offenders and fixed locations are helpful in documenting activities. Surveillance often detects criminal behavior and provides a basis for obtaining a search warrant.
34.8.2 When a case is received by a detective, he/she shall notify the victim or complainant and other principals involved.

34.8.3 The detective should discuss the merits of the case, outline the basic course of the investigation, and stress the importance of the victim’s cooperation in any prosecution.

34.8.4 The following steps shall be considered by detectives when conducting a preliminary or follow-up investigation:

a. Review and analyze all reports from the preliminary phase;

b. Conduct additional interviews and interrogations;

c. Review Department records;

d. Seek additional information (uniform officers, informants);

e. Review results from laboratory examinations;

f. Arrange for dissemination of information as appropriate;

g. Plan, organize and conduct searches;

h. Prepare cases for court presentations;

i. Assist in prosecution;

j. Identify and apprehend suspects;

k. Collect physical evidence;

l. Determine involvement of suspects in other crimes;

m. Check suspects’ criminal histories.

34.8.5 The following steps shall be considered by officers when conducting a preliminary investigation for a homicide or major case:

a. Upon arrival, enter the scene by the route least likely to disturb evidence, noting your route of travel.

b. Check the victim for signs of life.

c. Summon medical assistance, if necessary.
d. Be aware of dying declarations. Ask the victim if they know who did this to them, if they can give a description, and if they know that they may die. If the victim is unconscious and being transported to a hospital, an officer will remain with the victim at all times for the purpose of a dying declaration.

e. If the victim must be removed from the scene, if possible, photograph the victim’s position before removal. If not possible, note and sketch the victim’s position.

f. Accompany the victim to the hospital to collect and mark items of evidence. If doctors and nurses are involved in the evidence recovery process, note the time recovered and identity of that person.

g. If the victim remains on the scene, secure the scene.

h. Prevent anyone from touching the body or disturbing anything pending the arrival of the investigators, evidence technicians or the medical examiner.

i. Detain and identify witnesses.

j. Prevent the destruction of fragile evidence such as footprints, tire tracks, etc.

34.8.6 Investigation personnel may, on occasion, request that a polygraph examination be conducted to aid an investigation. All such requests must be approved by the Criminal Investigations Supervisor.

34.8.7 All constitutional rights guaranteed to suspects of crimes shall be strictly adhered to by all sworn personnel. Sworn personnel of the Department SHALL NOT:

a. Use coercion for confessions or admissions;

b. Unnecessarily delay a suspect’s arraignment;

c. Fail to inform a suspect of his/her rights;

d. Deprive a suspect of counsel;

e. Release pretrial publicity tending to prejudice a fair trial.

34.9 MAINTENANCE OF CASE FILES

34.9.1 Detectives will maintain a file on cases assigned for follow-up investigation. A typical case file may include reports and support documents.

34.9.2 Case assignment information will be logged in the master log book maintained by the CIU supervisor.
34.9.3 Detectives will be responsible for maintaining all copies of pertinent reports and documents in their case file. When an original document relating to the case comes into the custody of the detective, he will make a copy for his file and forward the original to the Records unit for inclusion into the master file.

34.9.4 Access to investigation case files will be on a need-to-know basis, with permission of the assigned detective or Investigations supervisor.

34.10 INVESTIGATION OPERATION FUNDS

34.10.1 The Department maintains a special fund to support operations by the investigative personnel. The Patrol Sergeant is responsible for the security, maintenance, records, and accountability of this fund. Only the Patrol Sergeant and the Chief of Police are authorized access to the fund.

34.10.2 Funds may be used for purchasing contraband as evidence, expenses for surveillance activities, and other related investigation assignments.

34.10.3 Fiscal and procedural management of this fund will include the following:

   a. Maintaining the fund in a secure location;
   b. Submission of requests for funds prior to use;
   c. Maintaining a ledger that identifies the date, amount and purpose of the expenditure;
   d. Quarterly audit of expenditures to the chief of police; and,
   e. Annual financial statement of the fund.

34.10.4 The Chief of Police must give prior approval for all expenditures from the fund. If there is an emergency and the Chief of Police cannot be reached, the Patrol Sergeant may authorize the expenditure.

34.10.5 The Patrol Sergeant will conduct periodic audits of the Investigation Operations Fund. These audits will check to ensure that funds are properly detailed, that the funds are maintained in a secure location, records of all transactions are documented, and funds have been disbursed for approved activities.

34.11 INVESTIGATION TASK FORCES

34.11.1 When members of this Department take part in an investigation task force, the following concerns will be addressed:

   a. The purpose is identified;
b. Responsibilities and authority are defined;

c. Accountability is established;

d. Available resources will be identified; and

e. Results of the task force and their continued necessity will be evaluated.

CHAPTER 35.00.00 PROPERTY AND EVIDENCE
Effective Date: 02/01/09
Revision Notes: N/A

35.1 PURPOSE

a. To have procedures that will allow personnel to effectively collect, package, protect, store, and safeguard property and evidence.

b. To ensure the proper control of all evidence and inventoried property.

c. To provide a management control system for property found, recovered, seized, or otherwise in the custody of this Department.

d. To establish procedures for maintaining integrity in the chain of evidence.

35.2 POLICY

35.2.1 The Tenino Police Department uses the File On Q software as an evidence and property database. File On Q is used to inventory, barcode and track all property and evidence brought into and held in the Tenino Police Department property room.

35.2.2 The Tenino Police Department recognizes that successful prosecution of criminal offenders and other police related matters are directly linked to a thorough evidence collection and preservation process. Our responsibility in the evidence chain requires that personnel be properly trained in evidence recognition and collection procedures and knowledgeable that certain items collected during an investigation should be forwarded to the proper agency for testing and identification. Research has clearly shown that physical evidence must be identified, collected, preserved, and transmitted properly if laboratory support resources are to be used effectively. The Tenino Police Department will ensure that evidence in its custody be properly secured, stored, readily retrieved, and that all changes in custody have been properly and fully documented.

35.2.3 All property brought into the Tenino Police Department property room will be maintained and disposed of according to laws as defined in the RCW.

35.2.4 The Detective Sergeant is designated as the Evidence Custodian. The Detective Sergeant is directly supervised by the Patrol Sergeant.
35.3 DEFINITIONS

35.3.1 Chain Of Custody: The continuity of the custody of physical evidence -- from time of original collection to final disposal.

35.3.2 Confiscated: The person in control of the property could not prove ownership or the property is classified as contraband.

35.3.3 Evidence: Is property which may be related to a crime or which may implicate or clear a person of a criminal charge.

35.3.4 Evidence Building: Located at the City Shop and typically used to store large items such as bicycles, beer kegs, etc. Also used to secure and process items such as vehicles.

35.3.5 Evidence Custodian: A member of the Police Department accountable for control and maintenance of all evidence and property submitted by employees.

35.3.6 File On Q: The software system used by the Tenino Police Department to inventory, barcode label, and track property and evidence.

35.3.7 Evidence/Property Room: Facilities utilized by this Department for the storage of evidence and property.

35.3.8 Forfeited Property: Is property that has been seized or used in a criminal act and forfeited by the court. Forfeited property will most likely be destroyed, sold, or converted to Department property. Forfeited property will be kept in the property room until disposed of.

35.3.9 Found Property: Is that non-evidentiary property which, after coming into the custody of this agency, has been determined to be lost or abandoned. This property is not known or suspected to be connected with any criminal offense.

35.3.10 Inner Evidence Room: A room secured and alarmed, allowing limited access where property and evidence is stored.

35.3.11 Other Property: Any substance or material found or recovered that is not related to criminal activity.

35.3.12 Outer Evidence Room: A room that is secure and alarmed, allowing access to personnel needing to process, package or temporarily store property and evidence in storage lockers.

35.3.13 Physical Evidence: Any substance or material found or recovered in connection with a criminal investigation.
35.3.14 **Recovered Property**: Property or items which may or may not be evidence. Based on the determination, the evidence or the found property procedure will be followed.

35.3.15 **Responsible Officer**: The officer who initially receives the property and/or evidence, initiates the chain of custody, and enters the appropriate information into File On Q.

35.3.16 **Safekeeping**: Is that non-evidentiary property which is in the custody of this agency for temporary protection on behalf of the owner.

35.3.17 **Seized Property**: Is property seized in connection with a crime or illegal act. It may be evidence and if so should be handled under the evidence guideline. Non evidence seized property should be held in the property storage area.

**35.4 FACILITIES AND AUTHORIZED ACCESS**

35.4.1 All Property Rooms maintained by the Tenino Police Department will be secured with locks and a monitored alarm system. The Evidence Building, Outer Evidence Room, and Inner Evidence Room are all designated as secured areas.

35.4.2 The Evidence Building (at the City Shop) and Outer Evidence Room (basement of Department) may be entered by authorized personnel who have a password to the alarm system and access to the key box containing the outer property room and evidence building keys.

35.4.3 The Inner Evidence Room may be entered by select authorized personnel who have a key and additional alarm code password. Authorized persons may allow other persons to enter this room when they need assistance. Other persons may only enter with an authorized person. An entry log will be maintained showing the name of the person (who entered with the authorized person), the date, time and reason for allowing the entry. This log will be maintained in the inner evidence room.

35.4.4 File On Q may only be accessed by those individuals who have a password and user name assigned to them by the Evidence Custodian. File on Q is capable of providing the following:

a. The current location of the property;

b. The date and time when the property was received, transferred, and/or released;

c. The character, type, and quantity of property;

d. The chain of custody for each item, including the responsible officer who generated the entry;

e. The current inventory of the property room.
35.4.5 Authorized persons are those people who have a password to the alarm system, access to the key lock(s), and a password and user name to the File On Q database.

35.4.6 The alarm system will be periodically tested by the Patrol Sergeant to ensure proper working order.

35.5 PROPERTY AND EVIDENCE CONTROL

35.5.1 Property found, confiscated, seized, recovered or held for safekeeping will be entered into the File On Q system as soon as possible. The responsible officer is responsible for entering and completing the relevant information in the File On Q database.

35.5.2 The responsible officer will affix a barcoded tag to the item(s) and secure the property or evidence in a storage locker, property room, or evidence building prior to ending their shift. The evidence will remain secured until relocated by the evidence custodian. The only exception to this is when an officer is releasing found property to the rightful owner.

35.5.3 File On Q database logs items in conjunction with an Incident Report number. Therefore, anytime property or evidence is taken by personnel, an Incident Report will be made by the officer. This report should detail the circumstances of how the officer came into contact with the property, a description of the property, and what was done with the property.

35.5.4 If the person turning in the found property is turning in any type of weapon or contraband (i.e., drugs or narcotics related item) regardless of where the property was found, the Department will accept the property, inventory it, and dispose of it according to law or release it to the appropriate agency.

35.5.5 If the found property is not contraband or otherwise dangerous and was found outside our jurisdiction, refer it to the agency that has jurisdiction.

35.5.6 Officers are encouraged to return found property to the rightful owner. Officers should make every attempt to locate, notify and return found property to the rightful owner. Anytime a release of found property is made, an Evidence/Property Release form will be completed.

35.5.7 When a large quantity of items cumulatively presents the need for a storage area other than the evidence room or building, special arrangements for security, integrity and chain of evidence will be made. The Detective Sergeant will be immediately contacted for assistance in procuring the necessary secure storage facility.

35.5.8 All evidence or property leaving or entering the property room will be entered or the location updated in the File On Q database.

35.5.9 Employees shall, in every instance, place all property obtained in the course of their official duties into the agency's property system before going off duty.
35.5.10 In no instance shall an employee store property or evidence in a personal locker or other unauthorized location.

**35.6 CRIME SCENE AND EVIDENCE COLLECTION RESPONSIBILITY**

35.6.1 The primary officer assigned to the call is responsible to secure and protect the crime scene. When processing consists only of the physical inspection and evaluation of the scene or the collection of an obvious item of evidence, this task will be the responsibility of the primary officer. In more serious cases, crime scene processing will be the responsibility of an investigator.

35.6.2 Officers will follow the specific guidelines that govern the processing, packaging, and storing of physical evidence as outlined in the WSP Physical Evidence Handbook kept in the outer property room.

35.6.3 Officers will only use those methods and procedures that have been established and recognized in the field to process physical evidence, preserve the condition of evidence, collect evidence, and ensure as complete a sample as possible and practical is collected.

35.6.4 Non-perishable evidence will be secured in the evidence/property lockers until the evidence custodian transfers it to the evidence/property room. All evidence must be properly secured in the evidence/property room lockers by locking the locker. Evidence/Property Inventory will be entered into the File On Q. A tag will be printed, signed and attached to the property. If the evidence requires further forensic processing or testing, the officer will complete the WSP Lab Request form for transmittal to the lab. The evidence custodian will ensure that evidence is transported to the appropriate crime lab.

35.6.5 Perishable evidence collected at the crime scene will be properly packaged, sealed, marked, tagged, and placed in the evidence refrigerator.

35.6.6 The responsibility for requesting laboratory examination belongs to the officer who collected, packaged, and completed the File On Q entry and WSP Lab Request form. When an investigator is later assigned to a case where evidence has been submitted to the crime lab for analysis, the investigator will be responsible for monitoring the progress of the evidence through the crime lab analysis.

35.6.7 On major cases, the investigator will make a determination if the services of the State Crime Lab are warranted for assisting in the processing of the evidence and crime scene. The Patrol Sergeant will have final approval on requesting assistance from the State Crime Lab.

35.6.8 When at the scene of an incident that requires the identification, collection, and preservation of physical evidence, certain functional relationships exist between the State Evidence Technician and others involved in the investigative process. Each person has certain responsibilities as determined by the shift supervisor or supervisor in charge of the scene.
35.6.9 Special considerations are necessary for certain items taken into police custody. The following will apply whenever an officer comes into contact with the following items:

a. **WEAPONS** - Any firearm brought into the property room will be unloaded and secured with a gun tie.

   1) All weapons will be checked for stolen by the submitting officer. The NCIC printout should be made part of the original case report.

   2) Weapons and unloaded ammunition will not be packaged with other evidence.

b. **DRUGS** - Any drugs submitted will be weighed by the submitting officer. Each separate bag will be properly marked with the weight or count, if applicable.

   1) Drugs will be weighed with the bag and tag included.

   2) Pills or capsules will be counted, unless there is an excessive amount.

   3) Only drug evidence that is necessary to support the elements for an arrest or anticipated arrest will be sent to the State Crime Lab. Officers will not submit to the lab evidence obtained from concerned parents, schools, or organizations, or evidence in which an arrest will not be made or which has no prosecutable value.

   4) Guidelines established by the State Crime Lab will be strictly followed.

   5) Drugs will be packaged separate from other evidence.

   6) If cocaine, heroin, or methamphetamine of a quarter pound or more is seized, or marihuana of a pound or more, the Evidence Custodian will be notified so that the item can be directly stored in the inner evidence room safe.

c. **MONEY** - All monies submitted will be counted by both the responsible officer and a witness.

   1) All money will be submitted in a sealed package and initialed by both the submitting officer and the witness.

   2) Money will be packaged separate from other evidence.

   3) If money in the amount of $3,000 or more is received, the Evidence Custodian will be notified so that the money can be stored directly into the inner evidence room safe.

d. **EXPLOSIVE OR HAZARDOUS MATERIALS** - Volatile fluid of evidentiary value may be stored in the evidence building. If more than one gallon is recovered, the
submitting officer should attempt to receive authorization from the Prosecutor to store only a sufficient sample.

1) The property tag should indicate the type of fluid, total amount of fluid taken, the amount retained for evidence, and the amount disposed.

2) Fireworks, railroad flares, fuses, or ammunition may be submitted as with other evidence. All other explosives will be considered unsafe. Such materials need to be discussed with the Prosecutor to determine whether only a sample is required and special consideration for storing and disposing of these items. The total amount of these items will be photographed.

e. **BIOHAZARDOUS ITEMS** - Any item of evidence that may be contaminated with a bodily secretion such as blood, semen, urine, or feces requires special precautions and packaging. Every Department vehicle is supplied with personal protective equipment.

f. **SHARPS** - Hypodermic needles will not be accepted into property. If necessary, the contents of the needle may be extracted and placed into property. The syringe and needle should be disposed of by placing it in a Bio Hazard container.

35.6.10 Property or evidence requiring added protection such as weapons, money, jewelry, or drugs/narcotics should be stored in a separate, lockable storage container once transferred to the inner evidence room. This container may be a gun locker, cabinet, safe, etc.

### 35.7 PACKAGING, REPORTS AND EVIDENCE RECORDS

35.7.1 Officers coming into contact with property or evidence will maintain a chain of evidence and will:

a. Follow the guidelines on collecting and packaging property/evidence as outlined in the WSP Evidence Collection Handbook;

b. Log property into evidence prior to the end of their duty shift;

c. Log all property into the File On Q database and generate an evidence barcoded tag for the property;

d. Complete a written Incident Report detailing how they came into contact with the property, who the property belongs to, and other pertinent information.

35.7.2 The officer will seal the evidence in a proper container with evidence tape, initial the tape and packaging. An evidence tag will be affixed to the bag, package, or container.

35.7.3 The officer assigned to the call and preliminary investigation is responsible for documenting any crime scene search and evidence collection he/she initiated and performed.
This information will be included in the narrative of the case report that he/she is required to complete.

35.7.4 Investigators requested to process a crime scene are required to submit a detailed report on their efforts in processing the crime scene, including sketches made, photos or video recordings taken, etc.

35.7.5 When digital pictures are saved onto a CD, it will be treated as evidence and placed into property. An additional copy will be made and forwarded to the Prosecutor's Office in those cases where charges are expected.

35.7.6 Video tapes may supplement, but should not replace, still photography. The tab will be removed on any tape that the investigator wants to retain permanently.

35.8 TRANSFER OF PROPERTY

35.8.1 A record will be made each time a custodial transfer of physical evidence or property takes place. This will include items that are transferred, destroyed, absorbed, auctioned, or donated to charity. All evidence and property will be stored under the direct control of the Evidence Custodian.

35.8.2 When an officer is required to take evidence to court, he will be assigned the property/evidence. Evidence will be returned to the Evidence Custodian or will be placed in the evidence lockers.

35.8.3 When evidence is retained by the Prosecutor or the Court, the officer will fill out a Release of Evidence/Property form and submit it to the Evidence Custodian. A Court Clerk or employee of the Prosecuting Attorney's Office will sign for the property being released to their custody.

35.8.4 When evidence is transferred to the State Crime Lab, the Evidence Custodian will arrange for the transfer and ensure that the appropriate paperwork is included.

35.8.5 The Evidence Custodian will ensure that the File On Q database is updated with each transfer.

35.8.6 Employees shall not loan or give away any property or evidence coming into their possession, unless they are returning it to the rightful owner. Officers will not convert property or evidence to their own personal use. The Patrol Sergeant may authorize that certain items (such as a video tape or canine narcotics) could be used for training purposes only.

35.8.7 Certain items that are not safe for entry into the property room may be destroyed with the approval of the shift supervisor. Two officers will be present during the destruction. Prior to destruction, the item should be photographed. The item should be entered into File on Q, showing that the item had been destroyed and by whom.
35.9 INSPECTIONS

35.9.1 The Patrol Sergeant and/or his/her designee will conduct semi-annual inspections of the property room and inventory to ensure adherence to property control procedures. These inspections should verify the following:

a. Department guidelines and procedures are being followed;

b. Property is being protected from damage or deterioration;

c. Proper accountability procedures are being maintained;

d. Evidence is properly packaged; and

e. The evidence room is being maintained in a clean and organized manner.

35.9.2 Unannounced inspections of the property room(s) are conducted as directed by the Police Chief. Property accountability and security procedures will be reviewed, along with a random comparison of records with physical property being held.

35.9.3 A complete audit of property held by the Department will be conducted by a supervisor assigned by the Police Chief and not routinely or directly connected with the control of property. The purpose of the annual audit is to ensure the integrity of the property system.

35.9.4 Whenever a new employee is assigned to the evidence custodian position, an inventory of property will be conducted. This inventory is to ensure that all property is accounted for and all records are accurate.

35.10 TRAINING

35.10.1 Recruit police officers, as part of their basic law enforcement curriculum, are trained in crime scene processing. Additional training in crime scene processing and crash investigations is provided through the Field Training Program for new police officers.

35.10.2 Specialized training is provided to personnel assigned duties as an investigator. Training provided for crime scene processing will assist officers in developing the following skills:

a. Recovery of latent fingerprints and palm prints;

b. Recovery of shoe, tool, and tire impressions;

c. Photographing/videotaping crime or crash scenes;

d. Preparing crime or crash scene sketches; and,
e. Collecting, preserving, and transmitting physical evidence, including biological materials.

35.10.3 Investigators will be provided with refresher training in crime scene processing as a component of the in-service training program.

35.11 DISPOSITION OF PROPERTY

Disposal will be accomplished in the following manner:

35.11.1 EVIDENCE AND COURT PROCEEDINGS

a. If the offender pled guilty and was found guilty, disposal is permitted after the finding or in accordance with RCW or the judge’s order.

b. If the offender pled not guilty and was found guilty, disposal will be determined by the Prosecutor’s Office. Impoundment may be necessary in the event the verdict is appealed.

c. If the offender is found not guilty, disposal may be accomplished according to Department guidelines.

d. If no order of the court is issued and the evidence is not contraband, it will be returned to the owner. If the owner is not known, the disposal will be accomplished in the same manner as unclaimed property.

35.11.2 EVIDENCE FOR ON GOING INVESTIGATION

Evidence will be held according to State Law and statute of limitations.

35.11.3 SPECIAL CIRCUMSTANCES

In instances when the evidentiary property is very bulky, dangerous to store, prone to easy deterioration, needs special storage or is of essential use to the owner (if the owner is not the arrestee), the Prosecutor’s Office must be contacted for advice and guidance.

35.11.4 When there are two or more defendants in a case, property shall not be disposed of until all defendants’ trials have been concluded.

35.11.5 Property shall not be disposed of until the period for appeals has closed and all appeals have been concluded (Rules of the Court, Rule 5.2: 30 days).

35.11.6 The Evidence Custodian authorizes disposal at the end of the time period established by law for holding the particular item.
35.11.7 AUTHORIZED METHODS OF PROPERTY DISPOSAL

a. Return to owner (RCW 63.32)
b. Return to finder (RCW 63.21)
c. Sale (RCW 63.32) (RCW 9.41)
d. Agency or Other Public Use (RCW 63.32) (RCW 9.41)
e. Destruction (RCW 63.32)

35.11.8 No property item shall be released without the signature of the person receiving the property.

35.11.9 The Evidence Custodian will maintain a destruction log of all destroyed property.

35.11.10 RECOVERED OR FOUND PROPERTY (NON-CONTRABAND)

a. Provisions of State Law that are applicable will apply.
b. Property believed to be abandoned, lost, stolen, or otherwise illegally possessed shall be returned to the rightful owner upon reasonable and satisfactory proof of ownership.
c. If the rightful owner cannot be identified within sixty (60) days, the Department may:
d. Affect the sale of the property for cash by means of an auction;
e. Destroy the property;
f. Convert the property to Department use;
g. Donate the property to charity.

