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Chapter 1: Goals and Objectives

1.1.1 Mission Statement

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I. VISION

The vision of the Centralia Police Department: Serving our community.

II. MISSION

The mission of the Centralia Police Department is to work in partnership with our community to protect life and property, reduce crime, and enhance the security and quality of life in our city.

III. VALUES

- Integrity and ethical behavior
- Commitment to personal and professional growth
- Mutual respect and fair treatment for all members within the department.
- Initiative, innovation, creativity and decision-making at the most effective level
- Acceptance of full responsibility and accountability for our actions
- Excellence and continuous improvement in all we do
- Courtesy, equal protection and quality service for all, regardless of economic status or position
- Exceptional responsiveness to community needs and citizen involvement in problem solving
1.1.2 Goals and Objectives

I. PURPOSE

The purpose of this directive is to make available to all personnel a set of written goals and objectives that are reviewed and updated at least annually.

II. POLICY

It is the policy of the Centralia Police Department that goals and objectives will be adopted by the Chief of Police in January of each calendar year and distributed to all personnel. All personnel are required to assist, as needed, those personnel assigned primary responsibility for the accomplishment of each objective.

III. DEFINITIONS

**Critical** - Top priority of the department to the point of diverting available resources and requesting additional resources to accomplish the objective

**Essential** – High priority of the department: accomplished with available monetary resources and, if necessary, diverting staff resources to accomplish the objective

**Important** - Priority of the department; accomplished as resources are available

IV. PROCEDURE

A. The Chief of Police, in consultation with department leadership, will develop and adopt the annual goals and objectives of the Centralia Police Department.

B. The Chief of Police will direct the distribution of the annual goals and objectives to all personnel. The goals and objectives will be distributed electronically to all personnel, placed on the 7-Day Board, and prominently posted in each work area.

C. The departmental goals and objectives will be reviewed and updated on a monthly basis at the regularly scheduled leadership meeting.
CHAPTER 1: Goals and Objectives

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Chapter 2: Role and Authority

2.1.1 Oath of Office

The purpose of this directive is to ensure that all sworn law enforcement personnel take an oath of office and that a part of the oath includes the IACP adopted Law Enforcement Code of Ethics.

II. POLICY

It is the policy of this department that all law enforcement personnel, prior to assuming commissioned status, are required to take and abide by an Oath of Office to support, obey and defend the Constitution of the United States, the Washington State Constitution, the laws of Washington and the City of Centralia.

III. DEFINITIONS

IACP - International Association of Chiefs of Police.

IV. PROCEDURE

A. Oath of Office

All law enforcement personnel, prior to assuming commissioned status, are required to take the following oath of office:

I, ______________________ do solemnly swear that I will support, obey and defend the Constitution of the United States of America, the Constitution of the State of Washington, and will, with fairness and impartiality, enforce the laws of the State of Washington, and the ordinances of the City of Centralia. I will abide by the Centralia Police Department Standards of Conduct and the Law Enforcement Code of Ethics; and will, to the best of my ability, protect the public peace and safety, and faithfully discharge the duties of Police Officer for the City of Centralia.

Each commissioned officer will also sign a printed copy of this oath and it will be placed in the employee’s personnel file.
B. IACP Law Enforcement Code of Ethics

1. As a law enforcement officer, my fundamental duty is to serve the community; 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 to liberty, equality and justice.

2. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will 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 both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

4. 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 police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

5. I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

6. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession......law enforcement.
2.1.2 Statutory Authorization

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WASPC Standard: 2.1.2  
City Attorney Review: SMM-O  
Effective Date: 05/01/2012  
Review Date: 05/01/2013  
No. Pages: 2

I. PURPOSE

The purpose of this directive is to identify the statutory authorization for the Centralia Police Department to perform law enforcement services in the laws of the state of Washington and the ordinances of the City of Centralia.

II. POLICY

It is the policy of the Centralia Police Department that all members be aware of the statutory basis of law enforcement authority in the laws of Washington and the ordinances of the City of Centralia.

III. DEFINITIONS


**City of Centralia Ordinance 116** - Established the Centralia Police Department as an agency of the City of Centralia, a municipal corporation.

**City of Centralia Ordinance 2270** – Codified City of Centralia Ordinance 116 and re-established the police department as a department of the city government, providing for severability and establishing an effective date.

IV. PROCEDURE

A. State Statutes

   RCW Title 35A – Optional Municipal Code  
   RCW 10.31 – Warrants and Arrests  
   RCW 10.93 – Washington mutual aid peace officers powers act

B. City Ordinances

   1. The classification of non-charter code city as provided in the Optional Municipal Code Title 35A, Revised Code of Washington, was adopted as the classification for the government of the City of Centralia, Washington. The plan of government for the City of Centralia, Washington is reorganized under the council-manager plan of government as outlined in Centralia Municipal Code (CMC) 1.04 (Ord. 1573 § 1, 1985).
2. City of Centralia Ordinance 116 officially established the Centralia Police Department on January 26, 1904. The authority of its police officers derives from this ordinance. It is conferred by the commission issued by the Chief of Police and enhanced by the Mutual Aid Peace Officers Powers Act of 1985, RCW 10.93. This ordinance was codified by CMC 2.15 ‘Police Department’ (Ord. 2270 § 1, 2011).

C. Geographical Jurisdiction

Officers of the Centralia Police Department are authorized to exercise police authority within the corporate limits of the City of Centralia at all times whether on duty or off duty.

D. Authority

As a general authority Washington law enforcement agency, the City of Centralia Police Department is authorized to commission its officers to enforce the laws of the State of Washington and the ordinances of the City of Centralia. RCW 10.31 describes the limits of that authority.

E. Discretion

Centralia officers are encouraged to consider alternatives to custodial arrest for misdemeanors offenses, including citation, referral, informal resolution, and warning, when no hazard to the community, victim, or suspect will result, subject to supervisor review. Centralia officers are allowed discretion within the guidelines of department standards, statutory and case law, and to some extent, community standards. The officer on the scene is in the best position to decide on the type of enforcement action to take based on his/her training, experience, and common sense.

F. Limits on Discretion

No Centralia officer may authorize a violation of the law; officers must arrest for felonies. In keeping with the principles of community policing, Centralia officers are encouraged to seek long-term resolution to problems. An arrest, other than for a mandated offense, may or may not be the most effective means of achieving long-term resolution of ongoing community issues.
2.1.3 Arreets

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I. PURPOSE

The purpose of this directive is to provide Centralia police officers with basic guidelines for conducting arrests.

II. POLICY

It is the policy of this department that all arrests made by departmental personnel shall be conducted professionally and in accordance with established legal principles. In furtherance of this policy, all officers of this department are expected to be aware of, understand, and follow the laws governing arrest. This policy sets forth the fundamentals of the arrest procedure.

III. DEFINITIONS

**Arrest** - Taking a person into custody.

**Arrest warrant** - A written order issued by a judge, magistrate, or other proper authority that commands a law enforcement officer to place a person under arrest.

**Probable cause for arrest** - Circumstances exist that would lead a reasonably prudent officer to believe that a person had committed a criminal offense.

**Investigative detention** - Temporary detention for investigative purposes of a person based upon reasonable suspicion that the person has committed, is committing, or is about to commit a crime, under circumstances that do not amount to probable cause for arrest (also known as a Terry stop).

**Reasonable suspicion** - The degree of suspicion of criminal activity that justifies an investigative detention but not an arrest.

**Citizen contact** - A consensual encounter between a police officer and a citizen that may be initiated by the officer for any reason and during which the citizen is free to leave at any time.

**Exigent circumstances** - Conditions, facts, or events that call for immediate aid or action. Law enforcement officers invoke “exigent circumstances” in cases where they will be unable or unlikely to make an arrest or search and seizure for which probable cause exists unless they act swiftly and without seeking prior judicial authorization. Such emergency situations are those that “would cause a reasonable person to believe that entry (or relevant prompt action) was necessary to prevent physical harm to the officers or other persons, the destruction of relevant evidence, the escape of a suspect, or some other consequence improperly frustrating legitimate law enforcement efforts.” (United States v. McConney, 728 F.2d 1195, 1199 (9th Cir.), cert. denied, 469 U.S. 824, 105 S. Ct. 101 (1984))

**Weapons display** - Drawing a handgun or readying a shotgun or other firearm for quick use if needed without pointing it at a suspect.
IV. PROCEDURE

A. Basis for Arrest

Officers shall conduct arrests only when based upon one of the following:

1. Probable cause
2. An arrest warrant

B. Probable Cause

Probable cause for arrest may be established by one of the following:

1. Observations of the officer;
2. Information or evidence obtained during an investigative detention (Terry stop) or during a consensual citizen contact;
3. An identified citizen’s specific complaint;
4. Information provided by a police informant of proven reliability;
5. Information provided by other law enforcement sources.

Officers shall not make any arrest based solely upon the following:

1. Information received from an anonymous source;
2. Mere suspicion, not amounting to probable cause.

C. Arrest Warrants

1. Except when a warrantless arrest is justified by the existence of probable cause, arrests shall be made under an arrest warrant.
2. Arrest warrants shall be obtained from the appropriate judge or other legal authority empowered to issue such warrants in this jurisdiction.
3. Such warrants shall be in the form prescribed by law and shall adequately identify the person to be arrested. The warrant shall also provide such other information as is required by law.
4. Any officer to whom an arrest warrant is delivered shall examine it to ensure that it is in proper form, that all information required by law is provided, and that the warrant is valid on its face. The officer shall also take note of any restrictions placed upon the arrest by the language of the warrant.
5. Once received, an arrest warrant shall be executed without delay, except as otherwise may be required by the circumstances of the case.
6. No arrest shall be made at a time or in a manner contrary to any express limitations upon the scope or language of the warrant.
7. In addition, no arrest shall be made in a manner or at a time or place prohibited by any of the following:
   a. Departmental regulation;
   b. State or local legislation;
   c. Applicable court decisions.

D. Arrest Procedures

1. Arrest planning.
   a. Wherever possible, arrests shall be planned in advance in consultation with a supervisor or other experienced officers.
   b. Where advance planning and consultation is not possible, the arrest shall be made in accordance with the arresting officer's departmental training in arrest procedures.

2. Location, timing, and manner of the arrest.

   Arrests shall be made at a time and place and in a manner that will maximize the probability of a successful arrest and minimize the danger to officers and innocent bystanders.

3. Informing arrestee.

   Arresting officers shall identify themselves, inform the suspect of his or her arrest, and specify the charges for which the arrest is being made. Officers not in uniform shall display their shields and credentials when making the arrest to ensure proper identification.

4. Use or show of force during arrest.

   a. Officers shall use only that level of force that they reasonably believe is necessary to make an arrest in accordance with this department's use-of-force policy.
   b. Weapons shall be displayed during an arrest only where it is reasonably believed necessary to ensure the safety of the officers or others and the successful completion of the arrest. Pointing a firearm at a suspect is governed by this agency's use of force policy.

5. Safety precautions.

   Officers shall approach every arrest situation with the knowledge that any arrest, regardless of the offense involved, may present an element of danger. Therefore, officers making arrests shall take all reasonable precautions to ensure the safety of the arresting officers. These precautions shall include the following:

   a. Restraint of the arrestee (see below);
   b. Search of the arrestee (see below);
c. Protective sweeps of the premises or area where the arrest occurs to ensure that no other persons or weapons are present that may represent a danger to the officers or the arrestee.

6. Arrestee requests.

Following the arrest, officers shall not normally permit arrestees to leave the immediate area of the arrest for personal purposes (e.g., to get a coat). In exceptional cases where it is deemed necessary to grant the arrestee’s request, the arrestee shall first be searched for weapons and then be accompanied and closely monitored by the arresting or other officers.

E. Location of Arrest

1. Public safety.

Whenever possible, arrests shall be made in a location where the arrest will not pose a threat to the safety of the public (e.g., crowded places where bystanders may be injured should the arrestee offer resistance, particularly resistance involving the use of firearms).