35.12 EMERGENCY ENTRANCE INTO SECURE AREAS OF EVIDENCE

35.12.1 Ordinarily there is no reason for an unauthorized person to enter the secure areas of the evidence and property storage. However, from time to time there may be an emergency that makes entry necessary and warranted. An administrator will make the decision as to whether the emergency warrants entry.

35.12.2 The key to this area, which is kept in the Detective Sergeant's office, will be logged out and back in.

35.12.3 An administrator will be present during entry into the unit, along with a shift supervisor if one is available.
35.12.4 A full report will be filed with regards to the entry and actions taken therein.

**35.13 CONVERSION, DESTRUCTION OF EVIDENCE/PROPERTY**

35.13.1 Employees will not, under any circumstances, convert to their own use, loan, or give away any item of property or evidence coming into their possession in the course of their official duties. Nor will they destroy any such property or evidence without proper authority. Any instance of conversion or destruction will be grounds for disciplinary action.

35.13.2 Evidence and property that is to be destroyed will be tracked on a destruction log. Destruction will be conducted quarterly by the Evidence Custodian. The Evidence Custodian and one other department employee will conduct the destruction and certify that the item has been destroyed. The destruction log will identify the item by description and the agency case number associated with it.

**35.14 EQUIPMENT AND SUPPLIES**

35.14.1 Equipment and supplies provided to investigators will be stored in the Investigation Unit. Care and maintenance of the equipment and supplies is the responsibility of one investigator specifically delegated this task. This investigator will ensure that enough supplies are on hand to handle calls to process a crime scene and the designated evidence.

35.14.2 Whenever equipment needs repair or supplies need to be replaced, the investigator assigned to maintain the supplies will submit a request to the criminal investigations unit supervisor.

**CHAPTER 36.00.00  CUSTODIAL CARE STANDARDS**

Effective Date: 02/01/09
Revision Notes: N/A

**36.1 CUSTODIAL CARE**

36.1.1 Jail Services are provided by the contracted agencies through an interlocal agreement.

36.1.2 The Tenino Police Department employees will not take the lead role in dealing with combative prisoners in any correctional/detention facility by using force, unless said inmate has armed themselves in such a way that it would be unreasonable or beyond the means or training of the correction/detention staff to effectively and safely control the prisoner.

36.1.3 The Tenino Police Department will still respond when called for, to provide back-up assistance to the correctional/detention staff when necessary.

**CHAPTER 37.00.00  COMPUTERS**

Effective Date: 02/01/09
Revision Notes: N/A
37.1 COMPUTER POLICY

37.1.1 The Tenino Police Department computers are to be used for official purposes only. Non-Department computers will not be used for official business unless first approved by an administrator.

37.1.2 Only Department-approved software that is properly licensed will be installed on any Department computers, including Mobile Data Computers. Only designated personnel will install, delete, or modify software on any Department computer. Department owned software will not be loaded onto a non-Department computer without prior approval.

37.1.3 Any unauthorized entry into files or computer programs by employees is grounds for immediate disciplinary action. Employees shall not access computers under another person’s login without receiving supervisor approval. Employees shall keep their login passwords confidential and shall not divulge a password to any other person. Each user will log in at the beginning of their shift and log out at the end of their shift.

37.1.4 All activity on the system and on individual computers, including inquiries and E-mail is subject to monitoring and may be retrieved at any time. Only authorized communications of a professional nature will be transmitted on the system. No sexual, racial, profanity, or degrading language will be used on the Mobile Data Computers. No one will use or permit to be used a computer for personal reasons or to run checks on individuals when not for official business.

37.1.5 Only communication personnel are authorized to use the computer terminals located at CAPCOM. Any messages received or transmitted on these terminals are classified as the official business of the Department and are not to be divulged outside the criminal justice system. The various computer files and message systems which are available from these terminals are not to be used for any purpose other than official law enforcement business.

37.1.6 The ACCESS computer system is the property of the Washington State Patrol. Operation of the system is to be conducted under the rules of the ACCESS and WACIC procedure manuals. Information obtained through ACCESS is restricted to use by law enforcement only. Dissemination of any information obtained through Department computers shall be strictly controlled following Department policy, ACCESS procedures, and public disclosure laws.

37.1.7 All users must have ACCESS certification and have received Department training prior to using the Mobile Data Computers or sending inquiries to ACCESS through the SUMMIT program.

37.1.8 Mobile Data Computer users shall clear the screen of all information obtained from the system prior to leaving the computer in a position where unauthorized persons could view the screen, such as when the officer is out of the car or when a passenger is riding who is not ACCESS certified.
37.1.9 Vehicles equipped with Mobile Data Computers will be secured at all times when the user is away from the vehicle. When users are away from the car, Mobile Data Computers will be placed in the car mounts.

37.1.10 Use of a Mobile Data Computer by the driver while a vehicle is in motion is potentially dangerous. Users should, whenever practical, stop at a safe location prior to using a Mobile Data Computer.

37.1.11 Users are responsible for securing the Mobile Data Computer in the computer mount prior to driving their car. In vehicles equipped with airbags, users will ensure that the Mobile Data Computer is positioned safely as not to interfere with airbag deployment prior to driving their car.

37.1.12 Use of a Mobile Data Computer can decrease an officer’s situational awareness. Users are cautioned to remain aware of their environment and be particularly cautious when using the computer on traffic stops, FIRs, or while on calls for service. Officers will not use a Mobile Data Computer while out with a violator, potential suspect, or any other individual who could present a threat to officer safety when a back-up officer is not present and in a position to cover the operator.

37.1.13 When practical and safe to do so, data inquiries will be made using the Mobile Data Computer. When inquiries using the Mobile Data Computer result in a hit, the user will notify dispatch using the appropriate radio frequency and request confirmation.

37.1.14 Infectious disease information regarding any individual will not be broadcast via computer or any other medium.

37.1.15 Employees will not alter, modify, or attempt to repair Department computers unless authorized to do so. If a Mobile Data Computer becomes inoperable, the user shall notify dispatch and the on-duty supervisor at their earliest convenience.

CHAPTER 38.00.00 LAW ENFORCEMENT POLICE SERVICE DOG
Effective Date: 02/01/09
Revision Notes: N/A

38.1 PURPOSE

It is the purpose of this policy to provide guidelines for the management of the Tenino Police Department's Police Service Dog (PSD) unit and use of Police Service Dogs in field operations.

38.2 POLICY

The PSD team is a sophisticated tool to enhance the capabilities of other units at a crime scene. The mission of the PSD unit is to combine the superior senses of smell, hearing, and
sight of the PSD with the reasoning, judgment, and common sense of the Handler to locate suspects, evidence and/or contraband for the Patrol Officer at or near crime scenes. The PSD team will provide protection and/or back up to the line officers whenever possible/practical. However, utilization of Police Service Dogs requires adherence to procedures that properly control their use of force potential, channel their specialized capabilities into legally acceptable crime prevention, and control their activities.

38.3 DEFINITION

Police Service Dog Team: An officer Handler and his assigned Police Service Dog.

38.4 POLICE SERVICE DOG UNIT UTILIZATION

38.4.1 When on duty, the PSD Unit will be assigned as a primary unit for alarms, burglaries in progress, prowlers in progress, or other in-progress calls as deemed appropriate by the on-duty shift supervisor and/or the PSD Handler. General application procedures are:

a. Handlers should visit each crime scene to determine if a PSD application is appropriate. Handlers should consider the severity of the crime, the level of threat the suspect poses to officers and others, whether the suspect is actively resisting arrest or attempting to evade arrest, and the likelihood of the suspect escaping without the Police Service Dog application. Other factors such as traffic, environmental conditions, contamination, terrain hazards, as well as each individual dog’s ability and temperament should also be examined.

b. After considering the available information, the Handler should feel comfortable that the search is within the team’s capabilities and warranted before applying the police dog.

c. The final decision to apply a PSD remains with the Handler. Handlers may refuse any application when he/she feels the potential exists for the application bringing discredit upon the Tenino Police Department and the PSD Unit, or if the situation presents an unreasonable danger to the team.

d. The Handler should “announce” before conducting building searches. Announcing may be suspended when not practical or unsafe.

e. A PSD will not be applied against the wishes of the supervisor in charge of a specific police operation.

38.4.2 When the PSD Team is not on duty, the Shift Supervisor will evaluate the situation and make the determination if the PSD Team is to be called out.

38.5 NARCOTICS DOG APPLICATIONS
38.5.1 Whenever possible, if on duty, the Narcotics Dog Handler will assist officers involved in narcotics related searches.

a. General considerations the Handler should examine prior to an application of a Narcotics Dog include:

b. The safety of the environment for the Narcotics Dog.

c. Is the search within the capabilities of the Narcotics Dog?

38.5.2 When the Narcotics Dog Team is not on duty, the Shift Supervisor will evaluate the situation and make the determination if the Narcotics Dog Team is to be called out.

38.6 RESPONSE TO OTHER AGENCIES

38.6.1 It is the Tenino Police Department’s intent to respond to all reasonable law enforcement requests for assistance with regard to an on-duty PSD Unit. The minimum manning strength should not be depleted. The decision to respond rests with the on-duty Shift Supervisor and the Handler.

38.6.2 If the PSD Team is not on-duty when a request for PSD assistance is received, the request will be evaluated by the on-duty Shift Supervisor who will notify the Handler. The on-duty Shift Supervisor and the Handler will make the decision whether to respond or not. If the request is from out of Thurston County, permission must be granted by the Patrol Sergeant or the Chief.

a. In all instances the following facts shall be taken into consideration:

b. Proximity to the city limits;

c. Amount of time involved.

d. If the request is for a Patrol Dog function, severity of the crime, and likelihood of apprehension (time lapse, scene contamination, weather, etc.) should be considered.

38.7 GENERAL RESTRICTIONS

38.7.1 Generally PSDs should not be used for the following:

a. To search for animals;

b. To apprehend any person under the influence of alcohol or drugs when no other crime is involved. Exception is permitted if the person’s condition classifies as a medical emergency and a rescue appears necessary;
c. To apprehend any mentally disturbed person when no crime is involved. Unless the mentally disturbed person reasonably appears to present a danger to themselves or another person (officers included). When possible/practical, safety precautions should be used;

d. To search for lost children unless an emergency exists. When any situation is deemed an emergency and a PSD is used, it shall be worked on lead, if the environmental/terrain permits;

e. To perform unauthorized "study" service;

f. To intimidate any person except in actual tracking/apprehension cases, or for officer/Handler/dog protection;

g. In areas where there are chemicals, materials, or circumstances which would unreasonably endanger the PSD.

38.8 UNIT QUALIFICATIONS AND TRAINING

38.8.1 Applicants for the Police Service Dog unit:

a. Must be a full-time sworn Tenino Police Officer with a minimum of two (2) years police service;

b. Must excel in work initiative;

c. Must have a letter of support from their current shift supervisor;

d. Must be able to pass the department semi-annual physical fitness test at a fifty (50) percentile or better. This includes passing all events. The Handler must complete the run event (due to the nature of the position the Handler will not be allowed to substitute the walk or VO2 Max);

e. Must be capable of functioning under high stress conditions over extended periods of time;

f. Must be capable of exercising good judgment and independent decision making in the field;

g. Should feel comfortable in working with numerous agencies and with limited supervision;

h. Residence must be within a 15 minute response time of the station;

i. Residence must be a single-family residence with adequate grounds for maintaining a PSD (subject to approval of the PSD supervisor);
j. Handler’s family must agree to the officer being assigned to the PSD unit;

k. Handler must agree to a minimum of three (3) years assignment to the PSD unit. Handler should consider the possibility of assignment for the working life of the PSD;

l. Handler must understand and embrace the PSD unit mission/philosophy and be willing to experience the increased hazards and rewards of PSD operations;

m. Must not have another male dog considered to be dominant.

38.8.2 The Chief of Police shall be responsible for selection of Police Service Dog Handlers.

38.8.3 All prospective Police Service Dogs must meet the approval of the PSD supervisor after initial survey testing. They must pass a physical examination by the department-approved veterinarian. All PSDs will be purchased from Tenino Police Department approved vendors. Additionally, Police Service Dogs considered for patrol work must be male German Shepherds between ten months and four years of age.

38.8.4 Each PSD team must meet the training standards prescribed in WAC 139-05-915 and meet the approval of the PSD supervisor prior to being placed into service as a Patrol Dog Team, Detector Dog Team or a Crossed Trained Dog Team.

38.8.5 PSD teams are strongly encouraged to maintain membership in the Washington State Police Canine Association (WSPCA). They are also strongly encouraged to maintain Patrol and Detector Dog Team (if applicable) accreditation with the WSPCA. Every effort will be made to ensure that the Handler can attend the one (1) of the yearly training seminars hosted by the WSPCA.

38.8.6 Continuous refresher/maintenance training will be conducted by Handlers as required. The following guidelines apply to the 12-hour shift (80-hour, two-week period):

a. At a minimum the team will conduct two, two-hour sessions of Patrol training per 80-hour, two week period.

b. At a minimum the team will conduct four, 30-minute narcotics training sessions per 80-hour, two-week period.

c. All shift supervisors shall make every effort to adhere to this schedule and will cooperate fully in assuring the PSD Unit is able to accomplish this training. If due to other priorities, these minimums cannot be met, a memo outlining that decision will be forwarded to the PSD Supervisor.

38.9 POLICE SERVICE DOG BITES AND INJURIES  

Tenino Police Department Policy and Procedures Manual  
Revision Date: 02/01/2009
38.9.1 PSDs are considered a non-lethal tool for use by professionally trained Tenino Police Service Dog Handlers. Their proper use as a means of force will be within the same parameters guiding the use of any other non-lethal tool authorized by the Tenino Police Department. These parameters are identified in federal, state, and local statutes, and in the Tenino Police Department Policies and Procedures Manual. Handlers will insure that each PSD use of force is appropriate and justified. Any Handler who encourages his/her PSD to unnecessarily contact any person is subject to disciplinary action.

a. A PSD, while in the charge of its Handler, may appropriately grab, bite, pinch, or in any other manner come into physical contact by mouth with a suspect. The following are some, but not all, of the circumstances under which such contact is appropriate:

b. The PSD finds the suspect hiding and, before the Handler can control the suspect, the PSD grabs and attempts to pull the suspect from hiding;

c. The suspect refuses to come out of hiding when told to do so and the police dog must go in and bring the suspect out;

d. The suspect, before being taken into custody, acts in a furtive manner;

e. The suspect runs or moves quickly/abruptly from the Handler, from another officer and/or from the PSD;

f. To protect itself, the Handler or another officer.

NOTE: This list is not all-inclusive and is not intended to create limits where the PSD is allowed to contact a suspect.

38.9.2 In every situation where a PSD bites, grabs, or pinches anyone, the following procedure will be followed:

a. Ask permission to look at the affected area and look at it. Utilize a digital camera to photograph the injury whether or not there is any visible injury. Attach the photographs to the Dog Contact Report form which will be submitted to the PSD Supervisor prior to going out of service.

b. If an adult subject refuses to allow you to see the alleged area of injury, call another officer to witness the refusal.

NOTE: this refusal and the identity of the witnessing officer in your Dog Contact Report.

c. If a juvenile subject refuses to allow you to see the area of an alleged injury, have the juvenile transported to an approved medical facility as soon as possible for examination. If a parent intercedes and refuses such an examination, call for another officer to witness the parent's refusal. Note the refusal by the parent and the witnessing officer in your Dog Contact Report.
d. Every person who experiences a PSD contact and advises an officer that the contact may have caused injury shall be given the opportunity, as soon as possible, to be examined by a physician or by a Fire Department paramedic.

e. Always be certain to identify in your official paperwork any person with whom the PSD has allegedly come into physical contact with.

38.9.3 A written report (Dog Contact Report) will be submitted to the PSD supervisor as soon as possible. The PSD Handler will not go out of service prior to the completion of this report. The report will then be forwarded to the Patrol Sergeant by the PSD supervisor.

38.10 BUILDING SEARCHES FOR SUSPECTS IN HIDING

38.10.1 A primary use of Tenino Police Department Police Service Dogs is for locating suspects in buildings or related structures where a search by officers would create an unnecessary risk. These searches shall be governed by the following:

a. Patrol officers shall secure the building perimeter;

b. When practical, CAPCOM shall contact the building's owner to determine whether there may be tenants or others lawfully in the building;

c. When a Police Service Dog building search is anticipated, a preliminary search by officers should not be conducted as this will interfere with the Police Service Dog's ability to discriminate scents;

d. The Handler will confirm that the perimeter is secure before entering the building. Officers shall secure all exits and limit communications to those of a tactical nature;

e. The Police Service Dog may be off leash during a building search unless there is an imminent risk of injury to innocent persons within the facility;

f. The Police Service Dog may not be used to search facilities that contain substances potentially harmful to the animal unless overriding risk to human life is present;

g. Unless Officer safety dictates otherwise, before starting the search, the Handler or other officers shall loudly announce and repeat the statement that there are police officers on the premises and that a trained Police Service Dog will be released if the individual does not surrender. Officers shall allow a reasonable amount of time for the suspect to respond. Officers shall repeat the warning on each level of all multilevel structures;

h. When apprehending suspects in these or related circumstances, Police Service Dogs shall be commanded to disengage as soon as the suspect is subdued or readily complies with officer direction;
i. Officers may not transport arrestees in the same vehicle with a law enforcement Police Service Dog unless alternative transportation is not available and immediate transport is essential for safety or security reasons.

38.11 CROWD CONTROL

38.11.1 Application of the Patrol Dog Team in a crowd control situation is restricted to display of force and emergency officer/citizen protection roles. The PSD team should be placed well to the rear of police formations. However, the team should be available should an emergency occur.

38.12 DRUG DETECTION

38.12.1 Use of Police Service Dogs in a drug detection capacity is authorized in the following situations and under the following conditions:

The Police Service Dog Handler shall maintain records that document the use and the proficiency of individual Police Service Dogs in drug detection. This documentation shall be readily available for when applying for warrants.

38.12.2 The use of narcotics detection Police Service Dogs in public schools is permitted only when:

a. The school's principal or designated authority requests or approves use of the Police Service Dogs;

b. The search is limited to inanimate objects in public areas and the exterior of student lockers unless reasonable suspicion exists to gain admission to lockers and related areas where there is a reasonable expectation of privacy.

38.12.3 Sniffs of the exterior of homes -- either individual dwellings or the common areas of multiple unit dwellings -- may be permitted when:

a. The officer has probable cause to be on the property;

b. The owner has given consent;

c. A search warrant has been obtained.

38.13 TRACKING

38.13.1 Police Service Dogs are used to track suspects or to locate evidence that is reasonably believed to be abandoned or hidden in a specified open area. Such searches are subject to the following conditions and limitations:
a. When officers are pursuing suspects and contact with the suspect is lost, the officer, before summoning a Police Service Dog team, shall:

b. Stop and pinpoint the location where the suspect was last seen;

c. Shut off engines of vehicles in the area if possible; and

d. Avoid vehicle or foot movement in the area where the suspect or subject was last seen.

e. Police Service Dogs used for tracking persons should, when practical, remain on a leash of sufficient length to provide a reasonable measure of safety to the subject of the search without compromising the Police Service Dog's tracking abilities.

f. On-scene personnel shall:

g. Secure the perimeter of the area to be searched;

h. Secure the integrity of the area to be searched by keeping all personnel out of the area.

38.14 POLICE SERVICE DOG USE AND CARE

38.14.1 Police Service Dogs shall not be used for breeding, participation in shows, field trials, exhibitions, or for off-duty employment unless authorized by the Chief of Police or his designee.

38.14.2 Police Service Dog Handlers are personally responsible for the daily care and feeding of their animal to include:

a. Maintenance and cleaning of the kennel and yard area where the Police Service Dog is housed;

b. Provision of food, water, and general diet maintenance as prescribed by the department-authorized veterinarian;

c. Grooming on a daily basis or more often as required by weather, working conditions or other factors;

d. Daily exercise (Police Service Dogs are not permitted to run at large unattended); and

e. Maintenance of PSD Training Records.

38.14.3 Where the Handler is unable to perform these and related duties due to illness, injury or leave, the Police Service Dog may be housed in a department-approved kennel when the Handler is unavailable.
38.14.4 Teasing or agitating a Police Service Dog is strictly prohibited unless performed as part of a training exercise.

38.14.5 A Police Service Dog Handler may apply to take possession of his dog where:

   a. The Police Service Dog is retired from duty or relieved due to injury; or

   b. The Handler is transferred, promoted or retires and the Chief of Police decides not to retrain the Police Service Dog for another Handler.

   c. Chief of Police shall have final say on actual disposition of the retired PSD.

   d. In all cases, a waiver of liability shall be obtained.

38.15 NARCOTICS TRAINING AIDS

38.15.1 Cross trained and narcotics detection dogs will be trained utilizing real narcotics whenever possible. These Narcotics will normally be obtained from the evidence custodian when quantities of illegal narcotics are to be destroyed or purged from the evidence room. Once the Handler signs for these narcotics, he is solely responsible for their safe keeping.

38.15.2 Narcotics will be maintained using a two-lock method as follows:

   a. Each general narcotic odor (Marijuana/Hashish, Cocaine/Crack, Heroin, and Methamphetamine), will be maintained in its own portion of a lock box stack.

   b. The Handler will solely maintain the keys for these lock boxes. The stack of boxes will in turn be maintained behind the locked outer door of the evidence room.

38.15.3 The Handler will be responsible for fashioning the quantities of narcotics he receives from the evidence custodian into narcotic training aids. A log will be maintained by the Handler describing each training aid.

38.15.4 At a minimum the narcotics training aids will be inventoried quarterly. The weight of each aid will be confirmed. This inventory / weighing will be witnessed by another officer. In the event of loss, damage or a significant reduction of the weight of a training aid, a written report will be submitted to the PSD supervisor immediately. The Handler will maintain a file of the inventories.

38.15.5 Periodically the narcotic training aids will be released back to the evidence custodian for destruction. The frequency of this rotation will be dependent on the availability of replacement narcotics from the custodian. Each training aid will be dated to show the age of the aid.
38.15.6 A detector dog will not be trained on any odor other than: Marijuana/Hashish, Cocaine, Crack cocaine, China White Heroin, Black Tar Heroin, and Methamphetamine unless directed by the PSD supervisor.

38.16 PUBLIC RELATIONS

38.16.1 PSD teams are encouraged to maintain a positive and professional image of PSD operations and the Tenino Police Department. Handlers should adhere to the following guidelines:

a. Handlers may perform demonstrations after obtaining approval of the PSD supervisor.

b. Aggression skills (Bite or Man work) should not be performed for young aged audiences.

c. Public information and media releases concerning the PSD unit should be discussed with the Handler or the PSD Supervisor. Sensitive information releases should be approved by the Patrol Sergeant.

38.17 VETERINARY CARE

38.17.1 All normal veterinary needs of the Tenino Police PSDs will be provided by a veterinarian approved by the Tenino Police Department. In the event the PSD needs urgent veterinary care, the Handler will attempt to obtain this care from an approved veterinarian. If an approved veterinarian is unavailable, the Handler may contact an alternate veterinarian.

38.17.2 If a PSD requires veterinary attention that is not of an emergency nature, the Handler will notify the PSD supervisor prior to obtaining this attention. If the PSD’s condition is such that it requires immediate attention, the Handler will obtain the required veterinary services and will submit a report at the first opportunity.

38.17.3 The PSD supervisor will be notified every time a dog is treated by a veterinarian. He will be informed of the following:

a. Reason for the treatment;

b. Diagnosis;

c. Prescribed treatment/ future treatment or prevention.

d. A medical record will be maintained for each PSD.

e. 38.17.4 To be approved by the Department, a veterinarian must meet the following:

f. Licensed by the State of Washington;
g. Practicing in Thurston County;

h. Approved by the PSD Supervisor.

38.18 REPORTS

38.18.1 Handlers will document all instances where his/her PSD successfully locates suspects, victims, evidence, or fruits of any crime.

38.18.2 Non-Handlers will limit the reference to PSD applications in their reports to the notification/request for PSD application and information which the Handler specifically tells the reporting officer.

38.19 ORGANIZATION

38.19.1 With regard to PSD matters, the PSD Handler will report to the PSD Supervisor. The PSD supervisor reports to the Patrol Sergeant.

38.19.2 In emergency matters specific to the PSD unit where the PSD supervisor is not available, the PSD Handler is responsible to the Shift Supervisor. In all instances where a non-PSD supervisor is required to make significant decisions regarding the PSD unit the PSD supervisor will be notified as soon a practical.

38.19.3 For non-PSD matters, the PSD Handler will be responsible to the Shift Supervisor. This includes general patrol duties and routine supervisory matters.

38.20 DUTIES OF PSD SUPERVISOR

38.20.1 Report directly to the Patrol Sergeant with regard to PSD policy and administrative matters.

38.20.2 Coordinate training within the PSD unit and insure that the other department units are familiar with the operation and procedures of the PSD Unit.

38.20.3 Coordinate equipment needs, repairs, and replacements for PSD Handlers and their PSDs.

38.20.4 Will be responsible for the evaluation of the PSD team.

38.21 EQUIPMENT/ VEHICLES

38.21.1 PSD Handlers are responsible for the care and condition of all equipment issued to them for training and control of their PSD. Such equipment shall be examined on occasion before use. Periodic check of this equipment will be made by the PSD supervisor. Loss and/or damage to this equipment will be reported to the PSD supervisor.
38.21.2 Equipment used in training and control of PSDs shall be of a type approved by the PSD supervisor.

38.21.3 Department vehicles used by PSD teams will be kept in clean condition. All other policies/procedures pertaining to department vehicles shall apply.

38.21.4 Transporting of personnel in PSD vehicles is limited to sworn personnel and authorized riders.

38.22 BALLISTIC VESTS

38.22.1 It is recognized that ballistic vests are available specifically for use by PSDs, and that these vests can enhance the overall safety of the PSD. However, it is also recognized that these vests may have an adverse impact on the performance of the PSD, especially in hot environments and under demanding situations, such as tracking.

38.22.2 Tenino Police Department’s patrol dog will wear a ballistic vest, at the Handler’s discretion, in limited circumstances. These circumstances include situations where there is information leading the Handler to conclude that the suspect is likely to be armed. The Handler should weigh this information against the current environmental, weather, and terrain conditions.

Under no circumstances will a vest be used as a means to deploy a PSD where the PSD would not normally be deployed. For example, a barricaded suspect who is known to be armed.

38.22.3 Use of the vest will be incorporated into training. This training should include not only “man work” and scenario based training (tracking, building/area search, etc.), but also actually placing the vest on the dog. This training should be part of normal maintenance training and should be at least one (1) hour per month.

CHAPTER 39.00.00 SPECIALIZED ASSIGNMENTS
Effective Date: 02/01/09
Revision Notes: N/A

39.1 PURPOSE

The purpose of specialized assignments is to establish within the Tenino Police Department certain assignments that require specialized skills, knowledge, and abilities above that of a Patrol Officer.

39.2 POLICY

The Tenino Police Department is committed to providing the most effective, efficient, and professional services available. The Tenino Police Department recognizes that certain skills and abilities are necessary to provide that level of service. Specialized assignments will be utilized to accomplish that goal.
39.3 PROCEDURE

39.3.1 The Tenino Police Department has identified certain assignments requiring special skills, knowledge, and abilities to perform various job related duties and responsibilities. Additionally some of these positions will be employed on a more routine or daily basis, those positions are defined in more detail later in this chapter.

39.3.2 Some of these specialty assignments are filled based on the needs and resources of the City of Tenino. The following list is not exhaustive, nor is it guaranteed, it is solely based on the needs of the department which are determined by the Chief of Police:

a. Field Training Officer;
b. Range Officer;
c. Criminal Investigator/Detective;
d. Canine Officer;
e. Emergency Response Team Officer;
f. Bicycle Officer;
g. Traffic Accident Investigator;
h. School Resource Officer;
i. Defensive Tactics Instructor;
j. Vehicle Driving Instructor (EVOC);
k. Hostage Negotiator;
l. Motorcycle operator.

39.3.3 The needs of the department determine which specialty assignments are required and the number of officers necessary to fill that assignment. The Chief of Police will have the final determination as to which specialty assignments are necessary, the number of officers assigned, and which officers will be selected.

39.3.4 The Patrol Sergeant maintains a training matrix for each specialty assignment. Officers selected for a specialty assignment will be provided the appropriate training when available and manpower permitting.
39.3.5 Anticipated openings for some specialized assignments will be advertised by written announcement throughout the department. Notices will include a description of the assignment and responsibilities, and the procedures necessary to apply.

39.3.6 Consideration for selection to a specialized assignment will be based on the following:

   a. Department needs in the development of personnel;
   b. Education, training, and qualifications;
   c. Previous experience;
   d. Supervisory recommendation;
   e. Performance in current work assignment.

39.3.7 Periodically, the Chief of Police may review specialized assignments for the purpose of determining whether it should be continued. This review may include the evaluation of the initial problem or condition that required the implementation of the specialized assignment.

39.3.8 Rotating or temporary assignments of personnel to specialty assignments may be made on a periodic basis. The duration will vary depending on the needs of the department.

39.4 SCHOOL RESOURCE OFFICER (SRO)

39.4.1 Applicants for the position of School Resource Officer must meet the following requirements:

   a. Must have a minimum of three years law enforcement experience;
   b. Must possess the ability to perform responsibilities with a minimum of supervision;
   c. Must have the ability to work in a cooperative manner with school staff, students and parents;
   d. Must have knowledge of local and state laws regarding schools;
   e. Must have the ability to address groups of students and/or parents in classroom and/or community settings;
   f. Must have a letter of recommendation from their supervisor.

39.4.2 The School Resource Officer will be recommended to the Chief for appointment from a list of candidates by an oral board consisting of, but not limited to, outside School Resource Officer(s) and School Administrator(s).
39.4.3 The School Resource Officer will attend the Basic SRO course as soon as practical after receiving the assignment.

39.4.4 The School Resource Officer will be directly supervised by the Detective Sergeant who will complete an annual evaluation with input from school administrators and the day shift Supervisor. Nothing in this section prohibits the Detective Sergeant from requesting assistance with the day to day general supervision from the day Shift Supervisor.

39.4.5 The School Resource Officer should be active in the communities served by the Department and be a visible partner with activities at the middle and high schools.

39.4.6 The School Resource Officer will be expected to participate in scheduled department training.

39.4.7 The School Resource Officer may be temporarily assigned to patrol duties if personnel shortages occur.

**39.5 DETECTIVE**

39.5.1 Applicants for the position of Detective must meet the following requirements:

   a. Must have a minimum of three years with this department;
   
   b. Must possess a clear understanding of criminal procedure and criminal law;
   
   c. Must have a letter of recommendation from their supervisor.

39.5.2 Detectives will be chosen from a list of candidates by an oral board. This makeup of the board will be determined by the Chief of Police but typically will consist of TPD supervisory staff and other outside law enforcement professionals with investigative backgrounds.

39.5.3 Any Detective assigned to a task force will be under the direct supervision of the task force commander and will be expected to complete any training the commander deems necessary.

39.5.4 Detectives will be under the direct supervision of the Detective Sergeant. The Detective Sergeant will be under the direct supervision of the Patrol Sergeant.

39.5.5 All Detectives, regardless of their assignments, will be expected to participate in scheduled department training.

**39.6 MOTORCYCLE OFFICER**
39.6.1 The position of Motorcycle Officer is assigned from the patrol division. Daily duties are the same as for any patrol officer, but by nature of the position, the officer will be expected to provide a higher degree of attention to traffic enforcement.

39.6.2 The Shift Supervisor can assign the motor officer to traffic problem areas or special events (parades, escorts, etc.) where the motorcycle would allow for better coverage.

39.6.3 Applicants for the position of Motorcycle Officer must meet the following requirements:

   a. Must have a minimum of two years with the department.

   b. Must possess and maintain a valid class three (3) motorcycle endorsement on their driver's license.

   c. Must have a letter of recommendation from their supervisor.

39.6.4 Motorcycle Officers will be chosen from a list of candidates by an oral board consisting of a Motorcycle Officer, a supervisor and the Patrol Sergeant.

39.6.5 All Motorcycle Officers must complete a motorcycle certification course approved by the WSCJTC prior to operating the motorcycle on patrol.

39.6.6 The motorcycle will not be operated when weather or other conditions present additional risk to the officer.

39.6.7 The Shift Supervisor shall be consulted by the Motorcycle Officer to determine if sufficient manpower allows the use of the motorcycle.

39.7 BICYCLE OFFICER

39.7.1 The position of Bicycle Officer is assigned from the patrol division. Daily duties are the same as for any patrol officer, but by nature of the position, the officer will be expected to provide a higher degree of attention to the down town core.

39.7.2 Department bicycles will primarily be used to provide highly visible police patrol in the business, school and park areas. The bicycle is an effective vehicle in that it combines mobility with close citizen contact.

39.7.3 Bicycles may be used by officers for patrol or special functions at the discretion of the Shift Supervisor.

39.7.4 Without special approval, approved bicycle helmets will be worn.

39.7.5 Damage reports or maintenance of bicycles should be made to the Shift Supervisor. This information will be sent to the Patrol Sergeant.
CHAPTER 40.00.00  OFFICER-INVOLVED DOMESTIC VIOLENCE
Effective Date: 02/01/09
Revision Notes: N/A

40.1 PURPOSE

40.1.1 The purpose of this policy is to establish clear procedures, protocols, and actions for investigating, reporting, and responding to domestic violence involving agency employees and law enforcement officers from other agencies and to thereby discourage and reduce acts of domestic violence by sworn law enforcement employees.

40.2 POLICY

Public confidence in law enforcement is important to our ability to maintain public safety. The public must trust that law enforcement employees are held to the standards of the law regarding domestic violence. Therefore, this agency will:

a. Promptly respond to allegations of domestic violence by an employee according to this policy and all applicable laws.

b. Give primary consideration to protection of the victim of domestic violence and enforcement of the laws.

c. Respect the due process rights of all employees, according to applicable legal precedent and collective bargaining agreements.

b. Expeditiously report and conduct thorough investigations into any allegation of a law enforcement employee involved in domestic violence.

c. Train employees and seek to educate their families about intimate violence and avenues for assistance.

40.3 DEFINITIONS

40.3.1 Domestic violence as defined in RCW 10.99 includes two elements: first, a relationship between the perpetrator and the victim defined in RCW 10.99.020(3), and second, that a criminal act has occurred as defined in RCW 10.99.020(5).

40.3.2 A Domestic dispute is an incident involving a relationship defined in RCW 10.99.020(3) where there was no criminal action.

40.3.3 Domestic Violence Specialist refers to an individual with professional credentials in the dynamics of battering, advocacy and victim safety. The specialist may be associated with the agency of jurisdiction, employing agency, or associated by partnership with another
agency. For the purposes of this policy, ASPEN has been designated as our provider for the domestic violence specialist.

40.3.4 Sworn employee means a general authority Washington peace officer as defined in RCW 10.93.020, any person appointed under RCW 35.21.333, and any person appointed or elected to carry out the duties of the Sheriff under chapter 36.28 RCW.

40.3.5 Employee means any person currently employed with an agency.

40.4 ACTIONS

40.4.1 Agency Actions:

a. Provide pre-hire screening procedures reasonably calculated to disclose whether an applicant for a sworn employee position has a history of domestic violence or child abuse allegations or has been subject to protective order as defined in RCW 10.99.090.3a.

b. Maintain ongoing and meaningful relationships with victim advocacy groups and other domestic violence professionals in the local communities.

c. Provide education to agency employees on the dynamics of interpersonal violence.

d. In response to observed behavior or at the request of the employee, the agency will provide information on programs under RCW 26.50.150 and may offer or recommend intervention services to employees. If domestic violence is suspected, referral to a domestic violence specialist or treatment provider is critical.

e. Any employee who becomes aware of domestic violence committed by a sworn employee must immediately report that allegation to their supervisor.

f. Employees who disclose that they have personally engaged in criminal acts of domestic violence are not entitled to confidentiality. Such acts shall be investigated in separate administrative and criminal investigations as appropriate.

g. Provide information to the employing law enforcement agency as soon as possible after a domestic violence or domestic dispute report involving a sworn officer.

h. Provide information on this domestic violence policy to employees and make it available to employee families and the public.

i. Provide victims of domestic violence by agency employees an agency point of contact to assist the victim through the investigative process. Consideration should be given to selecting a point of contact at least one rank higher than the perpetrator and ideally someone other than the investigator.
j. Provide victims of domestic violence by agency employees contact information about public and private nonprofit domestic violence services and information regarding relevant confidentiality policies related to the victim’s information.

k. Respond to agency employees who are known by the agency to be victims of violence by sworn employees of the agency. Provide a point of contact and review safety concerns and domestic violence services information with the victim employee.

l. Provide for an impartial administrative investigation and appropriate criminal investigation of all acts of domestic violence allegedly committed by a sworn employee and appropriate sanctions when it is found that an employee has committed an act of domestic violence. Administrative investigations may be conducted by the employing agency or through agreements with other law enforcement agencies.

m. Consider whether to relieve a sworn employee of agency-issued weapons, equipment, and identification; as well as suspending law enforcement powers pending resolution of an investigation.

40.4.2 Employee Actions:

a. Employees are entitled to seek assistance through the employee assistance program, employee peer counselors, chaplains, or psychological professionals, however, in situations where family violence is indicated, a referral to a domestic violence specialist or treatment provider is critical.

b. Employees with knowledge or information about any sworn employee in violation of this policy must report in writing to their supervisor or through the agency’s professional standards function as soon as possible, but no later than 24 hours. Failure to report may subject the employee to disciplinary action.

c. Employees who are victims of domestic violence are encouraged to request assistance, but are not subject to punitive measures for failing to report their abuse.

d. Employees should be alert to the likelihood of victim or witness intimidation and shall immediately take appropriate action. This action will include, but is not limited to, a report to their supervisor and/or through the agency’s professional standards function within 24 hours.

e. Employees are expected to fully cooperate with the investigation of allegations under this chapter as requested by a supervisor, professional standards investigator or by court subpoena.

f. When a law enforcement agency responds to a call in which a sworn employee is alleged to have been involved in a domestic dispute or committed an act of domestic violence, the involved employee must immediately report that police response to their supervisor. A written report must follow within 24 hours of the time the employee is
made aware of the allegation of domestic violence, or as required by the agency’s internal investigatory process.

g. When an employee becomes the subject of an investigation for child abuse or neglect, or becomes subject to an order under RCW 26.44.063 or RCW 26.50 or any equivalent order issued by another state or tribal court, that employee must immediately report the fact to their supervisor. A written report must follow within 24 hours of service or employee notification of the investigation, to include a copy of any order and any notices of court dates, appearances, and proceedings received by the employee.

40.4.3 Supervisor’s Actions:

Supervisors should strive to be aware of behaviors in their subordinates that could be indicative of domestic violence and properly process their observations of such behavior.

All agency supervisors are required to see that domestic violence incidents are properly recorded and processed according to this policy.

40.5 INCIDENT RESPONSE PROTOCOLS

40.5.1 Notification of an incident of domestic violence involving any law enforcement officer requires:

   a. A prompt response
   
   b. Full investigation
   
   c. A complete written report by this agency, and
   
   d. Notification to the employing agency.

40.5.2 Patrol responses to the scene of domestic violence involving law enforcement officers require on scene supervisory presence.

40.5.3 All incidents of domestic violence by agency employees require notification through the chain of command to the agency head.

40.5.4 Incidents of domestic violence by other law enforcement agency sworn employees require notification to the agency head of the employing agency.

40.5.5 The agency head may delegate responsibility for receiving such reports to a specialized unit and/or specific person. Anyone so designated should have specialized training regarding the dynamics of violent relationships, victim safety, and the role of advocacy. The assignment should be reviewed each time for potential conflict of interest.
40.5.6 In the event of a report of domestic violence alleged to have been committed by the agency head, prompt notification will be made to the employing entity’s chief executive officer; or, in the case of an elected Sheriff, the County’s Prosecutor.

40.5.7 Radio Response:

a. Communications employees receiving domestic violence calls involving sworn officers of the agency will enter a call for service and notify the appropriate supervisor.

b. If no supervisor is available to respond to the scene, communications will notify an on-call supervisor or supervisor from another agency.

c. Prepare and preserve documentation of the facts of the call, including the 911 tape.

40.5.8 Patrol Response:

a. A patrol officer responding to an incident described as domestic violence involving a law enforcement officer should, whenever possible, request a supervisory response to the scene.

b. The primary unit will conduct a thorough investigation, including, but not limited to:

1) Photographs of the crime scene and any injuries identified;

2) Statements from all witnesses, including children, if any;

3) The Domestic Violence Supplemental Report Form;

4) Seizure of any weapons used or referred to in the crime;

5) Signed medical releases;

6) Copies of dispatch (CAD) records;

7) 911 call recording preserved;

8) Statement of the victim;

9) Statement of the suspect, if possible.

c. The primary officer shall inquire if the victim requests any guns or specific weapons be removed for safekeeping and accommodate removal or explain the process for seeking a court order for removal.

d. The primary unit will complete the report as soon as possible, prior to the end of shift.
e. A copy of the report should be forwarded to the agency’s Detective Unit or a domestic violence specialist. Access to the report should then be restricted or physically secured, except as mandated by law.

f. Patrol units responding to suspicious circumstances, compelling third party accounts of incidents, unexplained property damage, etc. or other troubling event involving law enforcement officers will complete written reports of the incident.

40.5.9 Patrol Supervisor Response:

a. A patrol supervisor will respond whenever practical to the scene of any domestic violence incident involving a sworn law enforcement employee regardless of employing jurisdiction. Supervisors will coordinate information and offer assistance to the agency of jurisdiction to provide a complete investigation.

b. The patrol supervisor will coordinate the initial investigation, applying appropriate resources and special units such as forensics, photography, domestic violence specialists, advocates, and ensuring command notification.

c. The supervisor will write a report on all incidents, whether deemed criminal or not and route it through the chain of command.

d. If an outside-agency officer is arrested, the on-scene supervisor will contact the employing agency head who will order the surrender of the officer’s agency-issued weapons, and identification. Consideration should be given to other agency equipment and inquiries made about voluntary surrender of personal weapons that may be secured for safekeeping.

e. If an officer from another police agency is arrested, the supervisor shall contact that jurisdiction as soon as practical, but at least prior to custody transport and request authorization to seize that employee’s duty weapon(s) and agency identification or arrange for the employing agency to do so.

f. The supervisor will endeavor to provide a good faith effort to locate the suspect if there is probable cause for an arrest.

g. The supervisor will explain the process to the victim, including the opportunity for an emergency protection order and administrative no contact order, if applicable.

h. Advise the victim of the potential for public disclosure of records and/or the criminal discovery process as well as any applicable records release statutes and policies.

i. The supervisor will provide the victim with a copy of this policy and contact information, acting as the agency point of contact until an assignment is made.
40.5.10 Domestic Violence Specialist Response:

a. The domestic violence specialist will review the report and coordinate with the investigative unit or the agency of jurisdiction.

b. For all situations involving an employee of the agency, the domestic violence specialist will contact the victim, introduce the point of contact, and provide an update regarding the administrative process.

c. Inform the victim that any information disclosed during either the criminal or administrative investigation is subject to public disclosure laws and policies of the Department.

d. The domestic violence specialist will coordinate with the appropriate Prosecutor's Office regarding charging and prosecution.

e. The domestic violence specialist will coordinate with the appropriate advocacy organization to assist with victim safety concerns. Victim notification of each step in the administrative process is critical to victim safety.

f. All completed investigations of domestic violence committed by any sworn law enforcement employees shall be promptly forwarded to the appropriate prosecuting authority for a charging decision.

40.5.11 Command Duty Officer:

a. The command officer notified of an incident covered by this policy will see that the agency head is notified promptly of such incident.

b. For incidents involving agency employees:

1) The command officer should respond to the scene if the involved employee is a sergeant or above or if the situation dictates command presence.

2) The command officer will make a decision regarding removal of the involved employee’s law enforcement powers, duty weapon, and other agency owned equipment, pending the outcome of the investigation and possible prosecutorial charging decision.

3) A command officer will issue an administrative order prohibiting contact with the victim if appropriate.

4) This decision will be forwarded through the professional Standards function and/or the agency head for review and further action.

40.6 VICTIM SAFETY & NOTIFICATIONS

Tenino Police Department Policy and Procedures Manual
Revision Date: 02/01/2009
40.6.1 Working with community resources and domestic violence advocacy agencies, the agency will make available to the victim:

   a. Information on how to obtain protective orders and/or removal of weapons from his or her home.

   b. Assistance with obtaining such orders in coordination with domestic violence victim advocates.

   c. A copy of this policy and other agency policies referencing the confidentiality of the victim’s information.

   d. Information about public and private domestic violence advocacy resources to include the Washington State Domestic Violence Hotline.

40.6.2 The agency should coordinate victim notification regarding criminal and administrative investigative processes through the designated agency liaison in order to assist with victim safety.

40.6.3 Tenino Police Department Employees will not accompany police officers/employee suspects to any domestic related court proceedings while on duty unless subpoenaed to appear or ordered to do so by their chain of command. If appearing while off-duty they will neither carry nor display any Tenino Police Department equipment to include assigned firearms(s) or insignias on their person, concealed or not. They must be aware of the fact that their mere presence in domestic violence related actions may appear intimidating to the victims.

CHAPTER 41.00.00  HARASSMENT / SEXUAL HARASSMENT
Effective Date:  02/01/09
Revision Notes:  N/A

41.1 POLICY

41.1.1 Harassment is any unwelcome verbal or nonverbal conduct that substantially interferes with an employee’s work performance by creating an intimidating, hostile or offensive work environment. Harassment specifically includes, but is not limited to, conduct based upon or with reference to the employee’s race, religion, color, national origin, age, sex, marital status, sexual orientation, or political affiliation.