2. Arrests on private premises belonging to third parties.

No officer shall enter premises owned or occupied by a third person to make an arrest unless the officer has a separate legal basis for entering the premises. Such a basis may be provided by any of the following:

a. Possession by the officer of a search warrant for those premises;

b. Consent of a person empowered by law to give such consent;

c. Exigent circumstances.

F. Restraint of Arrestees

1. All arrested persons shall be handcuffed after being taken into custody, except as otherwise provided by departmental policy.

2. Other lawful forms of restraint may be used when necessary and reasonably available for the safety of officers, prisoners, and others.

3. Arrestees shall not be restrained in the four-point restraint unless the arrestee is uncontrollable by other means readily available. A four-point restraint is defined as the hands and ankles bound behind an individual’s back. If a four-point restraint is deemed necessary, the arrestee shall be placed on his or her side once bound and monitored for potential physical problems such as difficulty in breathing.

G. Post-Arrest Protection of Officers, Arrestees, Victims, and Bystanders

Officers shall be aware that, following an arrest, they are legally responsible for the safety of the arrestee, any victims present, and all bystanders. Therefore, officers shall take all steps reasonably necessary to protect:

1. The officer from the arrestee;
2. Victims and third persons from the arrestee; and

3. The arrestee from self-injury or injury by others.

In particular, officers shall not allow victims into close proximity with the arrestee, and shall prevent bystanders from approaching the arrestee until the arrestee is transported from the scene. In addition, officers shall not allow the arrestee out of their immediate presence for any reason until the arrestee is properly secured and transported.

H. Transportation of Arrestees

Chapter 19 of this Policy and Procedure Manual covers the procedure for prisoner transport in detail.

1. All arrestees shall be searched before being transported.

2. All arrestees shall be handcuffed or otherwise restrained during transportation in accordance with departmental policy.

3. Before an arrestee is transported, the area of the transporting vehicle to be occupied by the arrestee shall be searched for articles, including articles that may have been left behind by previous arrestees that may present a hazard to the transporting officers.

4. Security devices in the transporting vehicle, such as door locks and security screens, shall be checked to be certain that they are operating properly.

5. Officers shall seat arrestees in the vehicle in accordance with departmental policy.

6. All arrestees shall be safely restrained with seatbelts.

I. Off-Duty Arrests

Off-duty arrests will be conducted in accordance with CPD Policy 13.1.7, *Off-Duty Conduct: Powers of Arrest.*

J. Detention of Juveniles

All officers shall be aware that the detention, transportation, and booking of juveniles are subject to special legal requirements. Officers shall be familiar with and observe these special requirements at all times when dealing with juveniles. In particular, juveniles shall never be confined in close proximity with adults.

K. Arrest of Departmental Members

When arresting a member of their own department, officers shall:

1. Take all precautions and follow all procedures as provided by departmental policy.

2. Notify the arresting officers’ supervisor of the arrest of a departmental member.
3. The supervisor will ensure that required administrative notification is made prior to custody transport.

L. Citation in Lieu of Arrest

Officers shall issue citations in lieu of arrest in all situations where citation is directed by law. In situations where citation is discretionary, officers shall consider the following:

1. Whether the person is likely to disregard a citation.

2. Whether the person, if cited and released, is likely to cause harm to himself or herself or any other person.

3. Whether there are other factors that should be considered and are permitted by law and departmental policy.

M. Release after Arrest.

If, after an arrest, it becomes apparent that there is insufficient probable cause to hold an arrestee, the arrestee shall be released, under the following conditions:

1. The officer is satisfied that there are insufficient grounds for making a criminal complaint against the person arrested.

2. The decision shall be made by a supervisor.

3. If the person is released, police shall ensure that the person is released at a safe location and is not otherwise placed at risk as a result of the incident. If necessary, police should provide transportation for the released person to a safe location.

4. Any record of arrest of a person released shall include a record of release that classifies the incident as a “detention” rather than an arrest.

N. Investigative Detention (Terry stop) versus Arrest

1. All officers shall be familiar with the distinction between investigative detention and arrest.

2. Officers shall conduct an investigative detention based upon reasonable suspicion that the person detained has committed, is committing, or is about to commit a crime.

3. Officers shall not prolong the investigative detention beyond the period necessary to accomplish the purpose of the detention. Officers shall be aware that prolonging an investigative detention unnecessarily may cause a court to view the detention as an actual arrest.

4. Officers shall take necessary precautionary measures for their own safety during an investigative detention, including display of firearms or handcuffing the detainee. Officers shall be aware that unnecessary or prolonged display of firearms, handcuffing, and so on during the investigative detention may cause a court to view the detention as an actual arrest.
5. Officers who reasonably believe that a person under investigative detention may pose a threat to their safety shall conduct a frisk or pat-down search of the detainee’s clothing for weapons. Officers shall not conduct any further search of an investigative detainee unless and until it appears that there is probable cause for the arrest of the detainee.

6. If during the investigative detention, it becomes apparent that there is probable cause to believe that the detainee has committed a criminal offense, the detainee shall then be placed under arrest, and the procedures for arrest set forth in this policy, including the procedures for a search incident to an arrest, shall then be followed by the arresting officers.
2.1.4 In-Custody Situations

I. PURPOSE

The purpose of this policy is to assure compliance by Centralia Police Officers with all applicable constitutional requirements for in-custody situations.

II. POLICY

It is the policy of the Centralia Police Department that all persons in custody are treated with dignity and afforded the constitutional protections to which they are entitled.

III. DEFINITIONS

**Status Offender** - A juvenile who is charged with an offense that would not be a crime if committed by an adult.

**Responsible Adult** - In the absence of a juvenile’s parents or legal guardian, a responsible adult is one who is responsible for the physical custody of a juvenile or who is another adult acquaintance of the juvenile’s parents or legal guardian who agrees and reasonably demonstrates the ability to provide supervision for the juvenile until parents, legal guardian or next of kin can assume that responsibility.

**Non-secure Custody** - A condition under which an arrestee’s freedom of movement is controlled by members of this agency and, during such time, the juvenile:

- Is held in an unlocked, multi-purpose area that is in no way designed for residential use, such as a report-writing room or an office;
- Is at no time handcuffed to any stationary object;
- Is held only long enough to complete identification, investigation and processing and then released to a responsible adult or transferred to a juvenile facility or court; and
- Is under continuous visual supervision until released.

**Secure Custody** - A condition in which an arrestee is physically detained or confined in a locked room, set of rooms or a cell that is designated, set aside or used for the specific purpose of securely detaining persons who are in law enforcement custody or when the juvenile is physically secured to a cuffing rail or other stationary object.

IV. PROCEDURES

A. In-Custody Interviews and interrogations

1. Arrestees shall be advised of their Miranda rights before any questioning.
2. A waiver of the *Miranda* rights must be obtained before any questioning of an arrestee.

3. If the arrestee has not waived his/her *Miranda* rights, no questioning shall be conducted beyond basic police information and that necessary to accomplish the booking procedure (name, address, etc.).

4. If the arrestee declines to waive his or her *Miranda* right to counsel, or if the arrestee, after waiving that right, elects to reassert it, questioning must cease immediately and no further questioning may be conducted unless:
   a. An attorney representing the arrestee is present, or
   b. The arrestee voluntarily initiates a further interview.

5. If the arrestee has not waived his or her *Miranda* rights, then even though the arrestee is not being directly questioned officers shall refrain from engaging in conversation among themselves in the presence of the arrestee that is calculated to elicit incriminating statements or admissions from the arrestee.

B. Access to Counsel

If an arrestee declines to waive his or her right to counsel, or if the arrestee, after waiving that right, elects to assert it, officers will allow the arrested to contact counsel prior to any further questioning.

C. Search and Seizure Incident to Arrest

1. Officers shall conduct a thorough search of each person arrested.

2. Any criminal evidence discovered during the search of the arrestee’s person shall be seized and preserved in accordance with standing departmental procedures.

3. The search incident to arrest shall include not only the person of the arrestee, but also areas within the reach and control of the arrestee.

4. Strip searches of arrestees shall not be conducted in the field except under the most extreme circumstances and with prior approval from a supervisor. Any officer conducting a strip search of an arrestee in the field shall be prepared to justify the reasons for such a search and to document those reasons in a subsequent written report.

5. Body cavity searches of arrestees shall not normally be conducted in the field.

6. When practical, searches incident to arrest shall be conducted by officers of the same gender as that of the person being searched.

D. Juveniles in Custody

It is the responsibility of all members of this department to familiarize themselves with established procedures for handling both criminal and non-criminal juvenile incidents as
defined in this policy. Only a small percentage of juveniles commit the majority of juvenile crimes. While this small percentage may require secure custody, the vast majority of juvenile offenders are likely candidates for non-secure custody, positive diversion and intervention strategies. Therefore, officers shall, whenever reasonable and justified under this policy, take those measures necessary to effect positive changes in juvenile offenders that are consistent with state law and the safety and security interests of the community.

1. Enforcement Alternatives

   Officers dealing with juveniles in enforcement capacities may exercise reasonable discretion as outlined in this policy in deciding on appropriate actions. Alternatives that may be considered include:

   a. Release without further action;

   b. Informal counseling to inform the youth of the consequences of his actions;

   c. Informal referrals to community services;

   d. Referral to parents or responsible adult;

   e. Informal counseling of parents or responsible adult;

   f. Limited custody and station house warning;

   g. Issuance of a summons or complaint;

   h. Arrest under non-secure custody; and

   i. Arrest under secure custody.

2. Enforcement Criteria

   The following general guidelines may be used in determining appropriate enforcement and related actions that may be taken when dealing with juvenile incidents.

   a. Release without further action or following informal counseling, referral to community resources or parents may be appropriate in incidents where property damage or personal injury is not involved but intervention is necessary to avoid potential delinquent actions and when the youth has had no prior enforcement contacts with the police. Examples of these incidents include, but are not limited to:

      1) Curfew violations;

      2) Loitering;

      3) Minor liquor law violations; and
4) Disorderly conduct.

b. Officers may elect to transport the youth home or direct him to return home; make personal, telephone or mail contact with the youth’s parents or guardians to provide them with information and counseling on their child’s actions; refer the youth to appropriate community service agencies with or without follow-up; or detain the youth at the station until he is released to a parent or guardian when:

1) The nature of the incident is of a more serious or potentially serious nature than exemplified in item 2-a of this policy;

2) The youth involved is fully aware of the seriousness or potential seriousness of his actions and/or is acting in alliance or collusion with others to commit such acts;

3) The youth fails to cooperate or to positively respond to police intervention and direction;

4) The youth has received prior informal warnings or referrals or has engaged in delinquent acts, and/or

5) The youth’s parents or responsible adult have apparently failed to provide appropriate control and supervision.

c. Officers will refer juvenile violations to the Lewis County Prosecutor when the circumstances surrounding the incident meet or exceed the seriousness of those cited as examples in item 2-b of this policy. Officers will refer charges against juveniles when they commit

1) Acts that if committed by an adult would be felonies;

2) Offenses involving deadly weapons;

3) Serious gang-related offenses;

4) Offenses involving assault;

5) Offenses while on probation or parole or when they have charges pending against them.

d. Protective Custody - An officer may also take a juvenile into custody if the youth is lost, seriously endangered or is a runaway. In all such cases these juveniles shall be held in non-secure custody and officers shall contact the child’s parents or guardian as soon as possible. Where parents or guardians cannot be contacted or refuse to accept custody, the officer shall contact the Child Protective Service of the State Department of Social and Health Services. WCIA, the City’s liability insurance carrier, has advised that to take children into protective custody in order to give permission for medical treatment is a highly risky activity since our officers have no particular medical background and would not be aware of the parent’s wishes. Therefore, this should be considered in only the most pressing of emergencies.
e. In cases of alleged child abuse, officers shall contact a detective or their immediate supervisor in order to conduct an investigation of the complaint unless probable cause justifies immediate action in order to protect the safety and well-being of the child.

3. Status Offenses

a. Based on the seriousness of and circumstances surrounding the offense, the background and demeanor of the juvenile and other relevant factors, an officer may release a juvenile to his parents, guardian or other responsible adult.

b. Juveniles taken into custody for status offenses shall be frisked for weapons prior to being transported and may be handcuffed or otherwise restrained at any time if, in the judgment of the officer, the juvenile poses a physical risk to the officer or others.

c. Officers shall pay particular attention to juveniles under the influence of alcohol or drugs to determine whether emergency medical services are warranted.

d. Juveniles taken into custody for status offenses shall be held in non-secure custody as provided by state law and for the briefest time necessary to conduct identification, investigation and related processing requirements to facilitate their release to a parent or responsible adult or transfer to a juvenile facility.

e. Transportation of a juvenile in a caged vehicle is considered non-secure custody.

f. Status offenders in temporary custody shall not be placed in a holding area with adult suspects and shall also be

   1) Under constant visual supervision;

   2) Afforded reasonable access to toilets and washing facilities;

   3) Provided food if in need of nourishment to include any special diets necessary for health or medical purposes;

   4) Provided with reasonable access to water or other beverages; and

   5) Allowed reasonable access to a telephone.

4. Criminal Offenses

a. Juveniles arrested for criminal offenses are subject to the same security requirements as adults and may be handcuffed or otherwise restrained as necessary during transport and processing.

b. Juveniles accused of criminal offenses may be securely detained only for the period of time and in the manner prescribed by state law to allow for identification, investigation, processing and release to parents or a responsible adult, or transfer to the juvenile facility or court.
c. Fingerprints and photographs are taken of all juveniles placed into custody for criminal offenses. The fingerprint and photos are subject to controlled dissemination as provided by law.

d. Juveniles placed in secure detention are transferred to the Lewis County Juvenile Justice center.

5. Interviewing Juvenile Suspects Under 16 Years of Age

Officers need to be mindful that juveniles, especially those under 16 years of age, naturally test limits and challenge authority. That, coupled with lack of life experience, makes juveniles prone to poor decision-making and susceptible to peer pressure. Juveniles who engage in misbehavior may be surprisingly vulnerable, and officers should be sensitive to recognizing when a juvenile suspect may need help in understanding his/her contact with the justice system and/or the consequences for criminal acts. Parents are an important part of the process involving their children and every effort should be made to help them remain engaged in the lives of their children.

a. Upon taking a juvenile suspect under the age of 16 into custody (other than protective custody of a child pursuant to RCW 26.44.050), officers shall make a reasonable effort to contact a parent or guardian to notify them that the juvenile is being held in custody. Officers shall document the attempts they make to make contact with a parent or guardian.

b. Officers may question juvenile suspects who are in custody only after formally advising the juvenile of his/her constitutional rights, other applicable juvenile warnings, and receiving a waiver of those rights from the juvenile about to be questioned. If, prior to or during questioning the juvenile, his parents or responsible adult express the desire to speak with an attorney, all questioning shall cease and shall not be renewed until permission is granted.

c. When and if a juvenile suspect asks to consult his or her parents either before or during questioning, the interview should be terminated until such consultation has occurred. If parents are present at the time of the juvenile’s arrest or prior to the beginning of the interview process, they should be allowed to consult with their child, except in cases where the parents are also suspects in the same incident or are witnesses to the incident.

d. In the absence of a parent or guardian, a juvenile may be questioned and may provide statements if reasonable assurances can be made that the juvenile fully understands his constitutional rights.

e. If parents arrive after the interview has begun and request contact with the juvenile suspect, it should be granted at the next logical break in the interview process, except in cases where the parents are also suspects in the same incident or are witness to the incident.

f. If the juvenile suspect expresses fear or distress about contact with his/her parents and requests that the contact not occur, the juvenile’s wishes should be
taken into account. The officer should attempt to determine if the fear or distress is valid and make a determination if notification should be made to Child Protective Services.

g. Juvenile suspects should be given regular breaks (at least every two hours) from the interview process.

h. Situations involving children being interviewed because of allegations of abuse or neglect are governed by RCW 26.44.030, and are not covered by this policy.

6. Record Keeping

a. Officers who select non-custodial alternatives or engage in informal enforcement contacts with juveniles shall complete appropriate field interview and/or incident reports as required by this agency. These reports shall clearly identify the juveniles involved, the nature of the incident and the rationale for the officer’s disposition.

b. Juveniles taken into custody for criminal offenses shall be subject to the same reporting requirements as adults. Such reports are subject to state law regarding dissemination and access.

c. Custody records of all juveniles placed into detention will be maintained by the Lewis County Juvenile Justice Center.
I. PURPOSE

It is the purpose of this policy to provide guidelines for search and seizure.

II. POLICY

It is the policy of the Centralia Police Department that all officers will have a sound knowledge of the legal requirements associated with obtaining a search warrant in order to prevent suppression of evidence, support the Constitutional rights of citizens and to maintain public confidence in this agency’s mandate to carry out the police function in an ethical and legal manner.

It is also the policy of this department to provide techniques to accomplish a thorough and legal search; observe the constitutional rights of the person(s) the warrant is being served upon; minimize the level of intrusion experienced by those who are having their premises searched; provide for the highest degree of safety for all persons concerned; and establish a record of the entire execution process.

III. DEFINITIONS

**Search Warrant** - A written order, in the name of the people, signed by a magistrate or other judicial authority, directing a peace officer to search for specified personal property and bring it before the magistrate.

**Search Site** - The premises, vehicle, or person to be searched, as explicitly stated in the search warrant.

**Search Personnel** - Law enforcement officers and support personnel taking part in the execution of a search warrant.

**Evidence Collector** - Member of the search team responsible for the possession, packaging, sealing, and marking of all items seized.

**Supervising Officer** – The search team member most knowledgeable about the case and/or responsible for the investigation.

IV. PROCEDURES

A. Obtaining a Search Warrant

1. Legal Requirements for a Search Warrant
The Fourth Amendment to the U.S. Constitution prohibits unreasonable searches. Officers conducting searches without a warrant—such as those noted below—bear the burden of proving that the search was reasonable. Therefore, officers should consider obtaining a search warrant whenever time and circumstances permit. Some exceptions to the search warrant requirement include the following:

a. Searches Incident to Arrest.

Searches of a person or the area within the immediate control of a person who has been lawfully arrested are permitted to secure weapons or evidence of a crime.

b. Emergencies.

Officers may conduct searches when they believe that a person is in need of immediate assistance under life-threatening conditions, when immediate action is necessary to protect the public from harm or when, for example, an officer encounters a homicide scene and needs to search for additional victims, protect vital evidence or pursue the perpetrator.

c. Property Inventory

Officers shall make a routine inspection of any containers, bags, or vehicles for items of value and hazardous material prior to taking them into custody for the purpose of safekeeping. Unless a vehicle is impounded on an investigatory hold, a Uniform Washington State Tow/Impound Inventory Record form will be filled out to document the presence, location and quantities of any items located. Absent exigent circumstances, consent, or some other legal authority, a search warrant may be required to search for or seize items of contraband or evidence of a crime.

d. Vehicle Search.

All vehicle searches shall be conducted in accordance with applicable State and Federal statutes and as authorized by Departmental training and current case law. Absent clearly articulable exigent circumstances or other legally accepted exceptions, officers must obtain a search warrant prior to any vehicle search.

A vehicle may be held temporarily for the sole purpose of seeking a search warrant, so long as the application for such warrant is initiated promptly in accordance with timeliness standards outlined by the Courts and Departmental training.

e. Consent Searches.

A search may be conducted pursuant to consent without a warrant and without probable cause to obtain a warrant. The consent must be voluntary, freely and intelligently given by an appropriate party and the search must be limited to the terms of the consent. Written consent should be sought whenever reasonably possible.
f. **Terry Stop / Frisk**

A police officer may stop and detain a person for questioning if the officer reasonably suspects that the person has committed, is committing, or is about to commit a crime.

The contact should be limited in duration, detaining the individual only long enough to confirm or dispel the officer’s original suspicion.

If the individual being questioned fails to accurately identify themselves or if information is gathered to further validate the officer’s suspicion, the detention may be extended. Officers may frisk or pat-down the stopped individual for dangerous weapons if the officer reasonably believes the suspect may have a weapon.

Some other factors for frisks that should be considered by officers may include:

1) Crime involving weapon.

2) Time of day and location of stop.

3) Prior knowledge that the individual is known to carry weapons.

4) Furtive movements.

5) Suspicious bulges, consistent with carrying a concealed weapon.

Any detention or searches shall be conducted in accordance with applicable State and Federal statutes and as authorized by Departmental training and current case law. Absent clearly articulateable exigent circumstances or other legally accepted exceptions, officers should consider obtaining a search warrant prior to any search.

2. **Legal Basis for Seeking a Warrant**

a. In order to obtain a search warrant, an officer must be able to show probable cause to believe that specific evidence, contraband or fruits of a crime may be found at a particular location.

b. Specific facts establishing probable cause shall be set forth with clarity and specificity. Officers shall not rely solely upon personal opinion or unauthenticated third-party information or hearsay. Such facts may be based on:

1) Personal observation/knowledge of the officer; or

2) Information from a reliable source.

c. When informants are used—particularly confidential informants—the reliability of the informant and information provided shall be specified. Whenever possible, officers shall corroborate informant information.
3. Affidavit Preparation

An affidavit supporting application for a search warrant shall be prepared on the designated agency form. The accuracy of the affidavit is vital to the validity of the search warrant; thus, officers shall ensure that the following information is clearly and completely specified.

a. Offense.

The offense shall be described with reference to the criminal code section where possible.

b. Place or Thing to be searched.

The place or thing to be searched shall be described with specificity, and officers shall ensure that the warrant includes the specific reference(s). Where premises are to be searched, references should include:

1) Street number and apartment number if appropriate;
2) Physical description of the premises;
3) Legal description of the premises;
4) Name of owner or occupant;
5) Geographical location of the property;
6) Map coordinates or distances from given reference points; and
7) Photographs, maps or diagrams that help to specify the location in question.

c. Scope of the Search.

Only those things described in the search warrant can be seized. Therefore, the affidavit shall specify and officers shall ensure that the warrant includes the following:

1) All areas that officers desire to search shall be designated.
2) In cases where officers wish to conduct a complete search of a home and its surroundings, the affidavit should specify a “premises” search and its “curtilage” and should identify any outbuildings such as garages, tool sheds or barns, where appropriate.
3) Motor vehicles known to be on the premises that may be searched should be specified.
4) Searches (other than frisks for weapons) of specific persons on the premises shall be referenced in the affidavit by name if possible.
5) The specific items to be searched for shall be detailed. Where the item may be dismantled (e.g. Firearms), the warrant should authorize search for parts, pieces or components of that item.

6) Officers anticipating search of computers and related high-technology equipment shall consult a designated expert for appropriate language to use in the affidavit and procedures for seizure of hardware and software.

d. Time and Method of Search

1) A search warrant may be served at any time of the day or night as long as the affidavit provides good cause and permission is granted in the warrant.

2) Anticipatory search warrants may be sought when it can be shown that the evidence in question will be at a specific location at some time in the near future.

3) Officers may request a “no knock and announce” provision in the warrant when they have reason to believe that adherence to the knock-and-announce rule would endanger their safety or the safety of others, would enable wanted persons to escape or would likely result in the destruction of evidence before entry can be made.

e. Review of the Warrant

Officers shall review search warrants issued by judicial authorities to ensure that they include all pertinent information set forth in the affidavit accurately and completely, and that the warrant has been properly signed. Officers shall not attempt to serve any warrant that is known to contain substantive or administrative errors.

f. Return on the Warrant

Officers shall observe statutory and administrative requirements regarding return on the warrant to include providing a receipt to the proper person for property taken, retention and security of property taken, and return of the warrant and delivery of the property inventory to the appropriate judicial authority within specified time limits.

g. Recording

A record shall be maintained of all warrants issued to this agency and actions taken in response to each.

h. Telephonic Search Warrant

When requesting a telephonic search warrant, it is the responsibility of the officer (affiant) and case officer to ensure that the telephone conversation between the officer and the judge is properly recorded, transcribed, signed and forwarded to the appropriate court.
i. Liaison with the Prosecutor’s Office

1) Officers seeking warrants in unusual situations or where the seriousness, nature or legal complexity of the case dictates should consider reviewing the case with the prosecutor’s office prior to seeking a search warrant.