41.1.2 It is the policy of the Tenino Police Department that harassment of any employee, on the basis of race, creed, color, national origin, age, sex, marital status, sexual orientation, political affiliation, mental disability or handicap will not be tolerated. Nor will the Tenino Police Department tolerate any conduct by one employee to another on any basis, which substantially interferes with an employee’s work performance by creating an offensive work environment.
41.2 SEXUAL HARASSMENT (DEFINED)

41.2.1 Sexual harassment is unwelcome sexual conduct or advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that interferes with an employee’s work performance or that creates an intimidating, hostile or offensive working environment. Sexual harassment includes conduct that links favorable treatment in employment to sexual favors. It can also involve unwelcome touching or other physical contact, and/or verbal conduct, such as requests for sexual favors, repeated use of lewd remarks and “off-color” jokes and even posting in the workplace of cartoons and pictures of a sexual nature. It is the policy of the Tenino Police Department that sexual harassment will not be tolerated.

41.3 PROCEDURE FOR REPORTING SEXUAL HARASSMENT

41.3.1 In any case where the supervisor is witness to or confronted with a situation of harassment, the supervisor shall immediately notify the offending party that harassment is not appropriate and will not be tolerated. Any disciplinary action will await completion of the reporting procedure.

41.3.2 An employee subjected to any form of harassment should report such activity to his/her non-involved supervisor, the Patrol Sergeant, Chief of Police, or Human Resource Director.

41.3.3 A supervisor is required to report harassment cases through the chain of command (with the exception of their immediate supervisor being the offending party). Such reports shall be made regardless of how knowledge of the case was acquired.

41.3.4 The report shall be investigated following the procedures outlined in the Internal Affairs section of the Tenino Police Department’s policy and procedures.

41.3.5 The results of the investigation and the nature of any disciplinary action will be disseminated under the procedures outlined in the Internal Affairs section of the Tenino Police Department’s policy and procedures.

41.4 DISCIPLINARY ACTION

41.4.1 An employee who engages in harassment, defined in section 41.1, or sexual harassment, defined in section 41.2, of another employee or a member of the public shall be subject to disciplinary action, up to and including dismissal.

CHAPTER 42.00.00 WORKING CONDITIONS
Effective Date: 02/01/09
Revision Notes: N/A

42.1 PURPOSE
The purpose of this policy is to establish certain working conditions and expectations for employment with the Tenino Police Department.

42.2 POLICY

This policy is intended to cover certain aspects of employment with the Tenino Police Department that are not covered elsewhere in this manual.

42.3 ADDRESS OF RESIDENCE

42.3.1 All employees are responsible for seeing that their current address is on file with the Department. Employees will promptly inform the Department of any change in address. This requirement applies even when a change of address is of a temporary nature.

42.3.2 When an employee's address changes, that employee will immediately deliver a memo form with the new address information to the Office Manager. Employee phone numbers are not to be given out.

42.4 TELEPHONE REQUIREMENT

42.4.1 All employees must have a telephone in their residence so that they may be contacted in emergency situations. Employees are responsible for seeing that the telephone number is on file with the Department and for informing the Department of any change in telephone number.

42.4.2 When an employee's telephone number is changed, that employee will immediately deliver a memo form with the new telephone number information to the Office Manager.

42.5 REPORTING FOR DUTY

42.5.1 All personnel will report for duty on time and will be physically and mentally fit to perform their duties. They will be properly equipped and will make themselves aware of any information necessary for proper performance of their duties on their shift. When not so employed, personnel shall be considered "off duty".

42.5.2 Reporting Late: If, due to illness or other circumstances an officer cannot report for duty at the assigned time, the officer will contact his/her shift supervisor (Sergeant) before the start of shift to explain the situation and provide an estimated time of arrival.

42.6 MEAL PERIODS/BREAKS

42.6.1 While on duty, officers will be permitted, upon approval of the shift supervisor, one meal period of forty-five minutes and two coffee breaks. The meal periods will not exceed forty-five minutes and each of the coffee breaks will not exceed fifteen minutes.
42.6.2 Meal periods will be assigned by the employee’s supervisor. Employees living outside the city limits of Tenino must make arrangements to bring their lunch, or eat in town.

42.6.3 All employees are entitled to two fifteen-minute coffee breaks each day, one in each six-hour period of the twelve-hour workday. Coffee breaks will be staggered in each division to insure continuity of operation.

42.6.4 Unless permission from a shift supervisor (Sergeant) is obtained, no more than two uniformed officers will occupy an establishment while on break or lunch.

42.7 CALL BACK

42.7.1 In unanticipated emergency situations, employees may be called back to active duty even if they have completed their assigned shift. In these situations, employees will be required to report back to duty and to carry out duties assigned by commanding officers. Call back will be compensated in accordance with the current collective bargaining agreement.

42.8 STANDBY STATUS

42.8.1 Employees may be placed on "standby" status when it is anticipated that they may be called back to duty after going off shift. When placed on standby status, employees will remain near a telephone and will leave the number with their supervisor. Employees will be prepared to report for duty immediately upon being notified to do so. Restrictive standby will be compensated by overtime.

42.9 OVERTIME

42.9.1 Employees may, under certain circumstances and conditions, be required to remain past the regular end of shift or to work in excess of full-time weekly hours. Excess hours worked will be compensated in accordance with the current collective bargaining agreement.

42.10 REQUIRED CRIMINAL COURT APPEARANCES

42.10.1 Employees will appear in court as directed by any subpoena or court notice. Employees who are required to appear in court in connection with their official duties will appear and testify as directed even though the time of appearance falls when they are off shift.

42.10.2 An employee may not request or be approved for time off (vacation, comp), if the employee has been previously requested to appear in court. If an employee has requested time off prior to receiving information on a court appearance, employees will submit an Affidavit of Unavailability or otherwise work with the prosecuting agency to resolve the issue.

NOTE: No employee will appear as a witness in any court as a result of their employment with this department while on scheduled vacation for this department without first notifying the Patrol Sergeant through the chain of command in as timely a manner as possible.
42.10.3 In most cases, court matters will require the officer appear in person. In matters regarding traffic infractions, officers are to submit affidavits as soon as practical upon receipt of a hearing notice from District Court. Personal appearance by a member of the Department for an infraction hearing will only occur when the defendant requests the officers presence or the Patrol Sergeant gives the officer prior approval.

42.10.4 Members of the Department shall not take part or be concerned either directly or indirectly in making or negotiating any compromise or arrangement for any criminal or person to escape the penalty of law. Employees shall not seek to obtain any continuance of any trial in court out of friendship for the defendant, or otherwise interfere with the courts of justice. This section shall not be construed as preventing an employee from cooperating with the City Attorney or the Prosecuting Attorney in altering any charge, or other action in the furtherance of justice in any case he/she may be concerned with as the arresting or investigating officer.

42.10.5 All members of the Department appearing before any court are to be punctual in attendance. If requested, they shall meet with the City Attorney or Prosecutor prior to trial at the time set by the attorney.

42.10.6 All members of the Department appearing before any court will wear either a clean pressed uniform, or professional business attire. Officers appearing in uniform will wear the Class A uniform to all court proceedings with the exception of misdemeanor cases where the uniform of the day is sufficient (excluding shorts).

42.10.7 When an employee becomes aware of a cancellation of a scheduled court procedure, they will advise their supervisor in a timely manner.

42.11 CIVIL COURT APPEARANCES

42.11.1 To further clarify the Working Agreement with the Tenino Police Department, it is departmental policy that employees who are to appear in civil cases are to be under subpoena. If they are on duty, they will appear on City time, and will request witness fees, which will be turned over to the City, except for meal or accommodation allowances. If the employee is to appear on off-duty time, he/she will submit a request for overtime. The attorney who issued the subpoena will be billed by the department for the overtime and other additional fees. Employees are not to request or accept any fees other than that received from the Department for appearing in any civil case.

42.11.2 All members of the Tenino Police Department appearing in civil court cases will adhere to the dress code as set forth in 42.10.6.

42.12 TRANSFERS

42.12.1 All transfers within the Tenino Police Department will be made on the basis of the Department's needs. The Chief will make the final decision regarding the occurrence of
transfers and their duration. In all transfers to specialized assignments, the requirements of the Department will be the priority consideration and the Chief of Police will make the final decision as to who is assigned where and for what period of time.

42.12.2 Personnel will not request the aid of any person outside the Department in securing a transfer to another assignment or unit.

42.12.3 All requests for transfer will be submitted through the chain of command and will state the reason the transfer is requested.

**42.13 CIVIL SUITS**

42.13.1 If an employee initiates a civil suit for damages sustained in the line of duty or if an employee is being sued for any action arising from action taken as in the line of duty, the department has an interest in the progress and outcome of that suit. For this reason this department requires employees to inform the Department before they initiate a civil suit, and/or if they are named as respondent in a civil suit arising out of incidents related to law enforcement action.

42.13.2 Before filing a civil suit for damages incurred while on duty for this department, the employee must first notify the Chief in writing of his/her intention to do so. No action shall be taken before the Chief has been advised.

42.13.3 Any employee who becomes aware that he/she will be named as a respondent in a civil suit growing out of the employee acting in an official capacity whether on or off duty shall immediately notify the Chief.

**42.14 SUBPOENAS RELATING TO DEPARTMENTS BUSINESS/OPERATIONS**

42.14.1 Any employee who is served with a subpoena or other legal process relating to the business operations, policies, or procedures of the Department will inform the Chief immediately. This requirement does not apply to subpoenas relating to the prosecution of a routine criminal case.

**42.15 RESIGNATION**

42.15.1 Resignation by any member of this department in good standing will be submitted in writing to the Chief before leaving service. Terms of the resignation will comply with Civil Service regulations and the policy of this department, which requires ten working days notice.

42.15.2 Any member of the Department who voluntarily leaves the Department's employ without submitting a formal resignation as required will be deemed to have resigned with prejudice and a suitable notation will be made in his/her personnel record.

**42.16 RETIREMENT**
42.16.1 Notification of retirement of any employee of the Department will be submitted in writing to the Chief of Police before leaving service. Terms of the retirement will comply with applicable L.E.O.F.F. and P.E.R.S. Provisions and other agreements.

42.17. OFF-DUTY/OUTSIDE EMPLOYMENT

42.17.1 The nature of secondary employment could involve the misuse of the commission or could adversely affect an employee's on-duty work performance or the Tenino Police Department's image or efficiency. In considering these points, employees will not be directly employed by private employers in any law enforcement related capacity unless prior permission from the Chief has been obtained.

42.17.2 Employees may be assigned special duties if a need can be justified in the following areas; traffic control, security, and civic functions. In assignments of this nature for private employers, the employer must first enter into an agreement with the City of Tenino consistent with the City ordinance governing this activity.

42.17.3 If an off-duty employment situation held by an employee is found to involve any of the following, the employee may be required to terminate such employment.

   a. Jeopardize the Department's image or efficiency;

   b. Interfere with the on-duty work performance of the employee in question;

   c. Involve the misuse of the commission.

42.17.4 The primary obligation and responsibility of an employee who accepts off-duty employment must be to the Tenino Police Department. Employees directed to report for overtime work will do so regardless of their off-duty employment situation.

42.18 ACCUMULATED TIME

42.18.1 Employees electing to take one or more days off on accumulated time must coordinate the leave through their supervisor for approval through the chain of command. Employees must insure that they are not scheduled for court or scheduled departmental obligations on the requested days off. Requests for leave will normally be granted provided that shift strength is adequate.

42.19 SHIFT TRADES

42.19.1 Permanent shift trades between employees will be reviewed on a case-by-case basis. All shift trades will be documented through a department memorandum and will comply with the Union Agreement.

42.20 TRAFFIC INFRACTIONS/PARKING TICKETS
42.20.1 Employees who receive traffic infractions, parking tickets, or warrants on their private vehicles, are expected either to pay them or to contest them through normal court channels.

42.21 MONEY FOR SAFEKEEPING

42.21.1 No member of the Department shall accept or impound any money or property for safekeeping without the permission of a supervisor. Money may be impounded for evidence in any criminal case.

42.22 RESPECT TO THE COLORS

42.22.1 The proper professional stance during the presentation of the colors or the playing of the National Anthem, when in full dress uniform, will be for officers to stand at attention and give a military hand salute.

42.23 NEIGHBORHOOD DISPUTES

42.23.1 Other than in emergency situations, off-duty officers should not become involved in quarrels or disputes in their neighborhood. These disputes should be referred to and handled by the on-duty officers.

42.24 PERSONAL BUSINESS WHILE ON DUTY

42.24.1 Employees will not conduct personal business during duty hours. Exceptions will be considered on a case-by-case basis by the employee’s supervisor.

42.25 USE OF PERSONAL CELL PHONES

42.25.1 The personal use of cellular phones for non-work related phone calls must be regulated.

42.25.2 Personnel assigned to Administration, Clerical, Code Enforcement, Animal Control, and Investigations will keep their cellular phones on vibrate and limit usage of the phone as much as possible.

42.25.3 When practical, officers will safely stop their vehicles to receive and place calls.

42.25.4 It is recognized that periodically it is necessary that employees receive personal related calls or messages. However, employees are reminded that these disruptions must be kept to a minimum.

42.26 BAIL BONDS AND ATTORNEYS

42.26.1 Members of the Tenino Police Department shall not under any circumstances, solicit or recommend attorneys or bail bond services for any person in custody.
42.27 MAIL

42.27.1 All incoming mail to this department will be stamped with the date and time of receipt. All official mail from this department will be sent on our letterhead paper under the name of the Chief of Police. Approval from a shift supervisor must be obtained before sending official mail except when part of a form.

42.28 SHIFT SUPERVISOR

42.28.1 If the need for a temporary supervisor becomes apparent, a Corporal on the shift affected will normally be assigned as Shift Supervisor. With this policy in mind, temporary absences can be filled. However, a Shift Supervisor anticipating a temporary absence during a shift has the prerogative of designating his replacement. If a disagreement should arise concerning the leadership of the shift, the matter will be referred to the Patrol Sergeant. No Supervisor shall consider being properly relieved until a Shift Supervisor is appointed to lead the oncoming shift.

42.29 EMPLOYEE PAYROLE/TIME SHEETS

42.29.1 The proper preparation and processing of time sheets is vital to the effective administration of payroll and the record keeping of overtime, vacation, and compensatory time, which are required by the City of Tenino and the Washington State Auditors Office.

42.29.2 Every Tenino Police Department employee shall properly complete their time sheet prior to the end of the time period. Employees shall indicate the number of hours worked, any leave time taken, and any overtime or compensatory time earned.

42.29.3 Time periods normally run from the 1st to the 15th of each month, then the 15th through the end of that month. Time sheets for every employee will be maintained in the Tenino Police Department.

42.29.4 When overtime is worked, the employee shall properly fill out both the front and back of the time sheet. Overtime hours may be submitted as compensatory time. In addition to the time book notations, employees are required to submit a City of Tenino accrual adjustment request form for the hours of compensatory time earned. A supervisor shall approve the overtime/compensatory time and make sure that the correct category code (i.e.: police operations, K9, C.O.P) is marked for the overtime hours worked. All overtime and/or compensatory time will be in accordance with the current bargaining agreement of that employee.

42.29.5 Whenever an Tenino Police Department employee would like to use accumulated vacation and/or compensatory time, a request shall be made on the City of Tenino accrual adjustment request, hereinafter referred to as a leave request form. The leave request form shall be submitted and approved by the employee's shift supervisor or his designee.
42.29.6 Sick leave is accrued at a rate established through the collective bargaining agreements and/or City Policy. Sick leave usage is covered in Policy 43.0.

CHAPTER 43.00.00 SICK LEAVE USAGE, ON-DUTY PERSONAL INJURY, PROPERTY DAMAGE REPORTING
Effective Date: 02/01/09
Revision Notes: N/A

43.1 PURPOSE

a. To properly document when personnel report sick or injured for duty;

b. To provide for a sufficient workforce when personnel call in sick;

c. To provide for control of absenteeism due to sickness and injury;

d. To establish guidelines for when an employee is injured on duty.

43.2 POLICY

a. Punctual, regular, and consistent attendance is a condition of continuing employment. Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees for them to work while sick. To the extent permitted by law, sick employees are expected to remain at home unless hospitalized, visiting their doctor, acting pursuant to reasonable instructions for care, or caring for a sick member of the immediate family.

b. The City of Tenino maintains workman’s compensation insurance (Labor and Industries) to protect its employees that suffer a job related injury. All injuries, no matter how minor, incurred in the course of performing assigned work duties shall be reported immediately so that proper documentation occurs and treatment begins.

c. To ensure that a sufficient workforce is available to accomplish the Tenino Police Department’s mission, certain procedures covering the use of sick leave must be established.

43.3 EMPLOYEE’S RESPONSIBILITY FOR REPORTING SICK

43.3.1 When absenteeism is inevitable due to illness or injury, departmental employees will notify the on-duty supervisor directly; if direct contact can not be established, the involved employee will utilize dispatch to contact the on-duty supervisor. The on-duty supervisor will complete the sick slip as specified. Such notification must be accomplished at least four hours prior to the employee’s shift. Sudden onset of injury or illness or other emergency circumstances are sufficient cause for departure from the requirement. Unless on extended
illness or disability leave, all personnel shall report by telephone to the on-duty supervisor each day they are absent. Individual shift supervisors may also require notification by their respective personnel.

43.3.2 Upon receiving notice of illness or injury of an employee, the on-duty supervisor shall complete a sick slip and send it to the Office Manager.

43.3.3 When an employee is unable to continue work because of illness or injury, the immediate supervisor will be notified. The supervisor will fill the vacancy if necessary and complete a sick leave request as required. The employee must inform their supervisor before leaving. Leaving early without authorization will be deemed neglect of duty and will be grounds for disciplinary action.

43.3.4 In the event that a supervisor is unable to continue work, they will be responsible for making sure their vacancy is covered, if necessary. In all instances of on-duty serious injury to personnel, the Patrol Sergeant must be notified and a City of Tenino Accident-Hazard Report must be completed in addition to the sick leave request.

43.3.5 Personnel who have been on extended illness or disability leave shall notify the Chief prior to their return to duty. An objective medical assessment evaluation may be required prior to returning to work.

43.3.6 Sick or injured employees that are scheduled to appear in court or attend training must advise the department when making notification so that other arrangements and/or notifications can be made.

43.3.7 Except where a doctor has set a specific date for the employee's return, employees are required to notify the department each day that they will be absent.

43.3.8 The department may, at its discretion and expense, require an employee to submit a physician's verification of illness from a physician designated by the City of Tenino. If it is a family member who is sick, the department may request a doctor's verification of the illness.

43.3.9 When an employee uses three (3) consecutive days of sick leave, the Chief of Police may require the employee to provide a physician's verification of illness and authorization to return to work. If requested, the employee must provide this prior to returning to work.

43.3.10 Employees shall be allowed sick leave accrual per the collective bargaining agreement and/or City Policy.

43.3.11 The Accounting Department will provide a monthly accumulated sick leave balance report.

43.4 ABSENTEEISM
43.4.1 Employees are expected to report for duty on their assigned shifts except when injury, illness, or emergency situations prevent them from doing so. Any employee who fails to report and who does not have a bona fide excuse will be subject to disciplinary action.

43.5 SUPERVISOR’S RESPONSIBILITY

43.5.1 When the on-duty supervisor is notified of an absence for an oncoming shift, he will check the work schedule to determine if sufficient staffing remains. If additional staffing is required to maintain minimum, he will follow department procedure for finding adequate staffing for that shift.

43.5.2 The on-duty supervisor will notify the oncoming supervisor of the employee’s absence and the action that he has taken.

43.5.3 The supervisor to whom an ill or injured employee reported to is responsible for making sure that sick leave usage forms are properly completed and submitted to the Office Manager.

43.5.4 The employee’s supervisor is responsible for detecting and controlling sick leave abuse. If an employee establishes a pattern of chronic sick leave, the supervisor will investigate the matter. The supervisor should consider the employee’s past performance as it relates to the use of sick leave.

43.6 PHYSICAL FITNESS

43.6.1 Officers are required to maintain a level of physical fitness which will allow them to perform their duties effectively. If a question arises as to an officer's ability to perform regular duties due to an apparent low level of health or fitness, the officer may be required to submit to a physician's examination and to bring his or her health or fitness level to an acceptable level. The current collective bargaining agreement outlines the procedure for incentive pay purposes only.

43.7 FAMILY MEDICAL LEAVE

43.7.1 In accordance with the Federal Family and Medical Leave Act of 1993 and all applicable state laws related to family and medical leave, employees may be eligible for an extended leave of absence for certain family or medical reasons.

43.7.2 The Tenino Police Department follows the guidelines as established in the City of Tenino Employee Manual. Human Resource Personnel are also available to answer questions regarding the Family and Medical Leave Act.

43.8 REPORTING ON-DUTY INJURY AND PROPERTY DAMAGE

The purpose of this section is to outline how to properly document property damage and injuries to personnel in the performance of their duty.
43.9 RESPONSIBILITY FOR REPORTING AN ON-DUTY PERSONAL INJURY, 
AND PROPERTY DAMAGE

43.9.1 All employees will immediately report any personal injury and/or property damage 
(vehicle, equipment) sustained while on duty to their supervisor.

43.9.2 An employee witnessing or damaging property owned by the City of Tenino, shall 
notify their supervisor. The supervisor will determine if the damage to the property is major 
or minor and may require the employee to complete a City of Tenino Injury/Accident Report 
Form.

43.9.3 It is understood that from time to time damage is going to occur due to normal use and 
the serviceable life of a particular piece of equipment. This damage shall be reported to the 
supervisor, but does not necessarily require that a City Report Form be completed.

43.9.4 Police vehicle collisions are covered by Tenino Police Department Policy chapter 
twenty-eight (28).

43.9.5 Damage to a City Vehicle not involving a reportable collision will, at a minimum, be 
reported to the on-duty supervisor.

43.9.6 All employees that have sustained an on-duty injury will fully document the facts 
surrounding the incident on a City of Tenino Personal Injury Accident Report Form. The form 
will be completed as thoroughly as possible and provide all pertinent information to help in 
any subsequent investigation.

43.9.7 All injuries of a minor nature can be treated by the Fire Department, at a medical 
center, physician’s office or hospital. Employees are free to choose where and by whom 
treatment is received. Employees who require immediate hospital attention should be 
transported to a local Emergency Room. Employees that are unconscious will be transported 
to the nearest hospital.

43.9.8 If treated by a physician and relieved from duty, the employee will inform his 
supervisor of the extent of the injury, next required visit with a physician, and the 
approximate number of days before the employee will be able to return to duty.

43.9.9 Any employee that is absent from work due to an on-duty injury must submit a 
physician’s authorization to return to work.

43.10 SUPERVISOR’S RESPONSIBILITY FOR REPORTING AN ON-DUTY 
INJURY

43.10.1 Supervisors will ensure that injured employees receive prompt medical attention.
43.10.2 Minor injuries may be treated by the Fire Department Paramedics, medical facility, or doctor of the employee’s choosing.