2) Officers should refer to detailed directives, training materials and prosecutorial protocols relating to the execution of searches under each of these conditions.

3) Exceptions to this policy include items seized incident to a lawful arrest, items reasonably related to those specified in the warrant and evidence of another crime discovered in plain view during the search.

4) If a warrant to search “all persons present” is sought, probable cause to believe that such persons have evidence of criminal activity on their person shall be specified.

5) Seizure of evidentiary items that were known to be on the premises but were not listed in the warrant may result in invalidation of the seizure.

B. Executing a Search Warrant

1. Uniform and Equipment Requirements

   a. The search team shall at all times include at least one uniformed officer. All non-uniformed officers shall be clearly identified as law enforcement officers by a distinctive armband, raid jacket, or some other indicator of office.

   b. All members of the search team should be equipped with body armor and a safety holster.

2. Time Limitations on Search Warrant Execution

   a. A search warrant shall be executed as soon as practicable within the conditions stated in Washington State law. Circumstances that may necessitate a delay in executing a search warrant include, but are not limited to the following:

      1) The need to have multiple searches occur at the same time, which requires extensive coordination and mobilization of law enforcement resources.

      2) The items subject to seizure have not arrived at the search site.

      3) The probability that substantial resistance will be encountered.

      4) A particular person(s) is absent from the search site, and the supervising officer feels that the search would best be conducted with that person present.

      5) The need to protect an informant’s identity.
b. Absent court approval, necessity or authorization by law, searches should normally be conducted during daylight hours.

3. Preparation for Execution of Warrant

a. Prior to entering the premises, the supervising officer shall conduct a pre-entry briefing of the execution process with all search team personnel. The briefing shall include a review of the actual order of operations and procedures the search personnel will follow, a simulation of the conditions of the search site (using maps, charts and diagrams, when appropriate) and tactics and equipment to be used in the event of forced entry.

b. The supervisory officer shall attempt to determine if any circumstances have changed that make executing the search warrant at that time undesirable.

c. The supervising officer shall ensure that the entire search warrant execution process is documented, from beginning to end, and continued until the search team leaves the premises. A written record shall be supported by photographs and, if practical, a videotaping of the entire search site from start to finish.

4. Entry Procedures

a. The approach to the scene shall be executed without sirens. If a pre-execution surveillance team is on the scene, contact shall be made to ensure that it is an appropriate time to serve the search warrant.

b. The supervising officer shall be responsible for ensuring that the search warrant is valid and that the property about to be searched is the property listed on the warrant.

c. The search personnel shall position themselves in the following manner:

1) Exits from the premises shall be covered.

2) Uniformed officers shall be the most visible members of the search team, and shall conduct the entry.

3) Non-uniformed officers shall be the last members to enter the search site.

d. Notification

The supervisory officer, or a uniformed officer, shall notify persons inside the search site, in a voice loud enough to be heard inside the premises, that he/she is a police officer and has a warrant to search the premises, and that he/she demands entry to the premises at once.

5. On Premises Activities

a. The supervisory officer shall ensure that a member of the search team conducts a security sweep of the search site.
b. After the search site has been secured, search personnel shall develop a prioritized strategy that details the likely whereabouts of the items to be seized and an order of operation for conducting the search.

c. One person shall be designated as responsible for collecting, preserving, and documenting all items seized until possession is transferred to the evidence custodian.

d. If damage occurs during an entry to premises that will be left vacant, and the damage may leave the premises vulnerable to security problems, arrangements shall be made to guard the premises until it can be secured.

e. If damage occurs, a special report shall be prepared on the actions that caused the damage and a detailed description of the nature and extent of the damage.
2.1.6 Strip and Body Cavity Searches

I. PURPOSE

The purpose of this policy is to provide officers with guidelines for determining if and under what conditions the use of strip searches and body cavity searches are legally permissible and to establish guidelines for the appropriate conduct of such searches.

II. POLICY

This department recognizes that the use of strip searches and body cavity searches may, under certain conditions, be necessary to protect the safety of officers, civilians and other prisoners; to detect and secure evidence of criminal activity; and to safeguard the security, safety and related interests of this agency’s prisoner detention and holding facilities. Recognizing the intrusiveness of these searches on individual privacy, however, it is the policy of this department that such searches shall be conducted only with proper authority and justification, with due recognition and deference for the human dignity of those being searched and in accordance with the procedural guidelines for conducting such searches as set forth in this policy.

III. DEFINITIONS

**Strip Search** - Any search of an individual requiring the removal or rearrangement of some or all clothing to permit the visual inspection of any or all skin surfaces including genital areas, breasts and buttocks.

**Body Cavity Search** - Any search involving not only visual inspection of skin surfaces but the internal physical examination of body cavities and, in some instances, organs such as the stomach cavity.

IV. PROCEDURES

A. Strip Searches

1. Individuals arrested for traffic violations and other minor offenses of a nonviolent nature shall not be subject to strip searches unless the arresting officer has articulable, reasonable suspicion to believe that the individual is concealing contraband or weapons. Reasonable suspicion may be based upon, but is not limited to the following:

   a. The nature of the offense charged.
   b. The arrestee’s appearance and demeanor.
   c. The circumstances surrounding the arrest.
d. The arrestee’s criminal record, particularly past crimes of violence and narcotics offenses.

e. The discovery of evidence of a major offense in plain view or in the course of a search incident to the arrest.

f. Detection of suspicious objects beneath the suspect’s clothing during a field search incident to arrest.

2. Field strip searches of prisoners shall be conducted only under exigent circumstances where the life of officers or others may be placed at risk, and only in privacy with the explicit approval of a supervisory officer.

3. Where articulable, reasonable suspicion exists to conduct a strip search, the arresting officer shall make a documented request for such action to the detention supervisor or other designated authority that clearly defines the basis for suspicion.

4. When authorized by the supervising authority, strip searches may be conducted only under the following conditions:

   a. By specially trained and designated personnel.

   b. In conformance with approved hygienic procedures and professional practices.

   c. In a room specifically authorized for this purpose.

   d. By the fewest number of personnel necessary and only by those of the same sex.

   e. Under conditions that provide privacy from all but those authorized to conduct the search.

5. Following a strip search, the officer performing the search shall submit a written report to the supervisory authority that details, at a minimum, the following:

   a. Date and place of the search.

   b. Identity of the officer conducting the search.

   c. Identity of the individual searched.

   d. Those present during the search.

   e. A detailed description of the nature and extent of the search.

   f. Any weapons, evidence or contraband found during the search.

B. Body Cavity Searches
Should visual examination of a suspect during a strip search and/or other information lead an officer to believe that the suspect is concealing a weapon, evidence or contraband within a body cavity, the following procedures shall be followed:

1. The suspect shall be kept under constant visual surveillance until a body cavity search is conducted or an alternative course of action taken.

2. The officer shall consult with his immediate supervisor to determine whether probable cause exists to seek a search warrant for a body cavity search. The decision to seek a search warrant shall recognize that a body cavity search is highly invasive of personal privacy and is reasonable only where the suspected offense is of a serious nature and/or poses a threat to the safety of officers or others and/or the security of the department’s detention operations.

3. If probable cause exists for a body cavity search, an affidavit for a search warrant shall be prepared that clearly defines the nature of the alleged offense and the basis for the officer’s probable cause.

4. On the basis of a search warrant, a body cavity search shall be performed only by an authorized physician or by other medically trained personnel at the physician’s direction.

5. For safety and security reasons, the search shall be conducted at a detention facility or other authorized facility in a room designated for this purpose.

6. Body cavity searches shall be performed with due recognition of privacy and hygienic concerns.

7. The authorized individual conducting the search shall file a report with the requesting law enforcement agency. The witnessing law enforcement officer shall co-sign that report and comply with information requirements specified in item IV-A-5 of this policy.
I. PURPOSE

It is the purpose of this directive to ensure compliance with provisions of the Vienna Convention on Consular Relations and guidelines provided by the U.S. Department of State pertaining to the rights of foreign nationals who are detained or arrested.

II. POLICY

It is the policy of the Centralia Police Department that all officers will know and comply with the legal requirements associated with the arrest and detention of foreign nationals.

III. DEFINITIONS

Vienna Convention on Consular Relations (VCCR) - In 1963 the multilateral Vienna Convention on Consular Relations was completed and countries throughout the world began ratifying it. Today, most countries, including the United States, are parties to the VCCR. The VCCR to a large extent codified customary international law and thus represents the most basic principles pertaining to the performance of consular functions. Since the VCCR entered into force for the United States on December 24, 1969, we have relied increasingly on it as the principal basis for the conduct of our consular activities.

IV. PROCEDURES

A. Summary of Requirements Pertaining to Foreign Nationals

These are mutual obligations that also pertain to American citizens abroad. In general; you should treat a foreign national as you would want an American citizen to be treated in a similar situation in a foreign country. This means prompt, courteous notification to the foreign national of the possibility of consular assistance, and prompt, courteous notification to the foreign national's nearest consular officials so that they can provide whatever consular services they deem appropriate.

When foreign nationals are arrested or detained, they must be advised of the right to have their consular officials notified.

1. In some cases, the nearest consular officials must be notified of the arrest or detention of a foreign national, regardless of the national's wishes.

2. Consular officials are entitled to access to their nationals in detention, and are entitled to provide consular assistance.

3. When a government official becomes aware of the death of a foreign national, consular officials must be notified.
4. When a guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent, consular officials must be notified.

5. When a foreign ship or aircraft wrecks or crashes, consular officials must be notified.

B. Steps to Follow When a Foreign National is Arrested or Detained

1. Determine the foreign national's country. In the absence of other information, assume this is the country on whose passport or other travel document the foreign national travels.

2. If the foreign national's country is not on the mandatory notification list:
   a. Offer, without delay, to notify the foreign national's consular officials of the arrest/detention. For a suggested statement to the foreign national, see below.
   b. If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country without delay. For phone and fax numbers for foreign embassies and consulates in the United States, see the information on the U.S. State Department website at

      http://travel.state.gov/law/consular/consular_737.htm

3. If the foreign national's country is on the list of mandatory notification countries:
   a. Notify that country's nearest consular officials, without delay, of the arrest/detention. Phone and fax numbers and a suggested fax sheet for making the notification are on the State Department website.
   b. Tell the foreign national that you are making this notification. A suggested statement to the foreign national is found below and translations into selected languages are on the U.S. State Department website.

4. Keep a written record of the provision of notification and actions taken.

C. Mandatory Notification Countries and Jurisdictions

Algeria
Antigua and Barbuda
Armenia
Azerbaijan
Bahamas, The
Barbados
Belarus
Belize
Brunei
Bulgaria
Malta
Mauritius
Moldova
Mongolia
Nigeria
Philippines
Poland (non-perm. residents only)
Romania
Russia
Saint Kitts and Nevis
### D. Suggested Statements to Arrested or Detained Foreign Nationals

1. **When Consular Notification is at the Foreign National's Option:**

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1 Notification is not mandatory in the case of persons who carry "Republic of China" passports issued by Taiwan. Such persons should be informed without delay that the nearest office of the Taipei Economic and Cultural Representative Office ("TECRO"), the unofficial entity representing Taiwan's interests in the United States, can be notified at their request.

2 Hong Kong reverted to Chinese sovereignty on July 1, 1997, and is now officially referred to as the Hong Kong Special Administrative Region, or “SAR.” Under paragraph 3(f) (2) of the March 25, 1997, U.S.-China Agreement on the Maintenance of the U.S. Consulate General in the Hong Kong Special Administrative Region, U.S. officials are required to notify Chinese officials of the arrest or detention of the bearers of Hong Kong passports in the same manner as is required for bearers of Chinese passports—i.e., immediately, and in any event within four days of the arrest or detention.

3 United Kingdom includes England, Scotland, Wales, Northern Ireland and Islands and the British dependencies of Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands. Their residents carry British passports.

4 Although the U.S.S.R. no longer exists, some nationals of its successor states may still be traveling on its passports. Mandatory notification should be given to consular officers for all nationals of such states, including those traveling on old U.S.S.R. passports. The successor states are listed separately above.
As a non-U. S. citizen who is being arrested or detained, you are entitled to have us notify your country’s consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel, and may contact your family and visit you in detention, among other things. If you want us to notify your country’s consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to notify your country’s consular officials?

2. When Consular Notification is Mandatory:

Because of your nationality, we are required to notify your country’s consular representatives here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but they may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country’s consular officials as soon as possible.
CHAPTER 3: Use of Force

3.1.1 Use of Force

I. PURPOSE

The purpose of this directive is to provide law enforcement officers of this agency with guidelines for the use of force and to prevent unnecessary injury or loss of life.

II. POLICY

It is the policy of the Centralia Police Department that officers use an amount of force which is reasonable and necessary to effect an arrest, carry out a lawful duty, or defend themselves or another from physical harm or death, or to assume or maintain lawful control over a person or situation. Officers shall use force only in a lawful manner. This means the unnecessary use of force or the use of force in an excessive or unreasonable amount or the use of force to punish a person is an unjustified use of force. The preservation of innocent life is more important than either the apprehension of criminal offenders or the protection of property. This includes the officer’s lives, as well as the lives of others. However, in some situations, the preservation of innocent life requires the use of deadly force to stop or apprehend criminal offenders.

III. DEFINITIONS

**Deadly Force** - Defined in RCW 9A.16 as that force by whatever means imposed, which is likely to cause death or grave injury or which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or grave injury.

**Necessary Force** - No reasonably effective alternative to the use of force appeared to exist and the amount of force used was reasonable to affect the lawful purpose intended.

**Non-deadly Force** - Any use of force other than that which is considered deadly force. This includes any physical effort used to control or restrain another, or to overcome the resistance of another.

**Objectively Reasonable** - This term means that, in determining the necessity for force and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the level of threat to the community.

IV. PROCEDURES
A. Use of Force Continuum

1. Use of physical force should be viewed as a “continuum”; from low levels of force up to deadly force. Rapidly changing circumstances may preclude officers from making the “progressive” moves to higher levels of force, requiring that they apply the appropriate level of force immediately in response to the threat presented to the officer. The continuum of force includes, but is not limited to:

   a. The mere presence of an officer
   b. Verbal commands
   c. Physical direction or “escort” techniques
   d. Electronic control devices (Tasers: Dart Mode or Drive Stun Mode)
   e. Aerosols (OC)
   f. Hair holds and counter-joint techniques
   g. Impact weapons: baton, flashlights, kicks, punches
   h. Lateral vascular neck restraint (LVNR)
   i. Firearms, vehicles, edged weapons

2. In all cases, officers shall use reasonable force to safely and effectively respond to the level of resistance to arrest, control a situation, or defend themselves and others from harm.

B. General Rules Governing Use of Force

1. In all cases involving the use of force, officers will consider the severity of the suspected criminal activity, whether there is an immediate threat to officers or other persons, and the type of resistance being offered, whether active, passive or attempting to evade arrest by flight.

2. Officers will use necessary force when no reasonably effective alternative to the use of force appeared to exist and the amount of force used was reasonable to affect the lawful purpose intended.

3. Protracted hand-to-hand combat may be harmful to the safety of law enforcement personnel, the public, and the person being arrested. Accordingly, it shall be deemed reasonable for officers to use that type and degree of force necessary to bring a subject whom the officer intends to arrest quickly under control.

4. Officers will carry and use only approved weapons unless circumstances exist which pose an imminent threat to the safety of the officer or the public requiring the immediate use of a non-approved weapon to counter such a threat. This provision should not be construed as authorizing officers to use a non-approved weapon
where, under the circumstances, it would be feasible to procure approval for use of the particular weapon prior to its use.

5. No officer will modify, alter or cause to be altered an approved weapon in his or her possession or control.

6. Displays of Firearms

Firearms may be readied for use in situations where it is reasonably anticipated that they may be required.

7. Threatening the Use of Force

An officer may announce to another his or her intention to use only that type and degree of force that may reasonably be necessary under the circumstances. This provision should not be construed to authorize or endorse the use of discourteous, abusive or unprofessional language.

C. Use of Non-Deadly Force

1. Where deadly force is not authorized, officers may use only that level of force that is objectively reasonable to bring an incident under control.

2. Officers are authorized to use department-approved, non-deadly force techniques and issued equipment to protect the officer or others from physical harm; restrain or subdue a resistant individual; and/or bring an unlawful situation safely and effectively under control.

D. Training

In addition to the training required for firearms qualification, officers shall receive agency-authorized training designed to simulate actual shooting situations and conditions and, as otherwise necessary, to enhance officers’ discretion and judgment in using deadly and non-deadly force in accordance with this policy.
I. PURPOSE

It is the purpose of this directive is to clearly identify those circumstances that may warrant the use of deadly force and to provide officers with guidance in the use of force during potentially life-threatening situations.

II. POLICY

Washington State Peace Officers shall only utilize deadly force when necessary and justified to effect lawful objectives. This policy applies to all law enforcement officers engaged in the discharge of official duties. It is the policy of the Centralia Police Department that before being authorized to carry a weapon, all officers shall receive training and instruction with regard to: the proper use of force; the agency’s policies and state statutes with regard to such force; and be provided with copies of said policies and statutes. Such training and instruction shall continue throughout the officer’s duty career on an annual basis.

III. DEFINITIONS

Approved Weapon - A device or instrument which an officer has received authorization from the agency to carry and use in the discharge of that officer’s duties, and for which the officer has:

- Received training in the technical, mechanical and physical aspects of the device; and
- Developed a knowledge and understanding of the law, rules and regulations regarding the use of such weapons.

Deadly Force - Defined in RCW 9A.16.010 as the intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury. Deadly force should be considered only when all other reasonably effective means have been exhausted.

Necessary Force - No reasonably effective alternative to the use of force appeared to exist and the amount of force used was reasonable to effect the lawful purpose intended.
IV. PROCEDURES

A. Use of Deadly Force

1. It is the policy of the Centralia Police Department to afford officers discretion in the use of force to the extent permitted by Washington State Statutes which authorize peace officers acting in the line of duty to use deadly force when necessary:

   a. For self-defense in situations where there is an imminent threat of serious injury or death to the officer.

   b. To defend another person who may be in peril of serious injury or death.

   c. To prevent the escape of a person from a federal or state correctional facility or in retaking a person who escapes from such a facility.

   d. To prevent the escape of a person from a county or city jail or holding facility if the person has been arrested for, charged with, or convicted of a felony.

   e. To lawfully suppress a riot if the participant is armed with a deadly weapon.

2. In considering whether to use deadly force to arrest or apprehend any person for the commission of a crime, the peace officer must have probable cause to believe that the suspect, if not apprehended, poses a threat of serious physical harm to the officer or a threat of serious physical harm to others. Among the circumstances which may be considered by peace officers as a "threat of serious physical harm" are the following:

   a. The suspect threatens a peace officer with a weapon or displays a weapon in a manner that could reasonably be construed as threatening.

   b. There is probable cause to believe that the suspect has committed any crime involving the infliction or threatened infliction of serious physical harm.

B. Deadly Force Restrictions

1. Officers may use deadly force to destroy an animal that represents a threat of substantial harm to the officer or another person, or as a humanitarian measure where the animal is so badly injured that it should be destroyed to prevent further suffering, when the officer reasonably believes that deadly force can be used without harm to the officer or others.

2. Decisions to discharge a firearm at or from a moving vehicle shall be governed by the use-of-force policy and are prohibited if they present an unreasonable risk to the officer or others.
3.1.3 Warning Shots

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I. PURPOSE

It is the purpose of this directive to prohibit officers of the Centralia Police Department from using warning shots.

II. POLICY

It is the policy of the Centralia Police Department that officers are prohibited from discharging firearms as a warning in an attempt to induce surrender of suspect.

III. DEFINITIONS

**Warning shot** – the discharge of a firearm by a law enforcement officer for the purpose of warning a suspect that deadly force may be used. Its use is intended to gain compliance without actually attempting to shoot the suspect.

IV. PROCEDURE

Warning shots will not be fired by officers of the Centralia Police Department.
CHAPTER 3: Use of Force

3.1.4 Less Lethal Weapons

I. PURPOSE

The purpose of this directive is to provide police officers with direction in the application of less lethal weapons.

II. POLICY

It is the policy of the Centralia Police Department to use only that level of force that reasonably appears necessary to control violent or potentially violent individuals. The availability of less lethal weapons can assist officers in de-escalation of potentially violent confrontations and provide additional alternatives to the use of deadly force. Officers who have received the requisite training, developed an adequate level of proficiency, and demonstrated the ability to properly and consistently use these weapons in accordance with applicable training, rules and laws are authorized to carry and employ less lethal weapons in accordance with provisions of this policy and this department’s overall policy on use of force.

III. DEFINITIONS

**Aphids** - Confetti-like pieces of paper that are expelled from the cartridge of an ECW when fired. Each “aphid” contains an alpha-numeric identifier unique to the specific cartridge used.

**Approved Weapon** - A device or instrument which an officer has received authorization from the agency to carry and use in the discharge of that officer’s duties, and for which the officer has:

- Received training in the technical, mechanical and physical aspects of the device; and
- Demonstrated a knowledge and understanding of the law, rules and regulations regarding the use of such weapons.

**Chemical Agents** - Chemical irritants including agents such as CN, OC, CS or combinations of these agents.

**Electronic Control Weapon (ECW)** - A portable device which is designed or intended by the manufacturer to be used, offensively or defensively to disrupt a subject’s central nervous system by means of deploying battery powered electrical energy sufficient to cause uncontrolled muscle contractions and override an individual’s voluntary motor responses.

- **Drive-Stun Mode** - The application of the ECW made by pressing the unit against an appropriate area of the body after removing the cartridge.

- **Dart Mode** - The application of the ECW made by firing the darts from a cartridge affixed to the ECW.
Impact Projectiles - Often referred to generically as “bean bags and rubber bullets.” They are designed to incapacitate a subject with a minimal potential for causing death or serious physical injury when compared to conventional projectiles when used in accordance with agency policy and training guidelines.

Impact Weapons - Objects and instruments that are used, or are designed to be used, to apply force to the person of another by coming into physical contact with that person.

Less Lethal Weapons - Devices used by police officers to stop, control, and restrain individuals while causing less harm than deadly force to the individual as well as the officer and any nearby persons. Examples of less lethal weapons include pepper spray, pepper balls, water guns, nets, batons, Tasers®, and bean bag and rubber projectiles.

Less Lethal Force Philosophy - Planning and application of force that meets operational objectives with less potential for causing death or serious physical injury than conventional police tactics.

Noise/Flash Distraction Device (NFDD) – Also known as “flash bangs,” these specialized munitions produce a bright flash and loud report, intended to distract or disorient a subject long enough to arrest him or her.

Oleoresin Capsicum - Is a lachrymatory agent (a chemical compound that irritates the eyes to cause tears, pain, and even temporary blindness) that is used in riot control, crowd control and personal defense. The active ingredient in pepper spray is capsaicin, which is a chemical derived from the fruit of plants in the Capsicum genus, including chilies.

IV. PROCEDURES

A. Guidelines for Deployment of Impact Projectiles

1. All uses of impact projectiles shall be consistent with this agency’s policy on use of force and use of force continuum. Use of an impact projectile falls below deadly force on the force continuum.

2. Impact projectiles are primarily designed for use against subjects who appear to pose a threat of death or serious bodily injury to themselves or others.

3. Impact projectiles shall be directed at suspect target areas based on the circumstances at hand, established safety priorities, the exigency of the situation, and the level of force that is authorized.