43.10.3 Depending on the seriousness of the injury, the employee should be directed to seek treatment at one of the area hospitals.

43.10.4 If the employee is admitted to a hospital, the Patrol Sergeant will be notified immediately through the chain of command.

43.10.5 The supervisor will complete a Personal Injury Accident Report Form, depending on the situation. This report, the employee’s report, and any other documentation will be forwarded to the Chief of Police through the chain of command.

43.10.6 The supervisor’s investigation should cover the following areas, when applicable:

a. Photographs of any injuries, damaged property, scene of the accident/injury, and any other relevant materials;

b. Names, addresses, telephone numbers, dates of birth, and statements of any witnesses;

c. Names and/or statements of any Department personnel with direct knowledge or involvement with the incident;

d. Any findings of improper procedures, unsafe actions, discrepancies, and an investigative conclusion concerning the incident with recommendations to correct or prevent recurring of similar injuries.

43.10.7 The supervisor’s responsibility for promoting safety includes:

a. Enforcement of all safety regulations;

b. Documenting on-duty injuries;

c. Ensuring prompt medical care to injured employees;

d. Reporting unsafe equipment;

e. Instructing employees in the safe operation of Tenino Police Department equipment in the performance of their assigned duties;

f. Ensuring that protective equipment is utilized whenever warranted.

43.11 CHIEF’S RESPONSIBILITY

43.11.1 The Chief shall be responsible for submitting all reports of on-duty injuries to the City of Tenino Human Resource director for processing.
CHAPTER 44.00.00  MISSING PERSON, RUNAWAY, AND AMBER ALERT
Effective Date: 02/01/09
Revision Notes: N/A

44.1 PURPOSE
To provide guidelines for taking a report of a missing person.

44.2 POLICY
All missing person reports will be investigated thoroughly and quickly. Any reports of missing children will be handled as a priority investigation.

44.3 MISSING PERSON – ADULT
44.3.1 A missing person report will be taken whenever the circumstances indicate that the person missing may be endangered, missing involuntarily, disabled, a catastrophe or accident victim, or other such circumstances that warrant police intervention.

Note: There is not a “total time missing” requirement before a missing persons report can be taken, each case should be examined individually.

44.3.2 The officer will obtain the missing person’s name, age, description, last known location, and possible destination as soon as possible. This information will be given to CAPCOM who will broadcast the information.

44.3.3 The report should be made by a relative or legal guardian. If, however, a relative or guardian is not immediately available, then the report may be taken from a person who is a close friend, an employer or co-worker, or someone who has temporary custody of the missing person and a genuine concern for the missing person’s safety.

44.3.4 The reporting officer will request that the person filing the report sign the WACIC entry section of the missing person report form. The officer will explain that the form permits the Tenino Police Department to enter the missing person into WACIC and holds the reporting person responsible for transporting the missing person back home if located in another jurisdiction.

44.3.5 If the person refuses to sign the WACIC entry section, the officer will explain how this will severely limit any attempt to notify other law enforcement agencies concerning the missing person. Any refusal will be documented in the narrative.

44.3.6 The reporting officer will attempt to obtain a current photograph of the missing person. The photograph will be attached to the original report.

44.3.7 The shift supervisor will ensure that the missing person is entered into WACIC.
44.3.8 If the missing adult has been missing for at least 30 days, every effort must be made to obtain dental data for entry into WACIC. An authorization to release dental records should be obtained.

44.3.9 Detectives assigned a missing person report for follow up will contact the complainant and keep him/her informed of any progress made and the current status of the case.

44.3.10 The shift supervisor on duty at the time notification is received that a missing adult is located, found or who has returned home, is responsible for ensuring that all WACIC and NCIC computer entries have been canceled. This information will be included in a supplemental report.

44.4 MISSING PERSON / RUNAWAY – MINORS

44.4.1 Officers will make a report on any person less than 18 years of age who is being reported as missing or a runaway for the first time.

44.4.2 In instances where a complaint is received and the minor has a history of being a runaway, a report will be made and the minor listed as a runaway.

44.4.3 The officer will obtain the minor’s name, age, description, last known location, and possible destination as soon as possible. This information will be given to CAPCOM who will broadcast the information.

44.4.4 The parent or guardian will be asked to sign the WACIC section of the missing person report. The officer will fully explain the purpose of this section and the parent’s responsibility to provide transportation when the minor is found. If the parent refuses to sign the WACIC section, the officer will indicate this in the narrative. The missing person will still be entered into WACIC based on the investigating Officers signed police report.

44.4.5 The officer will ask that family members complete the "Missing Child Investigation Questionnaire" at the time the report is taken. The officer should obtain a recent photograph of the minor. The officer should also inquire if the missing minor has an original set of fingerprints available.

44.4.6 If the missing minor has been missing for at least 30 days, every effort must be made to obtain dental data for entry into WACIC.

44.4.7 The shift supervisor is responsible for ensuring that the missing minor has been entered into WACIC.

44.4.8 Detectives assigned a missing minor report for follow up will contact the complainant and keep him informed of any progress made and the current status of the case.
44.4.9 The shift supervisor on duty at the time notification is received that a missing minor is located, found or who has returned home, is responsible for ensuring that all WACIC and NCIC computer entries have been canceled. This information will be included in a supplemental report.

44.5 CRIMINAL INVESTIGATION UNIT

44.5.1 All reports taken for missing person or runaway cases will be forwarded to the Criminal Investigation Unit.

44.5.2 The Criminal Investigation Unit will monitor these cases and be responsible for additional follow-up, investigation, or the submitting of dental records as required by RCW.

44.6 SEARCHES

44.6.1 The shift supervisor will respond immediately to the scene of a missing or abducted child or a disabled or mentally impaired adult and determine the type of investigation and search that is necessary.

44.6.2 The residence and surrounding neighborhood should be thoroughly searched by available personnel.

44.6.3 When the shift supervisor determines that the search will be detailed or lengthy, and there is a definite need for an immediate investigation, the Patrol Sergeant will be notified. If deemed necessary, the Detective Sergeant will be notified so a Detective can respond to the scene.

44.6.4 The Detective responding to the scene will assume responsibility for coordinating the continued search and necessary follow up investigation, including maintaining contact with the complainant.

44.7 CHILD ABDUCTION / AMBER ALERT

44.7.1 The State of Washington AMBER Alert Plan is named for 9-year old Amber Hagerman of Arlington, Texas. In 1996 she was abducted while riding her bicycle and brutally murdered. This alert organizes a rapid response by law enforcement, broadcasters, and the public to recover an abducted child and apprehend the suspect.

44.7.2 Effective June 4, 2004, the Tenino Police Department adopts the State Wide Amber Alert Plan. This policy will direct TPD personnel in the initiation and implementation of the plan in the event of an AMBER Alert.

The following elements should be satisfied for the incident to qualify as an AMBER Alert. All the facts and circumstances of the incident should be considered:
a. The child is under 18 years of age and is known to be abducted and is not a runaway from home.

b. The abducted child is believed to be in danger of death or serious bodily injury.

c. The AMBER Alert activation should occur within four hours of the event qualifying under the criteria as an AMBER Alert, unless circumstances or the timeliness of the information warrant otherwise.

d. There must be enough descriptive information available to believe that an AMBER Alert activation will assist in the recovery of the child. Must include as much of the following information as possible:

e. Where abduction took place

f. A specific physical description of the child (can include clothing worn when last seen; height, weight, age, hair and eye color, hair length, any additional distinguishing physical characteristics.

g. A physical description of the abductor

h. Place last seen

i. Description of the vehicle (color, make, model, license number, approximate year)

j. The incident must be reported to and investigated by a law enforcement agency.

44.7.4 Upon investigating an abducted child which meets the criteria, the shift supervisor shall have the authority to issue an AMBER Alert. The Chief of Police and Patrol Sergeant will be notified immediately.

44.7.5 The shift supervisor will contact WSP, as they are the agency that approves all AMBER Alerts. Once approved, the Tenino Police Department will be given access to a portal in which to update and add information to this AMBER Alert.

44.7.6 Upon activation, the Patrol Sergeant will be notified and will respond to the Tenino Police Department. The Patrol Sergeant is designated as the point of contact for media and other law enforcement agencies. In the absence of the Patrol Sergeant, the shift supervisor shall designate a point of contact.

44.7.7 The designated point of contact will be responsible for providing phone numbers for media, public, and law enforcement inquiries. He/she will be responsible for updating information into the portal as set forth in the Statewide Amber Alert Plan.
44.7.8 Upon completion of an AMBER Alert, the shift supervisor shall be responsible for the AMBER Alert Report and submit the report to the Chief of Police within seven days of the alert.

44.7.9 The Chief of Police shall be responsible for submitting the AMBER Alert Report to WASPC. The Chief of Police and/or designee shall be responsible for representing the Tenino Police Department during the WASPC AMBER Alert Committee’s review of the alert.

CHAPTER 45.00.00 SEARCH AND SEIZURE
Effective Date: 02/01/09
Revision Notes: N/A

45.1 PURPOSE

The purpose of this section is to provide general guidelines and procedures to follow in conducting any variety of searches and seizures that can be accomplished with or without a warrant.

45.2 POLICY

Searches of persons, places, and things will be accomplished in a manner that provides protection of constitutional rights, minimizes intrusion, preserves evidence or fruits of the crime, and provides for the safety of all parties. A search and a seizure which is not pre-authorized by a neutral and detached magistrate through the warrant process is per se unreasonable UNLESS it falls within one of the exceptions. Officers may also consider consulting with the Prosecuting Attorney's Office for advice and guidance.

45.3 SEARCH WARRANT EXCEPTIONS:

45.3.1 SEARCH BY CONSENT - Search by consent is a search performed by a police officer where the subject voluntarily/freely gives consent, and that subject had privacy rights (standing) to authorize the consent to search.

NOTE: State v. Ferrier requires that prior to the person consenting, he/she must be advised that he/she can refuse to consent, that he/she can revoke consent at any time, and that he/she can limit the scope of consent to certain areas.

45.3.2 Ideally, the consent should be in writing and documented on the Consent to Search Form. It is always preferable to have a witness to a consent search, if one is available.

45.4 TERRY FRISK (TERRY V. OHIO)

45.4.1 An Officer having a reasonable suspicion that a person is committing, has committed, or is about to commit a crime may stop that person. Reasonable suspicion must be based on specific, articulable, rational facts (less than probable cause but more than a hunch). To frisk
that person, an Officer must have a reasonable articulable suspicion that weapons are present or that the officer is in danger because the suspect is armed or dangerous.

45.4.2 The frisk must be carefully limited to discover weapons which might be used against the officer. The authority to search for and seize weapons is for the limited purpose of allowing an officer to protect him/her self and others. The authority is clearly NOT for the purpose of searching for and seizing evidence, although during the course of a frisk, evidence may on occasion be discovered and become the basis for an arrest.

45.4.3 Any officer who initiates a frisk must be able to articulate the reason(s) for suspecting that he or others in the area are in danger. This information may be drawn from the Officer’s training and experience. The following are some articulable factors that may justify a pat down for weapons:

- a. Feel, shape, sight of weapon on person;
- b. Personal knowledge of person and/or that they are known to possess weapons;
- c. Person’s movements and or statements;
- d. Number of persons detained.

45.4.4 Types of Frisks:

- a. Frisk of Person - Limited to a pat down (not a search) of the outer clothing.
- b. Frisk of Vehicle - A cursory inspection of the area around the person in the car, or the area in the car in which the person was located.
- c. Frisk in Home - Protective sweep or cursory inspection of those spaces in a home where a person could be found is justifiable upon reasonable suspicion that the home harbors a person who poses a danger to the officers.

45.4.5 The “plain feel” doctrine is described in Minnesota v. Dickerson. This doctrine allows an officer to seize evidence other than a weapon if, in conducting a frisk, the contraband/nature of the evidence is “immediately apparent” to the officer based on his feel of the object through the person’s clothing during the pat down.

**45.5 PERSON SEARCHES**

45.5.1 Searches conducted pursuant to an arrest are one of the most widely used exceptions to the warrant requirement. The Search Without a Warrant Law provides for the searching of a person upon making a valid arrest. Application of this section is typically applied to situations involving CUSTODIAL arrests.
NOTE: It is the policy position of the Tenino Police Department to make a custodial arrest for all criminal driving offenses. The exception is NVOL offenses. The arresting officer has the discretionary authority to release the violator at the conclusion of the traffic stop.

45.5.2 Officers may reasonably search the person arrested and the area within such person’s immediate control for the purpose of:

   a. Protecting the officer from attack;

   b. Preventing the person from escaping;

   c. Discovering the fruits of the crime;

   d. Discovering any instruments, articles, or other things which may have been used in the commission of or which may constitute evidence of an offense.

45.5.3 Prior to transporting or confining a person under arrest, an officer shall conduct a thorough search of the prisoner and outer garments.

   a. Officers shall take and maintain custody of purses or bags carried by prisoners, checking for weapons.

   b. The interior of the police vehicle shall be searched prior to and after transporting a prisoner.

45.5.4 A custodial arrest will not, by itself, allow for a strip search to be conducted. Strip searches will only be conducted at a detention facility and shall comply with RCW 10.79.130

45.6 VEHICLE SEARCHES

45.6.1 Incident to a Custodial Arrest - If a person is arrested from a vehicle, the passenger compartment can be legally searched. The arrestee must remain on scene while the vehicle search is being conducted.

   a. To trigger a vehicle search incident to a custodial arrest, arrestee does not necessarily have to be inside the vehicle at the moment the Officer first initiates contact. A totality of the circumstances will be used in determining the search of a vehicle where the person is some distance away from the vehicle, when arrested.

   b. The passenger compartment is construed as including all space reachable without exiting the vehicle. No locked containers, including trunks, may be searched unless exigent circumstances exist.

45.6.2 Inventory Search - Typically occur when a vehicle is impounded. The search must be reasonable. The purpose is to inventory the contents of the vehicle and in some cases secure
valuables as “safekeeping” per Department Property Room Policy. Locked containers cannot be searched.

Officers should note that towing a vehicle to the Evidence Building or an otherwise secure area may negate the ability to search without a warrant. An inventory search should never be conducted when circumstances would dictate the requirement that a warrant be obtained.

45.6.3 Inventory searches of property seized by police officers has been justified for three reasons:

a. An inventory search protects the property of the owner;

b. It protects the law enforcement agency against claims that the property has been lost or stolen;

c. It allows the police to discover any potential danger that may exist because of the contents of the property itself.

45.6.4 Additional items of property subject to an inventory search include:

a. Found property;

b. Property turned over to the police for safekeeping or destruction;

c. Abandoned property.

45.7 PLAIN VIEW AND OPEN SEARCHES

45.7.1 Plain View occurs when items are discovered while the Officer is in a constitutionally protected area. A plain view search is legal if:

a. The Officer has a prior lawful justification for the intrusion into the protected area;

b. The items seized were immediately recognized as contraband or having evidentiary value;

c. The discovery was inadvertent (i.e. Officer is serving search warrant for stolen property and discovers marijuana plants).

d. The “plain view” doctrine also applies to searches conducted pursuant to a warrant, even if the item(s) to be seized were not noted on the warrant. The test will be:

e. Does the officer have a right to be where he is;

f. Does the officer have probable cause to believe the item(s) in plain view are evidence or contraband;
g. Moving items or the rearrangement of items to note serial numbers, for example, is not supported by the plain view doctrine.

45.7.2 Open View occurs when items are discovered when an Officer is outside a constitutionally protected area, an area where the observer has a right to be. This observation alone (without exigent circumstance) does not justify intrusion into a constitutionally protected area. It merely allows the Officer to use these observations and apply for a search warrant.

a. Aids such as binoculars and flashlights used to enhance an Officer’s own senses will not render an open view illegal.

b. Aids, such as a heat detection device, are improper as they are not detectable with ordinary senses.

45.8 EXIGENT CIRCUMSTANCES

45.8.1 The exigent circumstances exception to the warrant requirement allows an officer to search and/or enter a constitutionally protected area without a warrant. The need to protect or preserve life, avoid serious injury, or protect property in danger of damage justifies an entry that would otherwise be illegal absent an emergency. Police Officers owe other duties to the public such as rendering aid to individuals in danger and protecting their property and premises. It is important to remember that if an Officer discovers items of evidentiary value during this time, generally a warrant would need to be obtained prior to further investigation and/or seizure of evidence.

Probably the two strongest justifications for entry into a protected area without a warrant are probable cause to believe that someone is in need of immediate assistance because of injury, illness, or other peril, or probable cause to believe that an offense is in progress or being committed, particularly a crime of violence.

There are several factors to be considered in determining whether or not exigent circumstances exist:

a. The gravity of the offense committed;

b. The likelihood that the suspect is armed and therefore dangerous;

c. Reasonable, trustworthy information that the suspect committed the offense;

d. There exists strong reason to believe that the suspect is on the premises;

e. There is a likelihood that the suspect will escape if not immediately apprehended;
f. The circumstances of entry and time delay;

g. Hot pursuit and/or a fleeing suspect;

h. Danger to the Officers or public;

i. Mobility of the vehicle;

j. The likelihood that the evidence will be lost, destroyed, or tampered with.

k. The aforementioned factors will determine the “totality of the circumstances.”

l. A widely recognized exigent circumstance is the well-being check. There are situations in which the health and well-being of a person are involved. In most cases, there is no reason for police to suspect criminal activity, so the entry is not for the purpose of finding or discovering items of evidentiary value. Entries are made into private premises solely to determine the well-being of the resident and render aid if needed. Once this has concluded and all officers leave the scene, the exigent circumstances may no longer exist. Re-entry into the scene would then require a search warrant.

45.8.2 Hot or Fresh Pursuit is the immediate pursuit of a person who is endeavoring to avoid arrest. It is without unreasonable interruption and that a warrant could not be obtained under the circumstances. This exception will not generally apply to minor crimes including most non-felony crimes and traffic offenses.

45.9 SEARCH WARRANTS

45.9.1 In applying for and executing warrants, employees will abide by relevant statutes. In serving warrants on individuals, employees will proceed to secure custody of the individual(s) in an efficient manner and with due regard for safety. When serving a warrant out of our jurisdiction, employees will notify the controlling law enforcement agency of the intention to serve the warrant and request their cooperation.

45.9.3 When a Police Officer believes that probable cause exists for a search warrant during normal business hours, and that officer has received authorization from their supervisor to apply for a warrant the following considerations should be taken into account.

a. While not a requirement, it is the general practice of the Tenino Police Department to use the court approved format for the search warrant affidavits, search warrant face sheet(s) and the search warrant returns. These documents need to be prepared in advance and reviewed at a minimum by the officer’s supervisor or a member of the investigations unit. It is also recommended that a prosecuting attorney review the affidavit and search warrant prior to their presentation to the Judge.
b. The jurisdiction where the search warrant is to be served should be considered by the affiant. For searches occurring outside Thurston County, a Superior Court Search Warrant is required. For searches conducted in Thurston County it is recommended, but not required that the affiant use a District Court Judge.

45.9.3 If an officer believes a Search Warrant is needed after business hours, employees may contact a detective for assistance. A determination can be made as to the need of a search warrant. The witnesses will need to be present at the time that the telephone conversation with the detective occurs. In addition, you will need the Search Warrant forms and the Certificates of Search. The officer must check the tape recording device to make sure it operates correctly before making the conference call for a telephonic warrant.

45.9.4 All pertinent information must be available and the forms completed before making the telephone call. You will be expected to read the forms over the telephone while under oath. The forms cannot be changed once approved by the Judge.

45.9.5 After the telephone call has concluded the investigative or shift supervisor will advise which form is to be given to the person whose premises is to be searched.

45.9.6 The warrant will be executed within the time limits set by the judge and returned to the court. The appropriate copies will be provided to the individual suffering the search or left on the premises. A copy of the Search Warrant should be shown to the individual suffering the search.

45.9.7 No member of the Tenino Police Department shall apply for any Search Warrant without knowledge and approval of the supervisor of the shift or division to which he/she is assigned.

45.10 SEIZURE GUIDELINES

The purpose of this section is to establish guidelines for the seizure and forfeiture of assets.

45.11 SEIZURE POLICY

It is the policy of the Tenino Police Department to utilize the forfeiture provisions available in the Revised Code of Washington and/or Federal Laws. This effort is intended to have a direct impact on those individuals involved with criminal activity.

45.12 SEIZURE PROCEDURE

45.12.1 Asset seizure is the confiscation by the government of tainted property or assets used to commit a crime or gained as a result of criminal activity. Forfeiture is the legal process by which the title or legal ownership to the seized property is turned over to the government.

a. Asset forfeiture drug cases can be accomplished through either civil or criminal proceedings. Federal criminal forfeiture is pursued under two laws, the Racketeer

b. Civil forfeiture proceedings are brought against property, not a person. Possession of the property may not be illegal, but the property may be subject to seizure and forfeiture because of the way it was used.

c. Criminal forfeiture proceedings do not necessarily depend on the outcome of the criminal case against the owner of the property. The defendant does not have to be convicted of the crime for the department to be successful in the forfeiture proceeding.

45.12.2 Each supervisor is responsible for reviewing offense reports and arrests by members of their units to determine whether the possibility exists for the seizure and forfeiture of property.

a. Items not to be seized include:

b. Vehicles with less than $1,500 (one thousand five hundred dollars) in value;

c. Cellular phones and pagers;

d. Money in the amount of less than $50 (fifty dollars).

45.12.3 If a supervisor or Officer feels that the property seizure and forfeiture is warranted, they will seize the involved property as evidence following departmental procedures.

45.12.4 The Officer initiating the seizure will draw a separate incident number and prepare a report outlining the probable cause to believe that the property to be seized are fruits of a crime and/or part of and ongoing illegal enterprise or instruments used to facilitate the criminal act.

45.12.5 The seizure report will be forwarded through the chain of command to the Patrol Sergeant who will review the probable cause and determine the appropriate course of action; seize the property or return it to the owner.

a. Once the Patrol Sergeant has made the determination on how to proceed the case will be returned to the Detective Sergeant for disposition.

b. Anytime property is seized and forfeiture is intended, the possessor and/or owner will be served with a "Notice of Seizure and Intended Forfeiture" within 15 days of the seizure or as outlined in RCW. A copy of all case reports and the Notice will be forwarded to the Detective Sergeant for review.

45.12.6. If the owner/possessor makes the appropriate request as outlined in the RCW, the Detective Sergeant will arrange for a hearing with the Chief of Police.
45.12.7 If approved by the Chief of Police, the Detective Sergeant will begin forfeiture proceedings. The Detective Sergeant is responsible for ensuring that a seizure case file is prepared which includes all reports, receipts, tow reports, or inventory forms are marked, "Hold For Forfeiture."

45.12.8 All requests for information regarding property in forfeiture proceedings will be directed to the Detective Sergeant.

45.12.9 Currency seized will be maintained in the Property Room until such time that a ruling or hearing is concluded.

45.12.10 The Detective Sergeant is responsible for the security, maintenance, accountability and recording of the funds seized through asset forfeiture.