4. There is a broad range of scenarios in which use of an impact projectile may be justified. Factors to consider when deciding whether such use is justified include, but are not limited to the following:

   a. Seriousness of any crime committed by the individual

   b. Whether the individual is armed and, if so, the potential lethality/threat

   c. Propensity of the individual to be violent
d. The potential for collateral damage to officers, other persons, or property should the impact projectile incapacitate the suspect (e.g., the suspect is or is allegedly holding a triggering device connected to explosives or other destructive devices).

5. Deployment of an impact projectile should be at the direction of a supervisor or another senior officer unless it is reasonably likely that failure to take immediate action would result in injury, death, or serious property damage.

6. Only officers who have met this agency’s training requirements for use of the impact projectile are permitted to carry or deploy impact projectiles.

7. Specific weapons shall be designated for deployment of impact projectiles and shall be definitively marked by paint or other conspicuous distinguishing features as authorized by this department. These weapons shall not be used for any other purpose, shall be loaded only with less lethal impact projectiles, and shall be kept only by authorized personnel in a manner designated by the department.

8. Officers will inform other law enforcement personnel in the immediate vicinity that impact rounds will be deployed in order that the shot will not precipitate the use of firearms by other officers.

9. Suspects who are struck with a projectile should be restrained as necessary and transported to a medical facility for examination.

10. Use of impact projectiles is a use of force and is subject to the same reporting and investigative policy requirements as other types of force incidents.

B. Electronic Control Weapons (ECWs)

1. Electronic control weapons may be used by authorized and trained personnel in accordance with the Centralia Police Department use of force policy and additional guidelines established herein.

2. Only Department-owned ECWs meeting specifications approved by the Chief of Police will be carried or utilized by members of the Centralia Police Department.

3. Electronic control weapons are not replacements for firearms and should not be used without firearm back up in those incidents where there is a lethal threat towards the officers involved in the incident or any other persons.

4. Only personnel who have satisfactorily completed this agency’s approved training course shall be authorized to carry ECWs.

5. An officer may use deadly force to protect himself from the use or threatened use of an ECW when the officer reasonably believes that deadly force will be used against him if he becomes incapacitated.

6. Weapon Readiness

a. The ECW will be carried in an approved holster on the support side of the body. Authorized personnel not assigned to uniformed patrol may utilize other
department-approved holsters and carry the weapon consistent with department training.

b. The ECW shall be carried fully armed with the safety on in preparation for immediate use when authorized.

c. Personnel authorized to use the ECW shall be issued a minimum of one spare cartridge as a backup in case of cartridge failure, the need for redeployment, or in case the first cartridge's leads break during engagement. The spare cartridges shall be stored and carried in a manner consistent with training and the cartridges replaced consistent with the manufacturer's expiration requirements.

d. Only agency approved batteries shall be used in the ECW.

7. Deployment

a. The ECW in drive-stun mode is generally analogous to Oleoresin Capsicum (OC) spray on the use of force continuum, and decisions to use an ECW involve the same basic justification.

b. Using the ECW drive stun mode involves removing the cartridge and pressing the unit against an appropriate area of the body based on training. It is important to note that when the device is used in this manner it is:

1) Primarily a pain compliance tool due to a lack of probe spread.

2) Minimally effective when compared to conventional cartridge type deployments.

3) More likely to leave marks on the subject’s skin.

c. ECW is prohibited from being used:

1) In a punitive or retributive manner.

2) In any environment where an officer knows that a potentially flammable, volatile, or explosive material is present (including but not limited to OC spray with volatile propellant, gasoline, natural gas, or propane).

3) In any environment where the subject’s fall could reasonably result in death or serious bodily injury (such as in a swimming pool or on an elevated structure).

d. Use of an ECW is permitted only under certain specified circumstances in the following situations:

1) On a handcuffed/restrained prisoner, on persons with limited mobility, or on children under the age of eight years. Where the subject is exhibiting overtly assaultive behavior that cannot be reasonably dealt with in a less intrusive fashion, ECW use may be considered.
2) On a subject offering only passive resistance or who does not demonstrate the intention (1) to use violence or force against law enforcement personnel or any other person or (2) to flee in order to resist/avoid detention or arrest (in cases where officers would pursue on foot). The need for control tactics, including ECW application, to overcome passive resistance should be balanced within the totality of the circumstances.

e. The ECW in dart mode is an intermediate or medium (though not insignificant) use of force and decisions to use an ECW in this mode must be weighed against the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officers or others and whether the suspect is actively resisting arrest or attempting to evade arrest by flight.

f. In preparation for firing, the ECW shall be pointed in a safe direction, taken off safe, and then aimed. Center mass of the subject’s back should be the primary target where reasonably possible; center mass of the chest or the legs is the secondary targets.

g. Fixed sights should be used as the primary aiming device and the laser dot as the secondary aiming device.

h. When circumstances allow, officers will give a clear verbal warning and allow the suspect an opportunity to comply prior to deployment of the ECW.

i. Upon firing the device in either Drive Stun or Dart Mode, the officer shall administer the least number of deployment cycles necessary to accomplish the legitimate operational objective. The subject shall be secured as soon as practical while disabled following an ECW application to minimize the number of deployment cycles used.

j. The ECW shall be pointed at the ground in a safe direction with the safety on during loading, unloading, or when handled in other than an operational deployment.

8. Aftercare

a. ECW darts shall be removed by officers in the field after the subject is restrained following the procedures outlined in training.

b. Photographs of the affected area should be taken after the darts are removed.

c. Medical evaluations and clearance shall follow the procedures outlined during training.

d. When the device has been used operationally in dart mode, the officer will collect the cartridge, wires leads, darts, and properly secure them for safekeeping.

e. Booking is required, absent documented extenuating circumstances, when an ECW has been used on a subject.

9. Reporting
a. The deploying employee shall notify his/her supervisor as soon as practical after using the ECW and complete all required reports, including use of force and Taser reports.

b. The supervisor will arrange to have the data from the officer’s Taser downloaded as soon as possible. That Taser download report will be attached to the Use of Force Report and will include, at a minimum:

1) The identity of the specific device used,
2) The time and date of the device deployment(s),
3) The number of cycles applied, and
4) The duration of the cycle(s) applied

c. The incident report shall be fully completed and shall include at a minimum:

1) Whether the ECW was deployed in Drive Stun Mode or Dart Mode.
2) The number of deployment cycles the subject was administered in the incident.
3) A detailed description of the situation.
4) All of the factors considered in making the decision to use force.
5) A description of the verbal warnings given prior to the deployment of the ECW and a description of the subject's response (if any) or, in the alternative, a description of the circumstances that necessitated the officer to forego the issuing of a verbal warning prior to the deployment of the ECW.

d. Cartridges expended when using the ECW in dart-mode will be secured for possible forensic examination should the need arise. Officers will follow the following procedure:

1) Lodge the barbed point of the darts back into the expended cartridge as demonstrated in training, being careful to avoid further damaging or disturbing the wire leads.
2) Wrap the cartridge and wire into a latex glove to help ensure the dart probes do not become dislodged.
3) Place the cartridge into a 6” x 9” manila envelope and seal it with evidence tape.
4) Log the cartridge into the Evidence / Property system for SAFEKEEPING unless it has specific evidentiary value for a particular investigation.
5) Affix the Property label and an orange, ‘BIOHAZARD’ sticker to the front of the envelope and log it into the Evidence Room

e. All department Taser devices will be inspected and downloaded at least semi-annually. The download reports will be provided to the Chief of Police.

C. Oleoresin Capsicum (OC) Spray

1. Only officers who have completed the prescribed course of instruction on the use of OC are authorized to carry or deploy the agent.

2. Uniformed officers shall carry only departmentally authorized OC canisters in the prescribed manner on the duty belt. Non-uniformed officers may carry OC in alternative devices as authorized by the agency.

3. OC spray is considered a use of force and shall be employed in a manner consistent with this agency’s use-of-force policy. OC is a force option following verbal compliance tactics on the use-of-force continuum.

4. OC may be used when:

   a. Verbal commands have failed to bring about the subject’s compliance; and

   b. The subject has signaled his intention to actively resist the officer’s efforts to make the arrest.

5. An officer may use deadly force to protect himself from the use or threatened use of OC when the officer reasonably believes that deadly force will be used against him if he becomes incapacitated.

6. Once a suspect is incapacitated or restrained, use of OC is no longer justified.

7. Deployment Procedures

   a. Whenever possible, officers should be upwind from the suspect before using OC and should avoid entering the spray area.

   b. An officer should maintain a safe distance from the suspect of between two and 10 feet.

   c. A single spray burst of between one and three seconds should be directed at the suspect’s eyes, nose and mouth. Additional burst(s) may be used if the initial or subsequent burst proves ineffective.

   d. Use of OC should be avoided, if possible, under conditions where it may affect innocent bystanders.

8. Effects of OC and Officer Response
a. Within several seconds of being sprayed by OC, a suspect will normally display symptoms of temporary blindness, have difficulty breathing, burning sensation in the throat, nausea, lung pain and/or impaired thought processes.

b. The effects of OC vary among individuals. Therefore, all suspects shall be handcuffed as soon as possible after being sprayed. Officers should also be prepared to employ other means to control the suspect—to include, if necessary, other force options consistent with agency policy—if he does not respond sufficiently to the spray and cannot otherwise be subdued.

c. Immediately after spraying a suspect, officers shall be alert to any indications that the individual needs medical care. This includes, but is not necessarily limited to, breathing difficulties, gagging, profuse sweating and loss of consciousness. Upon observing these or other medical problems or if the suspect requests medical assistance, the officer shall immediately summon emergency medical aid.

d. Suspects that have been sprayed shall be monitored continuously for indications of medical problems and shall not be left alone while in police custody.

e. Officers should provide assurance to suspects who have been sprayed that the effects are temporary and encourage them to relax.

f. The effects of OC spray will normally begin diminishing within 15 minutes of exposure. Once the suspect has been restrained, officers shall assist by rinsing and drying the exposed area.

g. Assistance shall be offered to any individuals accidentally exposed to OC spray who feel the effects of the agent. All such incidents shall be reported as soon as possible to the officer’s immediate supervisor and shall be detailed in an incident report.

9. Reporting Procedures

A use-of-force report shall be completed following all discharges of OC spray except during testing, training, malfunction or accidental discharge.

10. Replacement

a. All OC spray devices shall be maintained in an operational and charged state by assigned personnel. Replacements for damaged, inoperable or empty devices are the responsibility of officers to whom they are issued.

b. Replacements of OC spray canisters shall occur as needed when the unit is less than half full.

D. Required Training
In-service training for the various types of less lethal weapons, including NFDDs, chemical agents and impact munitions, shall be provided at least once every two years to those personnel authorized to utilize and deploy them.
3.1.5 Requesting Medical Aid

I. PURPOSE

The purpose of this directive is to provide police officers with direction in requesting medical aid following an application of force.

II. POLICY

It is the policy of the Centralia Police Department that officers will request appropriate medical aid after any use of force by personnel when an injury is known, suspected, or is alleged. In every situation, including those that involve a use of force, the first consideration of officers will be life safety of citizens, suspects, and law enforcement officers.

III. PROCEDURE

When a use of force incident occurs and there is a possible injury involved, the officer shall immediately determine the physical condition of any injured person(s) and render first aid when appropriate, request appropriate medical aid, and notify dispatch of the location.
CHAPTER 3: Use of Force

3.1.6 Reporting Use of Force

I. PURPOSE

The purpose of use of force reports is to ensure that any force used that is capable of causing injury is recorded and that a formal review process is established to review use of force incidents for compliance with existing policy and law. The collected use of force reports are analyzed to determine if there are training issues, equipment issues, or policy issues that should be addressed.

II. POLICY

Whenever an employee discharges a firearm (other than routine training or recreational purposes), takes any action that results in an injury to another person, or employs an amount of force capable of causing an injury in the course of their employment, whether while effecting an arrest, overcoming resistance, or controlling a dangerous situation, the employee will promptly submit a written report of the incident on the prescribed form. This same requirement applies whether or not an incident in which force is used results in actual injury.

III. DEFINITIONS

Use of Force Report – A written report in a format approved by the Chief of Police that is specifically designed to gather information regarding use of force incidents.

IV. PROCEDURE

A. In addition to routine incident reports required for investigations, prosecution and records, officers utilizing any level of force capable of producing an injury shall complete a “Centralia Police Department Use of Force Report”.

B. The officer will submit the Use of Force Report to the immediate supervisor prior to the end of the shift or work period during which the use of force occurred. Exceptions may be authorized to this requirement when:

1) The involved officer is injured or incapacitated, or;
2) Compliance with this policy is proscribed by another policy, procedure, or directive.

In the event a variance is authorized, the granting supervisor must document the circumstances and justification in his / her written report attached to the incident report.

C. The supervisor will review the Use of Force Report for completeness, conduct a brief investigation to determine whether the officer deviated from policy or established
procedures, and determine whether or not to recommend a review of the incident. The supervisor will indicate his/her findings in the appropriate section.

D. Supervisors will forward complete Use of Force Reports to the Operations Commander, who will review the reports for compliance with department policies. The Operations Commander will forward all Use of Force Reports and necessary attachments to the Chief of Police.

E. The Chief of Police may initiate a Professional Standards investigation or impanel a review board in accordance with CPD Policy 4.1.3 Review of Pursuits, Use of Force, and Internal Investigations to examine the circumstances surrounding the application of force as appropriate.

F. Retention

Use of Force Reports will be retained in accordance with the Washington State retention Schedule.

G. Access

The City of Centralia Personnel Director/Risk Manager, CPD command staff, and support personnel who may need to obtain data from the reports for analysis will have access to Use of Force Reports.
3.1.7 Investigations of Deadly Force Incidents

I. PURPOSE

The purpose of this policy is to provide guidelines for a formal response, review and investigative process that shall be uniformly applied following any officer-involved use of deadly force incident that has resulted in death or serious bodily injury.

II. POLICY

It is the policy of the Centralia Police Department that officer-involved shooting incidents be investigated with the utmost thoroughness, professionalism and impartiality to determine if officer actions conform to the law and this agency’s policies on use of force.

It has been found that officer-involved shootings resulting in death or serious bodily injury to a citizen or a fellow officer may precipitate stress disorders. It is the responsibility of this law enforcement agency to provide personnel with information on stress disorders and to guide and assist in their deterrence. Therefore, it is the policy of the Centralia Police Department to take immediate action after such incidents to safeguard the continued good mental health of all involved personnel.

III. DEFINITIONS

**Officer-Involved Shooting Incident** - A line-of-duty incident where shooting causes death or serious bodily injury to an officer or other person.

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

IV. PROCEDURE

A. On Scene Responsibilities

Officers involved at the scene of a shooting incident shall take those measures that are reasonably possible and appropriate to protect their safety and to preserve evidence essential to the investigation. This includes the following actions, undertaken in the order deemed appropriate.

1. Ensure that the threats to officer safety and the safety of others are contained.

2. Secure and separate suspects.

3. Relay information on fleeing suspects to communications and other field units and work with them to establish a containment area.
4. Request a supervisor and additional backup, emergency medical services, if necessary, and any other assistance required immediately.

5. If injured, administer emergency first aid to oneself first if possible. Then, administer basic first aid to suspects and others, as necessary, pending arrival of emergency medical assistance.

6. Holster any involved handguns or secure them in place as evidence. Secure long guns in the prescribed manner or in place as evidence. Do not open, reload, remove shell casings or in any other manner tamper with involved firearms.

7. Take note of the time, survey the entire area for relevant facts, individuals who are present and who departed the scene, witnesses, potential suspects and suspect vehicles.

8. As time and capabilities permit before supervisory and other assistance arrives:
   a. Secure the area, establish a perimeter with crime scene tape and limit access to authorized persons necessary to investigate the shooting and assist the injured.
   b. Protect evidence from loss, destruction or damage that is likely to occur before backup can arrive. Ensure that evidentiary items are not moved or, if moved, note the original location and position of persons, weapons, and other relevant objects and evidence.
   c. Record the names, addresses and phone numbers of all witnesses and other persons present at the shooting scene and request that they remain on hand in order to make a brief statement whether or not they say they saw the incident.

B. Supervisory Responsibilities

1. Ensure the safety and determine the condition of the officer(s), suspect(s) and third parties. Summon emergency medical service providers if not yet summoned for officers, suspects and third parties.

2. If possible and necessary, supervisors may ascertain critical information relating to public safety, such as the identification / location of outstanding suspects, their direction of flight, and the direction of any gunfire.

3. If the officer has been shot or otherwise injured in the shooting:
   a. Ensure that an officer accompanies and remains with the injured officer at the hospital.
   b. Ensure that the officer’s family is notified as soon as practical and in person when possible. Arrange for their transportation to the hospital or other location where they are needed as soon as possible.
   c. Do not release the officer’s name to the media or any unauthorized party.
   d. Assign an officer to the family for security, support, control of the press and visitors, establishment of communications and related matters.

4. If the officer is not injured, move him away from the center of activity accompanied by another officer. Ensure that all necessary steps are taken consistent with this agency’s policy on dealing with post-shooting trauma.
5. Assume incident command and establish a command post.

6. Appoint a recorder to make a chronological record of activities at the scene, to include: persons present, actions taken by police personnel and the identity of any personnel who entered the incident/crime scene, to include emergency medical and fire personnel.

7. Confirm that the preliminary steps described in Item IV-A have been adequately addressed and, if not, take appropriate action to ensure that necessary actions are taken.

8. Ensure that the immediate area is contained and detain any suspects therein.

9. Make notifications to other agency personnel, to include:
   a. Detectives.
   b. Operations Commander.
   c. Chief of Police.
   d. Services Commander.

10. Establish a media staging area as time permits unless a public information officer assumes this responsibility.

11. Begin doing the following:
   a. Check the weapons of all officers present for discharge.
   b. Locate the suspect’s weapon(s), ammunition and expended cartridges.
   c. Collect information about the suspect, including name, physical description, domicile and other pertinent information.
   d. Locate and secure as evidence any clothing that may have been removed from the suspect by emergency medical personnel or others.
   e. Determine the original position of the officer(s) and the suspect at time of shooting.

C. Management Responsibilities

1. The command officer shall determine whether the circumstances of the incident require that the officer’s duty weapon be taken for laboratory analysis. Where the duty weapon is taken, the command officer shall:
   a. Take custody of the officer’s weapon in a discrete manner and retain it as evidence for investigators and;
   b. Replace it with another weapon or advise the officer that it will be returned or replaced at a later time, as appropriate.

2. Media relations – The command officer will designate a Public Information Officer (PIO). All personnel involved in a shooting incident should be advised that they are not permitted to speak with the media about the incident. Officers shall refer inquiries from the media to the PIO, unless otherwise authorized to release a statement pertaining to the incident.
3. Notifications – The command officer will decide if any additional notifications will be made, including:
   a. City Attorney.
   b. City Risk Manager.
   c. City Manager.

4. Develop a statement of preliminary basic facts for the media to be delivered by the PIO in conformance with CPD’s policy on media relations.

D. Investigations of Officer-Involved Shooting Incidents

1. Investigation Responsibility and Jurisdiction

   Investigation of officer-involved shootings shall be the responsibility of Investigations Unit or as may be alternatively designated by the Chief of Police. The lead investigator will serve as OIC and shall be responsible for ensuring that the following tasks are adequately addressed in the order deemed necessary and appropriate.

   a. Ensure that tasks itemized above in sections IV-A and IV-B of this policy have been appropriately and adequately completed. Take measures to ensure that any deficiencies in completing tasks are immediately remedied.
   b. Receive a general briefing and walk-through by the supervisory officer regarding the circumstances surrounding the shooting.
   c. Ensure that the overall scene and evidentiary items are photographed and videotaped. Videotape all persons present at the scene. Color photographs of the officer as he/she appears at the scene shall be taken, to include any injuries sustained.
   d. Ensure thorough inspection of the scene and proper collection of all items and substances of evidentiary value.
   e. Obtain recorded statements from the suspects.
   f. Locate and identify witnesses and conduct initial recorded interviews.
   g. Record interviews with fire department personnel, emergency medical service providers and other first responders to the scene.
   h. Conduct separate recorded interviews with each officer involved.

      1) Conduct interviews in a private location away from sight and hearing of agency members and others who do not have a need and a right to the information.
      2) Advise the officers not to discuss the incident with anyone except a personal or agency attorney, union representative or departmental investigator until the conclusion of the preliminary investigation.
      3) Look for symptoms of post-traumatic stress, to include time and space distortions, confusion, hearing and visual distortion and emotional impairment, including shock. (Defer tape-recorded interviews if these symptoms are evident.)
i. Contact the coroner and attend autopsy of officer and/or suspect. Determine entrance and exist wounds, estimates of the shooter’s position, the presence of controlled substances in the decedent’s blood or other related evidence.

j. Obtain search warrants as necessary for searches of vehicles, containers, homes and vehicles.

2. Types of Investigations and Investigative Processes
   a. The County Coroner is an elected official who, under the laws of the State of Washington determines the manner and cause of death of those individuals falling under the jurisdiction of the Coroner. These deaths include those that are sudden, unexpected, violent, or suspicious.
   b. Criminal investigation – may be conducted by Centralia PD or an outside agency.
   c. Administrative (Professional Standards) – will be conducted to determine if a violation of policy has occurred. This process may include a formal review board assigned by the Chief of Police IAW CPD Policy 4.1.3.

E. Post-Incident Procedures

1. Supervisory, investigative and other sworn and non-sworn employees shall be familiar with and follow the provisions established by this agency in its policy on dealing with post-shooting emotional trauma in police personnel.
   a. The officers should be advised that they may seek legal counsel.
   b. The officers should be advised not to discuss the incident with anyone except a personal or agency attorney, union representative, or departmental investigator, until the conclusion of the preliminary investigation.
   c. Involved officers should notify their families about the incident as soon as possible. Where an officer is unable to do so, an agency official shall personally notify his family, and arrange for their transportation to the hospital.

2. Relief from line duty of involved officer(s) pending formal review - Involved personnel shall be removed from line duties pending evaluation but shall remain available for any necessary administrative investigations.

3. All officers directly involved in the shooting incident shall be required to contact an agency designated specialist for counseling and evaluation as soon as practical after the incident. Involved support personnel should also be encouraged to contact such specialists after a shooting incident. After the counseling sessions, the specialist shall advise the agency:
   a. Whether it would be in the officers’ best interest to be placed on administrative leave or light duty and for how long;
   b. What will be the best continued course of counseling?

4. Any agency investigation of the incident shall be conducted as soon and as quickly as practical.

5. The agency should brief other agency members concerning the incident so that rumors are kept to a minimum. Agency members are encouraged to show the involved officers their concern.
6. In order to protect against crank or abusive calls, officers should be advised to have phone calls answered by another person for several days if their names are released to the public.

7. Officers directly involved in the shooting incident shall be required to re-qualify as soon as practical.

8. Daily Stress Recognition
   a. As post-traumatic stress disorders may not arise immediately, or the officers may attempt to hide the problem; each supervisor is responsible for monitoring the behavior of unit members for symptoms of the disorder.
   b. The Chief of Police may order an officer to undergo fitness for duty evaluation by a mental health specialist upon a reasonable belief that stress may be disrupting the officer's job performance.

F. Training
   1. Supervisors are responsible for making available to their unit members information about the Employee Assistance Program.
3.1.8 Authorized Weapons and Ammunition

I. PURPOSE

The purpose of this directive is to establish regulations for the possession, storage, use, maintenance, safety, and qualification requirements of firearms and ammunition approved for on-duty use.

II. POLICY

It is the policy of the Centralia Police Department that only authorized weapons and ammunition shall be carried and/or used on-duty. The requirement includes less lethal and special use (e.g. SWAT, Sniper) weapons.