45.12.11 Money received and placed into the forfeiture account will be recorded. The Detective Sergeant will log the following:

   a. Case report number;
   b. Defendant's name;
   c. Date of deposit;
   d. Name of person making the deposit;
   e. Amount of deposit; and
   f. Date of transfer to permanent department account or returned to defendant.

45.12.12 Money awarded to the Tenino Police Department will be transferred to a City of Tenino separate account. These funds will only be used as provided for by the applicable state or federal statute.

45.12.13 The Chief of Police must approve all requests for expenditures/transfers from the forfeiture account.

45.12.14 Periodic audits of the forfeiture account will be conducted by the finance department.

45.12.15 Whenever the Department is involved in a case where several jurisdictions are involved, the appropriate authority will determine the percentage of assets to be distributed based upon those agencies' involvement in the case.

**45.13 ONE-PARTY CONSENT RECORDING AUTHORIZATION**
45.13.1 The Omnibus Bill of 1989 (SHB 1793) has a provision allowing for the tape recording of certain conversations involving the sale and distribution of narcotics and for officer safety. The ability to conduct these types of recordings is very important in the investigation of illegal narcotics trafficking. The purpose of this policy is to insure that the recordings are made in accordance with the provisions of state law and to set forth a mechanism to obtain authorization.

45.13.2 One-party consent recordings should be used when practical and appropriate for every case where an authorization is possible. The recordings of conversations with those dealing in narcotics provides the best evidence and recordings should be obtained whenever possible.

45.13.3 In every case where there is a reasonable suspicion that the officer or agent involved may be placed at risk, a one party consent authorization will be obtained and the conversation will be monitored to insure the safety of the officer and/or agent.

45.13.4 All requests for authorization to obtain a one party consent recording will be made to the unit supervisor. The supervisor will review the request for legal sufficiency.

45.13.5 If there are not exigent circumstances, the supervisor and the requesting officer will contact the prosecuting attorney or one of the deputies for review of the probable cause. If the prosecuting attorney or a deputy concur that probable cause exists, a notation will be made in the case file that the consultation was made and the results of the consultation.

45.13.6 The supervisor and the requesting officer will contact the Chief or his/her designee, to obtain an authorization for a one party consent recording and transmission.

45.13.7 If there is not sufficient time available, the supervisor may contact a command staff officer for authorization without consultation with the prosecuting attorney. The supervisor will advise the staff officer that the consultation was not made and the reason for the exigent circumstances.

45.13.8 The requesting officer and his/her supervisor will provide the authorizing staff officer with the completed authorization for signature or will provide the staff officer with the information necessary to complete the authorization.

45.13.9 All authorizations for one-party consent recordings and transmissions will be filed with the case report. A copy of the authorization will be forwarded to the Detective Sergeant. The Investigations Sergeant is responsible for filing all the necessary reports with the Superior Court and the Administrator for the Courts. These reports will be completed at the direction of the Detective Sergeant and forwarded to the Chief for signature.

45.13.10 If a tape recording detailing the probable cause is made, the tape recording will be impounded into the police evidence section. A copy of the transcript will be kept with the authorization.
CHAPTER 46.00.00  LEGAL ADVICE AND LIABILITY
Effective Date: 02/01/09
Revision Notes: N/A

46.1 LEGAL ADVICE

46.1.1 Legal advice for the Tenino Police Department is provided by the City Attorney or such firm as is contracted by the city. The City Attorney is designated to serve as the police legal advisor.

46.2 LIABILITY INSURANCE

46.2.1 The City of Tenino is covered by the Association of Washington Cities, Risk Management Services Agency (RMSA). It provides insurance coverage for all city employees including police employees through a risk pool system. The risk pool provides coverage, which indemnifies all agency personnel acting lawfully for and under the authority of the Tenino Police Department.

CHAPTER 47.00.00  HATE CRIME RELATED INCIDENTS
Effective Date: 02/01/09
Revision Notes: N/A

47.1 PURPOSE

a. It is the policy of the Tenino Police Department to protect the constitutional rights of all citizens regardless of their race, color, ethnicity, or religion. When the rights of any citizen are infringed upon by intimidation, force, or violence, the Department shall expend resources necessary to conduct a thorough investigation, identify the perpetrators, and bring them before the court.

b. There will be special emphasis placed on victim assistance and community cooperation to reduce the fears of the victim and the local community.

c. The Tenino Police Department will not tolerate malicious or criminal incidents that are racially or religiously motivated.

47.2 DEFINITION:

A hate crime related incident is an act or a threatened or attempted act by any person or persons against the person or property of another individual or group which may in any way constitute an expression of hostility toward the victim because of the person’s actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin. Such acts include, but are not limited to, vandalism, cross burning, fire bombings, bomb threats, assaults, battery, threatening phone calls, and any other incidents where the result of the action is real or perceived.
47.3 FACTORS TO BE CONSIDERED IN IDENTIFYING HATE CRIME RELATED INCIDENTS:

47.3.1 The motivation behind the act determines whether an incident is hate related. Although no one factor is conclusive, the following criteria, applied singularly or in combination, should be used to determine if probable cause exists to believe that an incident was motivated entirely or in part by animosity toward the victim because of his actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin.

47.3.2 Were words, symbols, or acts that are or may be offensive to an identifiable group used by the perpetrator or are they present as evidence? For example, is there a burning cross or a painted swastika, or were derogatory words or slurs or graffiti directed at a particular racial, religious, ethnic, or other minority group?

47.3.3 Are the victim and the suspected perpetrator members of different racial, religious or ethnic groups?

47.3.4 Has the victim or victim’s group been subjected to past similar incidents? Has there been tension or hostility between the victim’s group and another particular racial, religious or ethnic group?

47.3.5 Is the victim the only minority group member in the neighborhood or one of just a few such persons?

47.3.6 Did the victim recently move into the area? Is the victim acquainted with neighbors and/or local community groups? Has there been evidence of hostility toward the victim by neighbors?

47.3.7 When multiple incidents occur at the same time, are all the victims of the same race, ethnicity, religion, national origin, or sexual orientation?

47.3.8 Does a meaningful portion of the local community perceive and respond to the situation as a hate crime related incident?

47.3.9 Does the incident appear to be timed to coincide with a specific holiday or date of significance (e.g. Martin Luther King Day, Rosh Hashanah)?

47.3.10 Has the victim been involved in recent public activity that would possibly make him a target? Has the victim been associated with any prominent recent or past activities relating to his race, ethnicity, religion or sexual orientation (e.g., NAACP, gay rights rally, demonstrations by or against the KKK)?

47.3.11 Has there been prior or recent news coverage of events of a similar nature?
47.3.12 What was the manner and means of attack (e.g., color of paint, symbols or signs used, unusual spelling of the words used)? Is the modus operandi similar to other documented incidents?

47.3.13 Is there an ongoing neighborhood problem that may have initiated or contributed to the act (e.g., could the act be retribution for some conflict between neighbors or with area juveniles)?

47.3.14 Does the perpetrator responsible have a true understanding of the impact of the crime/incident on the victim or other group members? Are the perpetrators juveniles?

47.3.15 Does the crime/incident indicate possible involvement by an organized hate group (e.g. KKK, American Nazi Party)? For example:

   a. Is the literature printed or handwritten?

   b. Does it contain an identifiable hate group symbol or insignia or hate group address?

   c. Is there any documented or suspected organized hate group activity in the area?

47.4 REPORTING OF HATE CRIME RELATED INCIDENTS

47.4.1 A written report and thorough follow-up investigation will be made for all hate related incidents. The report will be made regardless of the victim's desire for prosecution. In some cases, the motivation behind the act will be unclear.

47.5 REPORTING OFFICER’S RESPONSIBILITY

47.5.1 When an incident is determined to be hate related the reporting officer is responsible for the following:

   a. Aid the injured, stabilize the victim, provide necessary assistance;

   b. Apprehend the offender, when possible;

   c. Take steps to prevent the incident from escalating;

   d. Protect the crime scene;

   e. Request that a supervisor respond to the scene;

   f. Conduct a preliminary investigation;

   g. Prepare the appropriate report; and
h. Provide assistance in accordance with the department’s procedure for victim/witness assistance.

47.6 SUPERVISOR’S RESPONSIBILITY

47.6.1 When informed that a hate motivated incident has occurred, the supervisor will:

a. Respond to the scene to determine the seriousness of the incident;

b. Determine whether additional personnel are needed;

c. Notify the patrol sergeant, the chief of police, an investigator, or other personnel as necessary;

d. Take whatever steps are necessary to prevent the incident from escalating;

e. Supervise the preliminary investigation;

f. Review and approve all initial reports; and

g. Assist the patrol sergeant and the chief of police in carrying out any necessary community relations functions.

47.7 INVESTIGATOR’S RESPONSIBILITY

47.7.1 When called to the scene of a hate motivated incident, the investigator will:

a. Assume control of any necessary follow-up investigations;

b. Conduct all necessary crime scene searches, surveillances, or activities to secure evidence and apprehend the offender;

c. Contact the appropriate federal, state, and local law enforcement agencies for assistance if necessary;

d. Submit all follow-up reports and prepare the case for prosecution; and

e. Keep the chief of police and the victim informed of the status and any changes in the case.

47.7.2 The Detective Division is responsible for maintaining a file on all hate motivated incidents and establishing a liaison with the appropriate federal, state, and local agencies for intelligence information exchange.

47.7.3 A follow-up investigation will be conducted by a member of the Detective Division on all reports of hate crime related incidents.
CHAPTER 48.00.00 DOMESTIC VIOLENCE
Effective Date: 02/01/09
Revision Notes: N/A

48.1 PURPOSE

a. To provide guidelines for officers responding to incidents of domestic violence.

b. To inform officers of their requirements under the Domestic Violence Act.

c. To establish guidelines, responsibilities and procedures for domestic violence intervention.

48.2 POLICY

It shall be the policy of the Tenino Police Department to view domestic violence as a serious crime. Therefore, the Tenino Police Department shall take a proactive response to safeguard victim's rights, provide victim assistance and use lawful arrest as a deterrent to future violence.

48.3 DEFINITIONS

48.3.1 Domestic violence means physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members, sexual assault of one family or household member by another, or stalking of one family or household member by another family or household member (RCW 26.50.010).

48.3.2 Family or household members include spouses, former spouses, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including step-parents and stepchildren and grandparents and grandchildren.

48.4 RESPONSE

48.4.1 Two officers shall normally be dispatched on all domestic disturbance calls.

48.4.2 Priority of response to domestic violence calls shall be no less than if the incident involved strangers.
48.4.3 Upon arrival, officers should verbally identify themselves as police officers and give an explanation for their presence.

48.4.4 Officers may enter and conduct a search of the residence if consent has been given to do so. Although a consent search eliminates the need for a search warrant and probable cause, such consent must be freely and voluntarily given. If two people have joint ownership of a place or thing, either one may give a valid consent. However, if one of them exercises sole control over part of the premises, the other cannot give valid consent to search that part.

48.4.5 When entry to a residence is refused, officers shall be persistent, explaining that a complaint was received and must be investigated. If time allows, officers shall notify the Shift Supervisor for guidance.

48.4.6 There may be times when sufficient probable cause exists to indicate that a crime is being committed, has been committed, or that a life is in danger. In these cases, if entry has been refused or there is no reply from the premises, forced entry may be necessary. Officers shall evaluate the following elements when considering a forced, warrant less entry:

a. The degree of urgency involved and the time required to secure a warrant;

b. The possibility of dangers to others, including police officers;

c. Whether the offense involves violence.

48.4.7 Upon investigation of a domestic violence incident, the officer shall evaluate the circumstances surrounding the incident and determine if probable cause exists to make an arrest.

48.4.8 Officers will make an arrest if the officer has probable cause to believe that the person has committed or is committing any crime. Arrest is the preferred response to family violence because arrest offers the greatest potential for ending the violence. Refusal of the victim to cooperate shall not prevent, nor shall it be a consideration, in an officer’s decision to arrest.

48.4.9 Under no circumstances will an officer of the Tenino Police Department use the threat to arrest all parties involved for the purpose of discouraging a victim from cooperating.

48.4.10 In all cases of domestic violence, the victim will be issued a "Victims Rights" form.

48.5 VICTIM ASSISTANCE

48.5.1 Officers will offer victims immediate and adequate information (the Victims Rights form) written in a language appropriate for the victim, which shall include a summary of the procedures and relief available to victims of domestic violence.
48.5.2 If the victim requests assistance in leaving the premises, the officer will stand by for a reasonable amount of time to allow the victim to gather some necessary personal belongings and possessions.

48.5.3 When appropriate, officers should advise the victim about seeking medical attention and preserving evidence (specifically including photographs of injury or damage and damaged clothing or other property).

48.5.4 When requested, officers will attempt to arrange for transportation of the victim and, at the victim’s request, any minors or dependents in the victim’s care, to a medical facility for treatment of injuries or to a nearby place of shelter or safety.

**48.6 COURT ORDERS**

48.6.1 A Court order is available to family or household members prohibiting the abuser from certain activities or ordering the abuser to take certain actions.

48.6.2 The officer should ask the victim if any Court Orders exist between them and the suspect.

48.6.3 The officer should verify the existence of a valid Court Order and its provisions by referring to the victim’s copy.

48.6.4 Officers should closely read the Court Order for restrictions. Suspects should be arrested for violations of a valid Court Order.

**48.7 LIMITED LAW ENFORCEMENT LIABILITY**

48.7.1 A peace officer shall not be held liable in any civil action for an arrest based on probable cause, enforcement in good faith of a court order, or any other action or omission in good faith under this chapter arising from an alleged incident of domestic violence brought by any party to the incident, (RCW 10.99.070).

**48.8 OFFICER INVOLVED DOMESTIC VIOLENCE**

48.8.1 Officers responding to DVs involving a police officer will follow guidelines as established in chapter forty (40) of this manual.

**CHAPTER 49.00.00 VICTIM / WITNESS ASSISTANCE**

Effective Date: 02/01/09
Revision Notes: N/A

**49.1 PURPOSE**
The purpose of this section is to establish guidelines that will assure that victims and witnesses will be treated with fairness, compassion and dignity, and to establish guidelines concerning crime victim’s rights.

49.2 POLICY

It is the policy of the Tenino Police Department to insure that crime victims and witnesses receive the highest level of professional service and assistance. The Tenino Police Department is committed to the development, implementation, and continuation of appropriate victim/witness assistance programs and activities.

49.3 DEFINITIONS:

49.3.1 Victim - A person who suffers physical, financial, or emotional harm as the direct result of a crime committed upon his or her person or property. Also regarded as victims; a spouse, child, parent or legal guardian of a minor victim, and a spouse, child, sibling, parent or guardian of a homicide victim.

49.3.2 Witness - A person who has information relevant to an investigation of a crime. When the witness is a minor, this includes an appropriate family member.

49.4 GENERAL PROVISIONS

49.4.1 Officers will provide assistance to the victims of a major or traumatic crime. These victims have the right and reasonable expectation to:

a. Be treated humanely and understandingly;

b. Have their self-respect and privacy protected whenever possible;

c. Be advised of available counseling and victim benefits;

d. Have explained to them the working of the criminal justice system and what is expected of them;

e. Have a thorough, professional, and timely investigation conducted, and when appropriate, have the details of that investigation given to the Prosecutor’s Office for consideration;

49.5 RESPONSIBILITY

The Thurston County Prosecuting Attorney’s Office administers a victim/witness assistance program. Officers are expected to cooperate and work with members of that program.

CHAPTER 50.00.00 MENTAL HEALTH REFERRALS
Effective Date: 02/01/09
50.1 PURPOSE

To provide assistance during psychiatric emergencies and referral information for the mentally ill.

50.2 POLICY

The role of the Tenino Police Department is to respond with prompt and appropriate action in potentially dangerous emergencies involving persons exhibiting serious psychiatric conditions. Prompt and prudent action can at times prevent serious harm or fatal occurrences involving the mentally ill person and those who happen to be present when the person is experiencing a psychotic episode. It is the policy of the Tenino Police Department to ensure that individuals with psychiatric problems coming to the attention of this Department receive appropriate handling and referral.

50.3 LAW

State Law in part says that a person who appears to be incapacitated or gravely disabled by alcohol or other drugs and who is in a public place or who has threatened, attempted, or inflicted physical harm on himself, herself, or another, shall be taken into protective custody by a peace officer (RCW 70.96A.120).

50.4 PROTECTIVE CUSTODY

50.4.1 Officers must determine that the person is dangerous to him or herself or another or is unable to provide for his basic physical needs to protect himself from serious harm. The following are some indications of mental disorder that can be used to determine if the subject should be seen by a Mental Health Professional:

a. Talks to self, hears voices, talks to imaginary people;

b. Believes people are generally against him;

c. Claims to own a town/city, work for the fbi, cia, etc.;

d. Is controlled by organized crime;

e. Believes the air or water is poisoned, and;

f. Goes outside nude, and yells and screams;

50.4.2 In determining whether the person is dangerous or unable to care for himself, the officer should ask the parent, relative and/or witness some questions, such as:
a. Is the person threatening to harm himself or another?
b. If so, when did the threat occur?
c. Did the person strike another, and when did it occur?
d. Does he threaten with a knife or gun in his possession? (An overt act is not necessary)
e. Does he walk outside in the cold barefoot or nude?
f. Is he confused to such a point that he wanders and does not know where he lives, or who his relatives or parents are.

50.4.3 The officer should ask the person the following questions:
   a. Are you thinking of killing yourself?
   b. If so, how will you do it? Your plan?
   c. Do you have the means to do it?
   d. When will you do this? Time frame.
   e. Do you have a past history?

50.4.4 Officers will use extreme caution when dealing with mentally ill subjects. Appropriate restraining devices will be used when transporting a mentally ill subject.

50.4.5 Officers will use good communication and listening skills when speaking with someone suffering from a mental illness. Officers will use calming techniques and gestures so long as they do not jeopardize officer safety.

50.4.6 Officers will communicate with Central Washington Comprehensive Mental Health to determine a location for an initial evaluation. The Police Department, MHP Building, and KVCH are all acceptable locations. At certain times it might be best to stay at the scene and have the MHP make contact on scene.

50.4.7 In the event that the person is suffering from a medical problem, an ambulance will be summoned to the scene.

50.4.8 CWCMH will determine if the person is to be admitted to a psychiatric hospital.

CHAPTER 51.00.00 PEER SUPPORT PROGRAM
Effective Date: 02/01/09
Revision Notes: N/A

Tenino Police Department Policy and Procedures Manual
Revision Date: 02/01/2009
51.1 PURPOSE

The situations and demands specific to the field of law enforcement result in unique stressors that can cause both acute and cumulative stress reactions. These situations may be related to the employee’s professional life, personal life, or both. On some occasions the response to such situations may be to such a degree that the employee cannot resolve the matter on his/her own. Employees, however, are frequently hesitant to talk about such situations with “outsiders” who may not understand their perspective. The Peer Support Team exists to provide an opportunity for trained volunteer peers to help their fellow sworn employees deal with such situations.

51.2 CONFIDENTIALITY

51.2.1 Confidentiality is crucial to the success of the peer support program. In accordance with RCW 5.60.060, communications between a sworn police officer and a peer supporter are considered privileged communication. The privilege does not apply if the supporter is an initial responder, a witness, or party to the incident prompting the delivery of peer support counseling. The peer supporter must be trained and designated by the Chief of Police. All Peer Support Team members will be so trained and designated prior to engaging in any peer support activities.

51.2.2 The law does not provide privilege for communications between peer supporters and other civilian or correction staff personnel.

51.2.3 Peer supporters will respect a fellow officer’s confidentiality at all times, except as discussed in the confidentiality section of the policy. Failure to respect confidentiality will result in removal from the Peer Support Team. Additionally, a peer supporter may be sued for breaching confidentiality without consent.

51.2.4 Confidentiality guidelines will be clearly explained to fellow officers by the peer supporter at the beginning of their communication. No individual written records will be maintained.

51.2.5 A peer supporter cannot be compelled to reveal information regarding a fellow officer employee using the services of the peer supporter to another officer, except as outlined herein. It is important to remember the intent of this protection is to help officers regarding an on-duty incident:

RCW 5.60.060(6)(i) Law enforcement officer, fire fighter, civilian employee of a law enforcement agency, or civilian employee of a fire department, who has received training to provide emotional and moral support and counseling to an officer or fire fighter who needs those services as a result of an incident in which the officer or fire fighter was involved while acting in his or her official capacity.

51.2.6 The Revised Code of Washington and the Washington Administrative Code (WAC 246-924) require that confidential information must be released under certain circumstances:
a. (RCW 26.44) Suspected child abuse, including physical, sexual or neglect.
b. (RCW 72.34) Suspected abuse of a vulnerable adult.
c. (RCW 71.05) Suspected danger to self or others including the public.
d. (RCW 70.02) Pursuant to receipt of a court order.

51.2.7 The following circumstances will not be considered confidential information as well:

a. Chapter 40 of the Tenino Police Department’s Officer Involved DV policy.
b. Threats of violence against a person, or place.
c. Any misdemeanor or felony crimes resulting in physical injury to another person.

51.2.8 The Peer Support Team functions independently of any official investigation or inquiry. Team members may not be requested to assist in the investigation of any matter in which they are involved as Peer Support Team members. Team members will not report to anyone what conversations have transpired during counseling contact.

51.2.9 In order to secure the confidentiality of peer support contacts, team members may make no notes or maintain any records regarding individual contact sessions.

51.3 SELECTION OF MEMBERS

51.3.1 The purpose for selection of members to the Peer Support Team will be as follows:

a. Nominations for the team will be made by current team members.
b. Employees nominated will be contacted by the Team Coordinator to determine their desire to serve as a peer supporter.
c. The name(s) of those nominated and agreeable to serve on the team will then be put to a vote by team members.
d. The name(s) receiving the most votes will be assigned to fill open positions on the team.
e. The position of Team Coordinator will be decided by the team members.

51.4 TEAM MEMBERSHIP DURATION

51.4.1 Peer Support Team members will serve as peer supporters for as long as they wish to serve unless it is determined that the member’s regular duty assignments are being adversely
effected and corrective action and counseling has not brought about sustained change. Peer supporters may voluntarily withdraw from the team at any time.

51.5 PEER SUPPORT INITIATION

51.5.1 Individuals may refer themselves or a supervisor may suggest the officer contact a Peer Support Team member. Supervisors who have referral questions may contact the team coordinator. Knowledge of an officer’s participation will be restricted to himself/herself and the peer support.

51.5.2 Team members will not formally report their specific peer support activities to anyone. For research and development purposes, peer supporters will forward the number of contacts and an estimate of the number of hours spent on peer support activities to the team coordinator (using the peer support contact sheet).

51.6 REPORTING

51.6.1 Team members will note contacts on the team’s monthly activity report form. The names of those contacted are NOT included, only the numbers and types of incidents and the time involved. Team members need not complete a report if no contacts were made during the month. This report is given to the team coordinator.

51.7 SELF SELECT/SELF DE-SELECT

51.7.1 When the Department members request a peer supporter or when supervisors direct contact with a peer supporter, the Department member will always be given the option of selecting which Peer Support Team member he/she wants to speak with. When calling out a team member, the team coordinator will always attempt to assign the requested team member. Department members may, at their discretion, discontinue contact with one team member in favor of contact with another team member.

51.8 OUTSIDE REFERRAL

51.8.1 Peer Support Team members are expected to make referrals to support services as appropriate. Team members are encouraged to refer those Department members needing ongoing counseling to the team’s Mental Health Director. As a rule of thumb, team members should not exceed three counseling sessions with any one individual regarding a specific topic without making a referral.

CHAPTER 52.00.00 RECORDS ADMINISTRATION
Effective Date: 02/01/09
Revision Notes: N/A

52.1 PURPOSE
a. To document the basic responsibilities of the records unit basics to meeting the needs of the Tenino Police Department for records management.

b. To outline audit and retention schedules of police records.

52.2 POLICY

a. The Tenino Police Department maintains a comprehensive reporting system to record all requests for police services. The records system will record actions taken by law enforcement personnel whether in response to a request for service or for self-initiated actions.

b. Records personnel are responsible for data entry, distribution and filing of department records.

52.3 RESPONSIBILITY AND FUNCTION

52.3.1 The records unit is a component of the Support Service Section and is responsible for the records function of the department. The unit is under the direct supervision of the Office Manager.

52.3.2 The Office Manager is responsible for developing and modifying all department forms. The forms will be reviewed on an as-needed basis to ensure that they are still consistent with department needs. The review process will include personnel in the units that will use and process the forms.

52.3.3 The Office Manager is responsible for inspecting the overall operation and administration of departmental records to ensure the unit is performing properly. This includes ensuring that the original reports are maintained and accounted for.

52.3.4 The records function is responsible for reviewing, controlling, maintaining, retrieving, and auditing department records and reports. These functions include:

a. The review of reports for completeness, accuracy, and verification that all documents are accounted for;

b. The responsibility for security, confidentiality, routing of records to units or individuals, and ensuring that a record will be made of each request for police reports;

c. The responsibility for keeping records current and purging records according to the retention schedule, State Law, Court Order, etc.;

d. The retrieval of reports or documents to be copied and distributed;

e. Once filed, no original report or any attachments thereto shall be removed from the file room without completing a checkout form and filing the completed form, in the
location where the report was removed from. Additionally no original report or file will be removed from the Tenino Police Department without authorization from the Patrol Sergeant or Chief.

52.3.5 The Records unit will maintain a repository of original records, including offense reports, adult arrest reports, criminal history information, and traffic collision reports. These reports will be filed by number and kept active for six (6) years, plus the current year. Reports will then become inactive.

52.3.6 Files will be destroyed following State Law and retention procedures. Electronic records will be maintained in the Spillman Record Management System indefinitely, only being purged on a case-by-case basis pursuant to a Court Order.

52.3.7 Records will be available to all authorized operations personnel at all times.

52.3.8 The Records unit will maintain the case and arrest records needed for court of all persons arrested by the department. When a case has been adjudicated, the final court disposition will be recorded.

52.3.9 Records maintenance for other operational components of the department is as follows:

a. The Detective Sergeant will maintain a secured original file regarding the department's intelligence and organized crime files, a secured file on informants, property room and evidence files, and accreditation files.

b. The Patrol Sergeant will maintain a file on personnel training and other administrative areas.

c. The Office Manager by designation of the Chief of Police will maintain the department’s personnel records, grievances, completed internal investigations and other files as determined by the Chief of Police.

d. The Patrol Sergeant will normally maintain a secure active internal investigations file.

e. The Office Manager will maintain files on department-owned equipment and property.

52.3.10 Reports and records that document police activity will include the following information:

a. Date and time of the initial reporting;

b. Name, if available, of the citizen requesting the service, or victim's or complainant's name;

c. Nature of the incident;
d. Nature, date, and time of action taken, if any, by the department member.

52.3.11 A single numbering system will be used to document all incidents of law enforcement service, including traffic collision investigations and miscellaneous calls for service. Incident Report (IR) numbers will be assigned by CAPCOM for all requests for police service. The number will be assigned chronologically, with the first two digits representing the current calendar year, followed by a hyphen, then the individual chronological number followed. Each service request will receive only one number and each number will be different.

52.3.12 All Incident Reports and arrest information will be properly coded by the investigating officer and records personnel. All arrest information will be properly coded by Records unit personnel. The coding will be done according to Uniform Crime Reporting standards. All records and crime data meeting UCR Criteria will be transmitted to the state for inclusion in state and federal crime reporting programs.

52.4 TRAFFIC RECORDS

52.4.1 The Records unit shall have the primary responsibility for the processing, maintenance and distribution of traffic records. Vehicle Collision reports should be forwarded to the Washington State Patrol on a weekly basis.

52.4.2 Retention and purging of traffic records will follow standard retention procedures and guidelines. Collision reports may be released to attorney(s) involved, the insurance company, vehicle owner upon request, or when subpoenaed by a Court.

52.4.3 Traffic records will be entered into Spillman and contain the following information:

a. Traffic collision reports, investigations and locations;

b. Traffic enforcement data, citations, arrests, dispositions and locations;

c. Roadway hazard information.

52.4.4 Supervisors will review traffic collision reports to ensure they are submitted in a timely manner and contain complete and accurate information.

52.5 COMPUTER RECORDS SYSTEM

52.5.1 The Tenino Police Department utilizes Spillman Records System. This system contains the names of persons identified in field case reports who meet the following criteria:

a. Arrestees;

b. Witnesses;
c. Suspects;
d. Complainants;
e. Victims;
f. Missing persons;
g. Drivers;
h. Registered owners of vehicles;
i. Others.

52.5.2 Spillman is used to access incidents and arrests by location, date, time, type of offense, responsible officer, etc. Spillman can generate numerous reports including summaries of all verified offenses and services.

52.6 CRIME AND INCIDENT REPORTING

52.6.1 Specific forms are used to document incidents and investigations. Most criminal activity will be documented on an Tenino Police Department Incident Report Form (an IR). This form may include pages for additional persons, suspect description and property. The following are some of the forms used by the Tenino Police Department:

a. IR (case report);
b. Missing person questionnaire;
c. Traffic collision report;
d. Evidence/Property inventory report;
e. Motor vehicle theft report;
f. Vehicle recovery report;
g. Use of Force report;
h. Supplementary report;
i. Motor vehicle impoundment and inventory report;
j. Domestic Violence Rights Form;
k. DUI Report;

l. Victim information notice.

52.7 PRIVACY AND SECURITY

52.7.1 The Records unit has the responsibility and is accountable for ensuring that records are properly secured and the privacy of individuals is maintained according to the law and as provided for by the Freedom of Information Act.

52.7.2 Records will be properly secured when not being used.

52.7.3 Access to data within the Records unit is accessible to operations personnel through the computer terminal. During normal work hours, operations personnel have access to the Records unit as authorized by the supervisor. After normal working hours, operations personnel have access to central records through the authorization of the Shift Supervisor.

CHAPTER 53.00.00 WARRANTS, PROTECTION ORDERS AND OTHER PROCESSES
Effective Date: 02/01/09
Revision Notes: N/A

53.1 PURPOSE

a. To outline a procedure for records integrity within the department.

b. To outline a procedure for documenting, entering, and handling warrants received for entry and/or service by this Department.

c. To outline a procedure for documenting, entering, and handling protection orders received for entry and/or service by this Department.

d. To outline a procedure for arresting a person wanted on a warrant.

e. To outline procedures for handling other types of legal documents.

53.2 POLICY

53.2.1 The Tenino Police Department will maintain accurate records and abide by lawful dissemination laws. It is the policy of this Department to support the judicial system.

53.2.2 The Tenino Police Department will maintain accurate records of persons wanted and arrested on warrants. The Department will take an active role in serving its warrants, as well as those from other law enforcement agencies, for persons believed to live in the City.
53.2.3 The Tenino Police Department will maintain accurate records of protection orders sent to the Department for entry and/or service. The Department will take an active role in serving protection orders to respondents believed to be residing within the city.

53.3 RECORDS INTEGRITY

53.3.1 Access to police records is restricted to sworn personnel and services personnel. The Records Division is responsible for maintaining the integrity of police records.

53.3.2 All records check requests will be done by records personnel insofar as practical.

53.3.3 Dissemination of non-conviction record information will be limited to authorized Criminal Justice agencies. In the event that doubt exists as to the requesting source, the request must be made in writing on official letterhead, or by Teletype.

53.3.4 Police records are stored on the Spillman system. CAPCOM manages the security for this system. Only authorized users will be able to input and access records on Spillman.

53.3.5 Police business, policies, correspondence and sensitive information will be stored on the office file server. Data back-ups will be performed routinely and tapes will be stored off site. Access to information in the file server will be gained only by those personnel that have an authorized access code and have logged into the system.

53.3.6 A request by the public for a copy of a report must be accompanied by a public disclosure form or written request identifying the desired report. The original form will be placed in a file kept for public disclosure requests with documentation of what was released. A copy of the form can be placed in the case file.

53.4 WASHINGTON CRIME INFORMATION CENTER

53.4.1 The police department maintains full participation in the Washington Central Computerized Enforcement Service System (ACCESS), the Washington Crime Information Center (WACIC) and the National Crime Information Center (NCIC).

53.4.2 All criteria for use and entry into the above listed systems is adhered to as written in the ACCESS and NCIC Operations Manuals.

53.5 WASHINGTON UNIFORM CRIME REPORTING

53.5.1 The Tenino Police Department maintains full participation within the Washington Incident Based Reporting System.

53.6 ADMINISTRATION AND RECORDS

53.6.1 The Records Division is responsible for accurate and timely entry of warrants and entry of protection orders into Spillman and WACIC/NCIC. Subpoenas will be logged and
distributed to the Officers. All other legal documents received from the courts will be handled in a timely manner.

53.7 WANTED, MISSING & RUNAWAY PERSONS

53.7.1 A WACIC entry of a wanted person will be made as soon as practical following issuance or notification. CAPCOM will be notified to make a WACIC entry of missing persons or runaways immediately upon report.

53.8 WARRANT HANDLING/ENTRY

53.8.1 All warrants received from Lower District Court by the records unit will be logged and entered into Spillman and WACIC/NCIC by the Records Division on the day of receipt, whenever possible. Once the warrant is entered, it will be forwarded to CAPCOM who will maintain the warrant in a file accessible to Department personnel on a twenty-four (24) hour basis.

53.8.2 Warrant entry will consist of a "packed" warrant utilizing all possible hit information.

53.8.3 Warrants will not be removed from CAPCOM except as listed in this procedure or with the permission of the Office Manager.

53.9 WARRANT SERVICE/ARREST

53.9.1 Shift supervisors should check the warrant clipboard at the start of each shift and alert officers for persons to be on the lookout for. Shift supervisors may assign officers for warrant service based upon staffing and type of warrant for service.

53.9.2 Only sworn officers of this Department will serve arrest warrants or other legal documents. Arrest procedures as outlined in this manual should be followed.

53.9.3 Officers may not leave the city to serve a warrant without the shift supervisor’s approval. When entering another jurisdiction to serve a warrant, the officer should notify that Department and, if necessary, request assistance.

53.9.4 Officers will verify a warrant with the originating law enforcement agency before serving it. Officers shall reasonably guarantee the identity of arrestee by sufficient identification documents. WACIC/NCIC will be checked to verify that the warrant is still valid before making an arrest.

53.9.5 Once the warrant is confirmed, an Officer will bring the warrant from CAPCOM to the jail for service.

53.9.6 If an arrest is made, an incident report will be completed. It will be used to describe the following:
a. Date and time served
b. Name of officer
c. Name of arrestee
d. Location of service

53.9.7 If an arrest is made on a warrant from another law enforcement agency, and that person posts bond, CAPCOM will send an ACCESS message to that Department advising them of the arrest and requesting bonding information. This message should be complete with bond receipt number so the originating agency may cancel their warrant from ACCESS.

53.9.8 If an arrest is made on a warrant from an agency outside of the City but within the County, the intra-county hold affidavit procedure will apply.

53.10 OUT-OF-STATE WARRANT ARREST

53.10.1 If a subject is arrested and it is determined that there is an out of state warrant for him/her, the following procedure should be followed:

53.10.2 If there are any local charges, the subject should be booked into jail and normal procedures will apply.

53.11 WARRANT CANCELLATION

53.11.1 Upon confirmation that a warrant has been served by our officers as evidenced by a signed warrant, CAPCOM will clear the ACCESS wanted message and attach a record of the date and time of cancellation to the warrant.

53.11.2 Any warrant executed by another agency will be canceled when the City is advised of the apprehension of the subject by the arresting agency. Our custody of the subject is not required for cancellation.

53.11.3 CAPCOM is responsible for clearing the warrant in Spillman. WACIC/NCIC cancellation or LOCATE should include time, date, and operator's initials. Following cancellation, the warrant is sent back to the Records Division who will confirm the cancellation and then forward the warrant to Lower District Court.

53.11.4 When an arrest warrant is quashed in court, CAPCOM will receive a cancel arrest notice. The warrant will be cancelled in ACCESS and Spillman. Following cancellation, the warrant is sent back to the Records Division who will confirm the cancellation and then forward the warrant to Lower District Court.

53.12 PROTECTION ORDER HANDLING/ENTRY
53.12.1 All protection orders received from the Court by the records unit will be logged and entered into Spillman and WACIC/NCIC by the Records Division on the day of receipt, whenever possible. Once the protection order is entered, a copy will be forwarded to CAPCOM to assist our Officers with protection order violation reports. All protection orders will also be kept on file and maintained at the Department. All orders will be accessible to Department personnel on a twenty-four (24) hour basis.

53.12.2 Protection order entry will consist of a "packed" order utilizing all possible hit information. Entry will meet the requirements set forth by WACIC/NCIC.

53.12.3 Protection orders will only be removed from the Records Division with the permission of the Office Manager.

53.12.4 When a protection order is received for service, the Records Division will log the order for service and prepare the notice of service form. Service jackets with the order for service, law enforcement information sheet, and the notice of service form will be presented to the on-duty Sergeant who will assign an Officer for protection order service. All attempts to serve the protection order will be noted on the jacket. CAPCOM will be notified when service occurs and they will modify the notice of service field in WACIC/NCIC. The jacket will then be returned to the Records Division who will forward copies of the notice of service to the issuing court and petitioner. If service is not made within a reasonable time after a reasonable number of attempts, the issuing court (and LE agency when applicable) will be notified via mail of the non-service.

53.13 CIVIL PROCESS

53.13.1 Sworn officers of the Police Department will not generally serve or enforce documents of civil process absent the specific direction of competent and applicable authority. As a matter of routine, the County Sheriff’s Office will fulfill all civil process requirements and responsibilities.

53.13.2 Requests for civil process service must be reviewed and approved by the on-shift supervisor prior to service.

53.13.3 Civil process documents that do not mandate service by officers of this Department are to be referred to the County Sheriff's Office.

53.13.4 Property, real or personal, seized pursuant to a court order will only be seized by a sworn officer. The officer will complete an evidence/property receipt.

53.13.5 Property received by this Department pursuant to delivery of legal process services will be accounted for by the completion of an Evidence/Property Inventory Report.

53.13.6 Property acquired through the legal process will be disposed of by the Department pursuant to court order and state statute.

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Tenino Police Department Policy and Procedures Manual
Revision Date: 02/01/2009
53.14 ORDERS TO DISMISS, VACATE, EXPUNGE, OR SEAL/DESTROY

53.14.1 The records division will, upon receipt of an order from the court to dismiss, vacate, expunge, or seal/destroy a record, follow the order in accordance with State Statute. The order will be applied to both electronic and paper files.

CHAPTER 54.00.00 LIMITS OF AUTHORITY AND POLICE DISCRETION
Effective Date: 02/01/09
Revision Notes: N/A

54.1 PURPOSE

The purpose of this section is to outline the limits of an officer’s authority, and to consider appropriate alternatives to arrest and confinement.

54.2 POLICY

a. Officers must be aware of the limits of their authority and shall not exceed them. Officers must ensure that an individual’s constitutional guarantees are protected.

b. Discretionary power is the power of free decision or latitude of choice within certain legal bounds. When this power is poorly exercised, discretionary power may be viewed by the public as favoritism, bias, or corruption. It is imperative that officers consider the goals and objectives of the Department and the ethical code of conduct when exercising discretionary power.

54.3 LIMITS OF AUTHORITY

54.3.1 The Federal Constitution, State Constitution, and State Law define the scope and limits of law enforcement authority as it pertains to the enforcement of laws, statutes, and ordinances.

54.3.2 State Law grants the authority to municipalities to create and define police powers. The Tenino City Code should be referred to while referencing city ordinances.

54.4 PROTECTION OF CONSTITUTIONAL RIGHTS

54.4.1 In order to assure compliance with constitutional requirements, all officers must advise suspects of their constitutional rights pursuant to Miranda during custodial interviews. This process specifically outlines that the statement is being given without coercion and is of a voluntary nature, and that the individual has been apprised of the appropriate constitutional rights. It is expressly recognized that there are circumstances where the use of a written Waiver of Rights form is either impractical or unrealistic, but would be the best documentation that an individual waived his/her rights.
54.4.2 All individuals arrested will, at a minimum, be told that they have the right to an attorney/counsel.

54.4.3 In order to assure compliance with constitutional requirements regarding rights to counsel, officers will earnestly protect a suspect’s right to counsel. When requested, and practical, officers should allow individuals telephone access to an attorney.

54.5 ALTERNATIVES TO ARREST AND DISCRETION

54.5.1 Officers are expected to use discretion in their authority in compliance with law, public safety, in furtherance of Department goals and objectives, and in compliance with the Police Code of Ethics.

54.5.2 When confronted with situations involving minor traffic and ordinance violations, Officers should examine possible alternatives to arrest.

54.5.3 Enforcement for minor violations will be discretionary with the officer. Enforcement may range from a verbal warning to a written citation/infraction and/or arrest.

54.5.4 Discretion as to police action in matters between private citizens will require that the totality of the circumstances surrounding the incident be evaluated.

54.5.5 Officers should be familiar with the procedure for issuance of all forms of written complaints when circumstances allow for alternatives to pre-arraignment confinement.

54.5.6 The severity of enforcement action or Officer in-action shall not be influenced by malice, vengeance, or prejudice based upon race, sex, ethnic background, religious belief, or political affiliation, nor shall preferential treatment be extended on any of the same conditions.

54.5.7 Police discretion concerning enforcement of criminal law violations shall be narrowly construed with enforcement action being taken in most cases, specifically cases involving disorderly conduct or public incivility.

CHAPTER 55.00.00 IN-CAR AUDIO/VISUAL RECORDING SYSTEM

Effective Date: 02/01/09

Revision Notes: N/A

55.1 PURPOSE

To establish a uniform method of operating in-car audio/visual recording systems and storing video footage generated by the recording system. The in-car audio/visual recording systems will also serve to document an objective audio/visual account of events as they occur.

55.2 POLICY
It is the policy of the Tenino Police Department to use the in-car audio/visual recording systems whenever it is practical to record audio and/or video accounts of events as they occur. Such events include, but are not limited to, traffic stops, routine patrol activities and field sobriety tests. The in-car audio/visual recording system will be used to help protect officers against false allegations of misconduct and provide accurate and complete records of events as they occur.

55.3 OPERATING PROCEDURES

55.3.1 Officers should ensure that the recording system is functional prior to their tour of duty. It is understood that there are times where officers are dispatched to an emergency call at the beginning of their shift and may not be able to take the time to perform a systems check. In those situations, a systems check should be completed as soon as possible.

55.3.2 Officers operating the system will ensure the proper care and maintenance of the recording system. Any malfunctions of the recording system should be reported to the shift supervisor.

55.3.3 When the in-car audio/visual recording system is powered on, it will automatically activate when the police unit’s emergency equipment is operating in the rotating position.

55.3.4 Officers will record all traffic stops, field sobriety tests, and pursuits. Officers should also strive to record other circumstances and events as they occur, including those instances that may involve civil liability to the Department.

55.3.5 If the recording is deactivated before the end of a contact, the officer shall document the reason for the deactivation. This can be done verbally on the recording.

55.3.6 Officers will advise affected persons that the contact is being audio and video recorded.

55.3.7 Officers who use the in-car audio/visual recording system during an incident shall note the use of the recording system in any reports generated by the incident.

55.4 AUDIO/VISUAL FOOTAGE AS EVIDENCE

55.4.1 Video footage that contains information on incidents such as arrests, physical or verbal altercations, pursuits, assaults, or any other incident that the officer feels will be helpful to an investigation or establish objective facts regarding an incident will be treated as evidence.

55.4.2 Upon termination of court or administrative proceedings, saved video files entered into evidence will be destroyed.

55.4.3 All recordings generated by the In-Car Audio/visual Recording System remain the property of the Tenino Police Department.
55.4.4 When an event on video is designated as evidence, it will be marked as a "keep" file in the meta-data portion of the video file. In addition the officer will advise evidence personnel that a back-up copy should be burned to DVD and placed in evidence under the case number.

55.5 NON-EVIDENCE VIDEO FOOTAGE MAINTENANCE

55.5.1 All non-evidence footage from a patrol vehicle recording system will be held for a minimum of ninety (90) days prior to it being erased from the server.

55.5.2 This footage would contain day-to-day activity generated by an officer, which would reasonably appear to be of no evidentiary value.

55.5.3 The footage will be maintained on the systems server in the event it may be needed, for the ninety day holding period before being purged.

55.6 USE OF TAPES FOR TRAINING

55.6.1 Recordings that contain material that would be useful for training can be used for that purpose internally. Videos requested for use outside the department may be allowed with the permission of the Chief of Police.

55.6.2 Supervisors may review recordings of officers for the purposes of evaluating performance and/or compliance with Department policies and procedures.

CHAPTER 56.00.00 COMMUNICABLE DISEASE EXPOSURE
Effective Date: 02/01/09
Revision Notes: N/A

56.1 PURPOSE

SECTION 56 WAS MISSING FROM THIS PROCEDURE, BUT A TABLE FOLLOWS FOR COMMUNICABLE DISEASE EXPOSURE

56.2 POLICY

SECTION MISSING
Employee experiences a communicable disease exposure.

1) Employee shall immediately initiate self-care and remove him/herself from exposure environment/persons as conditions permit.
2) Employee determines if the exposure is reportable. Employee may contact Duty Shift Supervisor directly to help him/her determine exposure.

If Yes

1) Employee notifies Shift Supervisor.
2) Shift Supervisor ensures that exposure report is initiated.
3) Shift Supervisor notifies Exposure Control Officer.
4) Employee is removed from duty if necessary.

If No

1) Employee can complete exposure report form and submit to Exposure Central Office in a confidential envelope after Shift Supervisor has reviewed the document.
2) Exposure Control Officer may be contacted.

1) Shift Supervisor has meeting with affected member in private as soon as possible.
2) Affected employee will be offered appropriate medical care including going to KVCH for consultation and/or treatment.
3) Shift Supervisor or his/her designee will accompany affected member to the hospital with two copies of the exposure report form if applicable, to assist member and ensure that all paperwork and steps are followed.
4) The affected member can opt to not have the Shift Supervisor present for any or all of the follow-up care but the Shift Supervisor or his/her designee will be available.
5) When complete, the affected member will contact the Shift Officer to handle any staffing needs.

1) Shift Supervisor will forward all paperwork to the Exposure Control Officer in a confidential envelope for follow-up.
2) The Exposure Control Officer will follow-up with employee to ensure that all questions and concerns are addressed.
57.1 PURPOSE

The purpose of this section is to outline the general duties and responsibilities of the Animal Control Division and Officers.

57.2 POLICY

The purpose of the Tenino Police Department Animal Control Division is to protect public health and safety through enforcement of City and State animal control laws and provide information supporting quality pet care.

57.2.1 Tenino Police Animal Control Officers (ACO) are limited authority officers who have primary responsibility over animal control and enforcement. ACOs receive their authority from the Chief of Police as permitted by State law and City Ordinance. Under no circumstances shall an ACO Officer exercise any power while not in the performance of their duty unless authorized by the Chief of Police.

57.2.2 The Tenino Animal Shelter and ACO's assist community education regarding the importance of licensing, promote responsible pet ownership and pet population, enforce City ordinances and State laws regarding animal violations, and assist development of community problem-solving techniques regarding nuisance animals.

57.3 ESSENTIAL DUTIES AND RESPONSIBILITIES

57.3.1 The Tenino Animal Shelter is operated with a manager and two officers. The manager is responsible for the day-to-day activities and duties performed at the shelter and by the officers. It is the manager's responsibility to train and update officers on routine job tasks and assignments. The manager is directly accountable to the Chief of Police.

57.3.2 The duties of an ACO incorporate a wide variety of tasks and responsibilities. The following are some of the duties and responsibilities of an ACO:

   a. Receive and respond to animal complaints, including animals at large and stray, vicious, abandoned, nuisance or abused animals.

   b. Patrol city limits canvassing for unlicensed animals.

   c. Monitor violations of animal control City ordinances and State laws.

   d. Apprehend stray, at large, injured, or deceased animals for impoundment.

   e. Determine ownership of animals.
f. Handle vicious animals or irate citizens, utilizing officer safety.

g. Offer suggestions to animal owners to aid in compliance with laws and ordinances.

h. Investigate incidences of animal cruelty, dog bites, dog attacks, and other animal related calls for service.

i. Prepare reports, gather evidence, prepare search warrants and witness statements.

j. Maintain all computer records, including adoptions, complaints, reports, citations, violations, etc.

57.3.3 Customer Service: Answer phones and provide information to assist public with locating lost/found animals, adoption procedures, licensing requirements, spaying, neutering, and disease information.

   a. Complete paperwork for customer licenses, adoptions, claims, releases, stray and trap forms.

   b. Balance cash drawer and deliver to City Hall.

   c. Deliver and demonstrate proper use of traps.

   d. Give public education, awareness talks and presentations.

57.3.4 Animal Shelter Maintenance: Secure, move, care for, clean, feed/water, and vaccinate animals.

57.4 ANIMAL EUTHANIZATION

57.4.1 TRAINING AND ELIGIBILITY

Staff and agents may perform euthanasia and administer Sodium Pentobarbital and/or approved drugs only upon completion of an approved training course, practical demonstration of skill, and certification by the Animal Shelter Manager and/or a licensed Veterinarian. Such training will consist of at least eight (8) classroom hours in theory and information and at least three (3) hours of practical “hands-on” experience in euthanasia involving Sodium Pentobarbital and legend drugs. The sole method of euthanasia for injured, sick, homeless or unwanted domestic animals utilized by the Tenino Animal Shelter will be lethal injection of Sodium Pentobarbital administered IC (intracardiac) (only on unconscious animals), IP (intraperitoneal), or IV (intravenous).

57.4.2 PRODUCT USES AND RESTRICTION
Sodium Pentobarbital will be used strictly for euthanasia of injured, sick, homeless, or unwanted domestic animals. The Sodium Pentobarbital to be used will be labeled "For Veterinary Use Only" and will be formulated with one or more active ingredients that are not controlled substances so that it will only be suitable for use in animal euthanasia.

LEGEND DRUGS will be "approved" as designated in WAC 246-886-030. It will be used solely for the purpose of sedating an animal prior to euthanasia and for use in chemical capture programs. Should any question arise regarding dosage or administration of Sodium Pentobarbital or legend drugs, staff will first refer to the Handbook of Pentobarbital Euthanasia (Humane Society of Willamette Valley). If not resolved in this manner, the situation will be referred to a licensed veterinarian for resolution.

57.4.3 STORAGE

A working supply will be kept at the Animal Shelter facility, 1007 Industrial Way, Tenino. This supply will be maintained in a locked safe in the laundry room, under protection of an alarm system linked to CAPCOM. The designated agent will be responsible to ensure that the drug is present at the beginning and present or accounted for at the end of each shift. The remainder of the supply will be kept at the Police Department at 100 N. Pearl St in a locked evidence room within a secure police building. The designated agent will be accountable for the supply and will check the supply monthly.

57.4.4 RECORDS AND REPORTS

a. The designated agents will keep all records and reports relating to the use and ordering of Sodium Pentobarbital and approved legend drugs. All original acquisition files and order forms will be kept at the Police Department and duplicate files for all drugs acquired kept at the Animal Shelter. A bound inventory logbook will be maintained and kept in a locked place at the Animal Shelter. The euthanasia log will reflect the date, animal impound number, breed, age (juvenile or adult), dosage given, initial of euthanasia technician, and perpetual inventory for shelter site supply. A separate page will be used for each drug and pages will be consecutively numbered. The same ledger will be used to record incoming inventory stored at the Police Department, date and amount transferred to the Shelter, and stock remaining at the Police Department. Additionally, the book will have a separate section for physical inventory reconciliation.

b. Only employees who have been trained and certified in the proper techniques of euthanasia and handling of Sodium Pentobarbital and approved legend drugs as required by the Washington State Board of Pharmacy will euthanize animals.

c. The Shelter Manager is designated as the agent responsible for the possession, safe storage, and utilization of the shelter facility supply of all approved drugs. The Chief of Police and Patrol Sergeant are the designated agents responsible for acquisition. The Chief of Police, Patrol Sergeant, and Detective Sergeant may carry out, check-in, safe storage, inventory, and release the Police Department supply of approved drugs.
57.4.5 The following employees have been trained and certified in the proper techniques of euthanasia and handling of Sodium Pentobarbital and approved legend drugs as required by the Washington State Board of Pharmacy. They have also been trained in the potential hazards for the use and abuse of the drugs and are therefore qualified as Euthanasia Technicians.

a. Animal Shelter Manager
b. Animal Control Officer
c. Animal Control Assistant

57.4.6 A complete Policy and Procedures for Animal Control is in Appendix C.

CHAPTER 58.00.00 ANIMAL COMPLAINT ENFORCEMENT
Effective Date: 02/01/09
Revision Notes: N/A

58.1 PURPOSE

The purpose of this policy is to provide a guideline for Department response to animal complaints and to establish a procedure for handling animal bite reports and impoundment.

58.2 POLICY

The City of Tenino Animal Shelter is a branch of the Tenino Police Department. When on-duty and available, complaints involving an animal will be handled by an Animal Control Officer. When an Animal Control Officer is not available, a police officer shall respond.

58.2.1 This policy relates to how animal complaints and impoundments will be handled. This policy does not address the day-to-day operations of the Animal Shelter. Day-to-day operations are things such as adoption, quarantine, euthanization, customer service, licensing, fee collection, etc. Day-to-day operations will be governed by procedures as outlined and designated by the Tenino Animal Shelter Policy and Procedures Manual.

58.3 WILD, STRAY, OR INJURED ANIMALS

58.3.1 If the animal is a stray domestic animal, it may be transported to the Tenino Animal Shelter as allowed under City Ordinance.

58.3.2 The officer will complete the animal impound form.

58.3.3 Officers may enforce ordinances concerning animals.
58.3.4 If the animal is vicious and attempts to attack or injure the officer or citizen, force may be used to stop the attack. In certain situations, officers may use a weapon to destroy the animal. Animals requiring destruction will be killed through the most reasonable method available for the time, location, and circumstances. The officer will document his actions according to policy and forward to the Patrol Sergeant through the chain of command.

58.3.5 If the call concerns a nuisance wild animal, i.e., squirrel, skunk, raccoon, opossum, etc., the officer should determine if an immediate danger exists to the citizen from the animal.

58.3.6 Owners of animals suffering an injury should be notified so that they may make arrangements for medical care. If the owner is not available or not identified, officers should make attempts to seek medical treatment for the animal.

58.4 ANIMAL BITES

58.4.1 On duty ACOs or Officers will respond promptly to all reports of animal bites and ensure that the person bitten has received medical attention.

58.4.2 The ACO or Officer will attempt to locate the owner of the animal and advise them of the incident. The animal will be impounded to the Tenino Animal Shelter for a quarantine period.

58.4.3 The ACO or Officer will obtain all necessary information to complete an animal bite report which should be forwarded to the Animal Shelter records manager.

58.4.4 If the ACO or officer is unable to identify the owner or the animal, a complete description of the animal will be obtained and an incident report written.

CHAPTER 59.00.00  CODE ENFORCEMENT OFFICER

Effective Date: 02/01/09
Revision Notes: N/A

59.1 PURPOSE

The purpose of this section is to outline the general duties and responsibilities of the Code Enforcement Division.

59.2 POLICY

The Tenino Police Department Code Enforcement Officers are limited authority officers who have primary responsibility over parking enforcement and other code violations. Tenino Police Department Code Enforcement Officers receive their authority from the Chief of Police as permitted by State Law and City Ordinance. Under no circumstances shall a Code Enforcement Officer exercise any power while not in the performance of their duty unless authorized by the Chief of Police.
59.3 PARKING ENFORCEMENT

59.3.1 Code Enforcement Officers (CEO) shall be responsible for enforcing all State and City of Tenino parking laws and regulations within the boundaries of the City of Tenino. Emphasis will be made in areas of congestion, including the downtown business district and the residential parking zones (RPZ Areas).

59.3.2 CEOs shall attempt to make at least three rounds per eight hour shift in these areas.

59.3.3 If a parking complaint is received during a CEO’s duty hours, the complaint will be directed to the CEO to handle. In absence of an on-duty CEO, complaints will be handled by the patrol division.

59.3.4 CEOs will maintain citation records in the computer system for all parking citations issued. A courtesy letter will be sent on those citations that are 20 days past due. If the citation is still unpaid 40 days from the date of the courtesy letter, the citation will be sent to collection.

59.3.5 CEOs will update computer records when collection and online payments (online payment service) are received.

59.3.6 CEOs will maintain a record of parking citation books assigned to each CEO and parking citation books assigned to patrol officers.

59.3.7 CEOs will perform annual audits of citations that are in the collection process. Those citations deemed to be “uncollectible” will be forwarded to the City Finance Director via the Chief of Police.

59.4 CODE VIOLATIONS

59.4.1 CEOs will be responsible for a variety of City Code complaints such as hulk vehicles, nuisance, rubbish, weed abatement, sidewalk cleaning, etc.

59.4.2 CEOs assigned to such complaints will investigate the complaint and document it with an incident report.

59.4.3 If enforcement action is appropriate, such as a citation, the CEO will complete the citation and forward it to the City Prosecuting Attorney for final approval and the filing of formal charges.

59.4.4 In instances of abandoned vehicles on private property, a CEO will assist the property owner in filling out the appropriate paperwork or process in having the vehicle removed.

59.5 OTHER DUTIES
59.5.1 CEOs may be assigned other duties as needed. Deliveries and the placement of the radar trailer are routine duties performed by a CEO.

59.5.2 Other duties such as traffic control, vehicle transportation, or evidence transportation may also be assigned as needed.

CHAPTER 60.00.00 RESERVE OFFICER PROGRAM
Effective Date: 02/01/09
Revision Notes: N/A

60.1 PURPOSE
The purpose of this section is to outline the general hiring, training, duties, and responsibilities of the Reserve Police Officer Program.

60.2 POLICY

Members of the Tenino Police Reserves are Specialty Commissioned Officers who have all powers and perform all the duties that the Chief of Police shall officially authorize. Under no circumstances shall an Tenino Reserve Police Officer exercise any power while not in the performance of their duty unless authorized by the Chief of Police or State Law.

60.2.1 Reserve Police Officers will follow all department policies and be held accountable for their actions as a full-time commissioned police officer would be.

60.3 SELECTION CRITERIA

60.3.1 Reserve Officers shall meet the selection criteria as those for regular officers of this agency. Selection criteria for Reserve Officers are as follows:

Written Application

a. Written Test

b. Oral Interview

c. Background Investigation

d. Polygraph Examination

e. Psychological Examination.

60.3.2 Reserve Officers must be the minimum age of 21 years old prior to being commissioned as a Reserve Officer.

60.4 RESERVE BASIC ACADEMY
60.4.1 Reserve Officers must successfully complete the Reserve Basic Training Academy approved by the Washington State Criminal Justice Training Commission (WSCJTC).

60.4.2 Reserves must pass the WSCJTC written exam prior to earning a commission.

60.5 UNIFORMS

60.5.1 Commissioned Reserve Officers shall wear the identical uniform as that of a regular officer. Reserve Officers shall be issued the following:

a. Uniform Jacket
b. 1 Long sleeve shirt
c. 1 Short sleeve shirt
d. 1 Pair of pants
e. 1 Pair of shorts
f. 1 Badge
g. 1 Set of collar brass
h. 1 Ballistic vest
i. 1 Ball cap

60.6 RANK

60.6.1 Reserve Officers will have the following designated title/rank:

60.6.2 Cadet Level Reserve - For Reserve Officers who are attending the Reserve Academy up until they complete the field-training program.

60.6.3 Junior Level Reserve- For Reserve Officers who have successfully completed the field-training program. Junior Reserves are allowed to work foot beat and other details with a Regular Officer and Senior Level Reserve Officer, but not with a Cadet or other Junior Level Reserve.

60.6.4 Senior Level Reserve- For Reserve Officers who have successfully completed a minimum of (1) one year of service from date of commission and volunteered a minimum of 300 hours of service, and after receiving recommendation to Senior Reserve from three different certified Field Training Officers by successfully completing 24 hours of volunteer time (eight hours of ride time with each), and successfully passing a written test.
Junior Reserves wishing to promote to Senior Reserve will notify the Reserve Coordinator in writing. At that time an audit will be made to verify the completion of the minimum time and hours needed to promote. The Junior Reserve will then need to pass a written test. Lastly, the Junior Reserve will be assigned ride along with three FTOs. If any portion is not successfully passed, the Junior Reserve will not be eligible to re-test for a minimum of two months and 50 hours of volunteer/ride time.

60.6.5 Those promoted to Senior Reserve will serve a six month probationary period, at which time they will be Senior Reserve Officer.

60.6.6 Reserve Sergeant - Reserve Sergeant will be a position appointed by the Chief of Police and/or his or her designee based on factors such as seniority, experience, skills, and job knowledge.

60.7 VOLUNTEER HOURS

60.7.1 Cadets attending the Reserve Academy will be required to successfully complete the hours as outlined by the WSCJTC. Cadets on the Field Training Program will volunteer a minimum of 30 hours a month. Junior and Senior Reserves will volunteer 16 hours monthly. Failure to volunteer the minimal amount of hours could result in the dismissal from the Reserve Program.

60.7.2 Reserve Police Officers are volunteer employees of the City of Tenino, having no protection from labor agreements, unions, or guilds.

60.8 PAID HOURS

60.8.1 Certain details worked by Reserve Officers will be compensated with pay. These may include foot beat assignments not filled by regular officers, assigned traffic control during Rodeo weekend, court appearances for the actual time appearing in court, and some other assignments or details as approved and directed by the Shift Supervisor. The current hourly rate is $10.00 (ten dollars) per hour accrued in one-half hour increments.

60.9 TRAINING

Reserve Officers will receive and meet the same training guidelines as that established for full-time officers. This includes areas such as firearms, EVOC, defensive tactics, force response, blood borne pathogens, etc.

CHAPTER 61.00.00 ANTI-BIASED BASED POLICING
Effective Date: 02/01/09
Revision Notes: N/A

61.1 PURPOSE

a. To unequivocally state that racial and ethnic profiling are totally unacceptable;
b. To provide guidelines for officers to prevent such occurrences;

c. To protect our officers when they act within the dictates of the law and policy from unwarranted accusations.

61.2 POLICY

It is the policy of this police department to patrol in a proactive manner, to thoroughly and aggressively investigate criminal acts and suspicious persons and circumstances, and to actively enforce the motor vehicle laws while insisting that citizens will only be stopped or detained when there exists reasonable suspicion to believe they have committed, are committing, or are about to commit an infraction of the law.

61.3 DEFINITIONS:

Racial Profiling: Enforcement defined as the stopping, questioning, arresting, or searching of any person or the property of any person, when such action is based solely upon the person’s race or ethnicity.

61.4 PROCEDURE

61.4.1 The Tenino Police Department is committed to providing access to initial and ongoing training in pro-active law enforcement techniques that may include, but are not limited to, Cultural Diversity, Officer Survival, Legal Updates, Search and Seizure, and others that impact the Officer and Citizen contact.

61.4.2 Training programs will emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action.

61.4.3 Traffic enforcement will be accompanied by consistent, ongoing supervisory oversight to ensure that officers do not go beyond the parameters of reasonableness in conducting such activities.

61.4.4 Motorists and pedestrians shall only be subjected to stops, seizures, or detentions upon reasonable suspicion that they have committed, are committing, or are about to commit an infraction.

61.4.5 Officers will be required to articulate specific facts, circumstances, information and conclusions that support the existence of probable cause for any arrest, seizure or support a determination that reasonable suspicion exist for any lawful stop or detention.

61.4.6 In the absence of a specific report containing a physical description, a person’s race, ethnicity, gender or sexual orientation or any combination of these shall not be a factor in determining probable cause for an arrest or reasonable suspicion for a stop.

61.5 SUPERVISORY RESPONSIBILITY
61.5.1 Supervisors shall ensure that all personnel are familiar with the content and requirements of this policy and are operating in compliance.

61.5.2 Enforcement activities will be accompanied by consistent and ongoing supervisory oversight to ensure that officers do not go beyond the parameters of reasonably objective behavior with regards to this policy in conducting law enforcement activities.

61.5.3 Supervisors shall document thoroughly any violation of this policy and shall, in a timely manner, advise the Patrol Sergeant or Chief of Police.

61.6 CITIZEN COMPLAINTS

61.6.1 Any person who requests the presence of a supervisor at a particular scene or location due to a complaint of racially or ethnically biased enforcement shall be contacted by the supervisor at that location in a timely manner. If the supervisor is reasonably detained, sufficient explanation and information shall be provided to the complainant so as to facilitate later contact with the supervisor.

61.6.2 Upon request, information on how to file a formal complaint with the Tenino Police Department shall be provided to any person who so requests, so as to allow the requesting person the ability to accomplish that process.

61.6.3 No person shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint.

61.6.4 Through the Internal Affairs Investigative process, all complaints regarding Racial Profiling and / or Biased Enforcement will be investigated thoroughly.

61.6.5 Supervisors shall periodically review a sampling of in-car video tapes of stops, reports filed on stops by officers, and respond at random to back-up officers on vehicle stops, and shall take appropriate action whenever it appears that this policy is being violated, being particularly alert to any pattern or practice of possible discriminatory treatment by individual officers.

61.7 ANNUAL REVIEW

The Patrol Sergeant will annually review any sustained complaints to determine any trends regarding biased based policing.

CHAPTER 62.00.00 LESS-LETHAL IMPACT DEVICES
Effective Date: 02/01/09
Revision Notes: N/A

62.1 LESS-LETHAL IMPACT DEVICES
The City of Tenino Police Department recognizes that combative, non-compliant, armed, and/or violent subjects cause handling and control problems that require special training and equipment. Thus, the department has adopted the less-lethal force philosophy to assist with the de-escalation of these potentially violent confrontations.

62.2 DEFINITIONS:

**Less-Lethal Force Philosophy** - A concept of planning and force application which meets operational objectives with less potential for causing death or serious physical injury than conventional police tactics.

**Kinetic Energy Impact Projectiles** - Flexible or non-flexible projectiles which are intended to incapacitate a subject with a minimal potential for causing death or serious physical injury, when compared to conventional projectiles.

**Subject** - The person who is the focus of the police operation.

62.3. DEPLOYMENT AREAS

62.3.1 Less-lethal projectiles will be delivered to the subject target areas based on the circumstances, the established safety priorities, and the level of force authorized. The deployment range used by the officer will be in accordance with agency training guidelines set forth by the department firearms program.

a. Primary target areas will be considered when incapacitation is necessary and a minimum potential for injury is the appropriate response. When these areas are struck by kinetic energy impact projectiles, a great amount of pain can be expected. These areas are least likely to result in permanent damage and are very unlikely to cause death.

b. Example primary target areas are the side of the shoulder, arms, forearms, hands, abdomen (below the sternum), gluteal fold, distal thigh, back (below the neck and away from the spine), legs and feet.

c. Secondary target areas will be considered when an escalation of force above the primary area is necessary and appropriate, acknowledging an increase in the potential for death or serious physical injury.

d. Tertiary Targets: Intentional impacts to these areas will be avoided unless the use of deadly force is justified. Examples of Tertiary target areas are the head, neck, throat, groin, spine.

62.4 DEPLOYMENT ANNOUNCEMENT

62.4.1 Officers deploying kinetic energy projectiles shall communicate to other officers on the scene that this is going to occur. This can be done verbally or through radio contact,
whichever option is more practical. This will advise all officers of the impending report and avoid sympathetic firing of other weapons.

62.4.2 Officers must also communicate a warning to the subject that kinetic energy projectiles are being considered when practical. Example: STOP what you are doing or force will be used against you!

62.5 DEPLOYMENT TECHNIQUES

62.5.1 Commissioned officers of the Tenino Police Department will be trained on and maintain the 12 ga less-lethal delivery system. That delivery system is the Remington 870.

62.5.2 The on-duty field supervisor will be notified as soon as practical. The field supervisor will make an assessment of the circumstances surrounding the use of less-lethal projectiles and report the incident to the Patrol Sergeant or Chief.

62.6 INVESTIGATION

62.6.1 An investigation will be conducted into any situation involving the discharge of a less-lethal round. This does not include department authorized training or demonstrations.

62.6.2 The On-duty supervisor or Patrol Sergeant will decide the depth of the investigation. This will be based on the extent of the subject’s injuries.

62.6.3 The operational use of kinetic energy impact projectiles will be documented in the same manner as other uses of force where there is a potential for injury

62.7 TRAINING

62.7.1 Training in the use of kinetic energy impact projectiles will consist of the approved department operator program

62.7.2 Authorized operators will complete an annual re-certification course and a record of such certification will be maintained by TPD

62.7.3 A qualified less-lethal impact projectile instructor will conduct all certification and re-certification courses.