III. DEFINITIONS

**Authorized Firearm** - Any make, model, or caliber of firearm that meets this agency’s designated requirements and specifications, and has been formally approved in writing by the Chief of Police or his designee for general or individual use by sworn law enforcement personnel. This includes primary service handguns, alternate service handguns, backup handguns, shotguns, and rifles used for law enforcement purposes.

**Primary Service Handgun** - The firearm authorized by this agency to be carried as part of the service uniform and related equipment for uniformed personnel or the authorized firearm to be carried by plain-clothes officers.

**Back-up Handgun** - Any authorized handgun other than the primary service handgun that is carried in an authorized concealed manner.

**Firearms Qualification** - Periodic testing required of officers to determine their competency to carry authorized firearms. CPD Policy 11.1.6

IV. PROCEDURE

A. General Provisions

1. Any firearm carried by officers when on duty must be an authorized firearm.

2. Only sworn officers who have successfully passed firearms qualification and the use-of-force training course prescribed by this agency are authorized to carry a firearm.

3. The primary service handgun shall be carried in accordance with uniform and related requirements and as otherwise specified by this policy.
4. Generally, officers will carry only the issued primary service handgun. However, any officer may elect to carry an approved personally owned alternative handgun and one backup of their choice. Officers on special assignment may carry alternate primary service firearms, and/or alternate ammunition on an on-going or periodic basis.

5. Civilian employees are prohibited from carrying firearms while on duty. Limited commission officers are authorized to possess those firearms necessary to perform function associated with their duties.

6. Officers will be armed when in uniform and/or operating a marked patrol vehicle whether on or off duty.

B. Off-Duty Firearms

1. Officers may, but are not required to, carry an authorized firearm while off duty. An officer 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 officer could have taken law enforcement action if armed.

2. Back-up and off-duty firearms shall be carried concealed.

3. Primary service weapons shall be carried concealed when the officer is in plain clothes unless:
   a. The officer is in the workplace, and the officer’s badge is prominently displayed next to the firearm;
   b. The officer is engaged in law enforcement actions that may reasonably require quick access to the firearm, and the officer’s badge is prominently displayed near the weapon; or
   c. The officer is engaged in activities where it would be permissible for a citizen to carry an exposed firearm, such as in hunting or target practice.

4. When armed, whether on or off duty, officers shall carry their badge and agency identification.

5. Officers shall not carry firearms while consuming or under the influence of alcohol and/or drugs.

C. Ammunition

1. Only ammunition that has been approved by this agency on a general or individual basis may be used in authorized firearms.

2. Officers shall be issued fresh duty ammunition in the specified quantity for all authorized firearms during the officer’s first scheduled qualification each year. Replacements for defective or depleted ammunition shall be dispensed by the firearms instructor or a supervisor when needed.

3. All ammunition used or carried must be issued or authorized by the department.
4. Ammunition shall not be altered in any way.

5. On duty, each officer in a uniformed assignment will carry a minimum of two fully loaded extra magazines of issued ammunition on his/her duty belt.

6. On duty, each plain-clothes officer will carry sufficient ammunition on his or her person to permit one full reload of his or her duty weapon. Officers assigned to undercover or specialized details may be exempt from this requirement with approval from their supervisors.

D. Firearms Modifications

1. No modifications, cosmetic or functional, will be made to any agency-authorized firearm carried on duty (personally owned or departmentally issued) without the written approval of a supervisor in this department who is also an armorer certified on the type of weapon involved.

2. Defective, unsafe, or unauthorized firearms shall be reported to the armorer.

3. Repairs or alterations to agency-authorized firearms may only be made by an armorer employed or authorized by this agency.

4. Authorized firearms shall be maintained in a clean and safe operating condition and shall be inspected every 30 days by the supervisor.

E. Shotguns

1. Officers assigned to patrol operations are permitted to carry agency-issued or personally owned shotguns while on duty if they have successfully passed the shotgun qualification course.

2. Personally owned shotguns shall be inspected and approved by a department range master prior to being carried on duty.

3. Shotguns shall be carried in a secure rack as provided in patrol vehicles and in the following manner:
   a. Magazine loaded to full capacity,
   b. No shell in the chamber,
   c. Cocked with the safety in the “On” position.
   d. The barrel is clear, and
   e. No obvious defects exist.

F. Patrol Rifles

1. Officers are permitted to carry agency-issued or personally owned rifles while on duty if they have successfully passed the prescribed qualification course.

2. Personally owned rifles shall be inspected and approved by a department range master prior to being carried on duty.
3. Rifles shall be carried in a secure rack as provided in patrol vehicles and in the following manner:
   a. Fully loaded magazine,
   b. No round in the chamber,
   c. With the bolt forward.
   d. With the weapon on ‘SAFE’
   e. The barrel is clear, and
   f. No obvious defects exist.

G. Firearms Safety

1. Officers shall report to their immediate supervisor any use of prescription drugs or other medication that they reasonably believe would impair their ability or judgment to use a firearm.

2. Officers shall not carry or possess a firearm on or off duty when they are legally impaired or have a blood-alcohol content of .04 percent or greater. Off-duty officers are prohibited from carrying a firearm while consuming alcohol and/or drugs and/or while under the influence of alcohol or drugs.

3. Officers shall not store or leave a firearm in any place within the easy access of a minor.

4. All authorized firearms shall be carried in a safe and secure manner as authorized by this agency.

5. Removal of firearms from their holsters or other carrying devices for other than authorized purposes—such as tactical use, training and qualification, inspection, or cleaning and maintenance—is prohibited. Any careless, flippant, or casual use or display of a firearm will constitute grounds for discipline.

H. Carrying Firearms on Commercial Aircraft

1. When conducting official business that requires commercial airline travel, officers shall check their firearm in carry-on baggage if it is not needed while in flight to guard a prisoner or for other purposes. In these cases, officers are required by federal regulations to certify to the airline that a firearm is in the baggage and that it is unloaded.

2. When officers need to carry a firearm aboard a commercial airline for purposes of prisoner transportation or other reasons, officers shall submit a draft letter on agency stationery addressed to the commercial airline carrier that details the need for the officer to be armed. The draft letter shall be submitted to the Chief of Police for approval and signature.

3. Officers should plan to arrive at the airline at least two hours prior to departure, present the letter to the airline ticket agent together with agency badge and identification card (with full-face photograph), declare possession of a firearm, and request that the necessary security and airline personnel be notified.
4. Officers shall request that they be notified of any other persons who are traveling armed aboard the aircraft.

5. Officers are governed by regulations of the Federal Aviation Administration (FAA) for carrying firearms on commercial airlines. However, airline personnel have the final authority and may require that an officer surrender a weapon before boarding or while on a commercial aircraft.

6. The Transportation Security Administration (TSA) requires that non-federal law enforcement officers who travel armed in the course of their duties must have completed a prescribed course of instruction in the requirements of Section 1544 of the Codified Federal Regulations.

I. Firearm Specifications

1. Officers who wish to carry other than Department issued firearms may purchase approved firearms at their own expense. Department approved firearms (on duty, off duty or back up) intended for official use by any officer must meet the following criteria:

2. Duty handguns are limited to 9 mm, .40 caliber, and .45 caliber semi-automatic pistols. 9 mm, .40, .45, .32, .25, .357, .380 and .38 caliber pistols are authorized for backup weapons and for plain-clothes assignments. Personally owned duty handguns are limited to those manufactured by Beretta, Colt, Glock, Heckler & Koch, Sig-Sauer, Smith & Wesson, Kimber, Springfield, Ruger or other range master approved commercially produced weapon.

3. Backup and plain-clothes weapons may be other makes, but must be approved by the firearms training supervisor before being carried on duty. Officers authorized to carry personally owned handguns may be required to turn in Department issued weapons.

4. Shotguns are limited to 12-gauge semi-automatic or pump action models manufactured by Beretta, Benelli, Ithaca, Mossberg, Remington, Smith and Wesson or other range master approved commercially produced weapon.

5. Rifles and carbines are limited to approved configurations in 9 mm, .308 NATO or 5.56 mm and must have an approved sling. Officers must be certified by the range officer as having completed the approved course of training prior to possessing rifles or carbines on duty. Officers are responsible for all costs of personally-owned rifles and carbines including all ammunition for duty, practice, and qualification.

J. Cleaning and Maintenance of Firearms

1. Each officer is responsible for the care and cleaning of his/her weapons and will maintain weapons in a clean and serviceable condition, whether Department owned or personally owned.

2. All firearms discharged for any reason should be cleaned as soon as possible, but not more than 24 hours following the discharge.
3. Firearms may be cleaned in the designated weapon cleaning area at the Mellen Street facility.

4. Mechanical malfunctions and defects shall be reported immediately to the firearms training supervisor.

5. Only the Armorer or a qualified gunsmith may perform repairs to Department owned firearms. Costs of repair and replacement parts for personally owned firearms are the responsibility of the individual officer.
CHAPTER 4: Management, Staffing, Organization and Utilization of Personnel

4.1.1 Situation Protocol

<table>
<thead>
<tr>
<th>Approval: Robert Berg</th>
<th>Reference: SMM-O</th>
<th>Rescinds/Replaces: All previous directives on this subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>WASPC Standard: 4.1.1</td>
<td>City Attorney Review:</td>
<td>Effective Date: 05/01/2012</td>
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</tbody>
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I. PURPOSE

The purpose of this directive is to establish a protocol and procedures for routine, day-to-day operations, absence of the chief executive officer, exceptional situations, and situations involving personnel of different functions engaged in a single operation.

II. POLICY

It is the policy of the Centralia Police Department that chief executive officer authority resides in the Chief of Police and all authority of other members of the department is delegated.

A. City of Centralia Ordinance 116 designates the Chief of Police as having full authority and responsibility for the management, direction, and control of the operations and administration of the Centralia Police Department.

B. The Chief of Police has the authority and responsibility to discipline members of the Department for noncompliance with the rules, regulations, procedures and lawful orders issued by any supervising employee.

III. DEFINITIONS

**Incident Command System (ICS)** - The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure for the purpose of responding to a hazardous event. It is an all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability.

**National Incident Management System (NIMS)** - Provides a total approach to all hazard incident management; NIMS addresses the Incident Command System (ICS), training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called the Incident Command System (ICS) that establishes five functional areas--command, operations, planning, logistics, and finance/administration--for management of all major incidents.
Unified Command - To ensure coordination during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of multiple jurisdictions and agencies, but provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

IV. PROCEDURE

A. Day-To-Day Operations

1. Unity of Command.

Employees are accountable to only one supervisor at any given time. Though temporary and situational supervision involving different supervisors frequently occurs, accountability and formal evaluation is done only by the employee’s assigned supervisor.

2. Supervisor Accountability

Supervisors of all ranks and/or levels within the Department are at all times responsible for the work performance of all subordinate personnel under their immediate control.

3. Chain Of Command

The Chief of Police must necessarily limit the number of employees who report directly to him/her. To insure unity of command, clearly defined lines of authority must be drawn. There exists a structural relationship between each employee and the Chief of Police. Each employee must be aware of his relative position in this organization, to whom he is immediately responsible, and those people who are responsible to him. Employees will strive at all times to operate within the Chain of Command and to keep their supervisors informed of their activities.

a. Chief of Police - Appointed by and reports to the City Manager.

b. Commander - Civil Service and collective bargaining exempt duty assignment by the Police Chief. Commanders supervise Sergeants and administrative staff and manage assigned Department functions; reports to the Chief of Police.

c. Administrative Assistant - Civil Service and collective bargaining exempt, non-commissioned appointment by the Police Chief. This position supervises Police Records Technicians and reports to the Chief of Police.

d. Detective Sergeant - Duty assignment from qualified incumbents in the Sergeant classification. This position directly supervises detectives and reports to the Operations Commander.

e. Special Operations Sergeant - Duty assignment from qualified incumbents in the Sergeant classification. This position directly supervises police officers assigned to the Anti-Crime Team, Traffic Team, and the School Resource Officer and reports to the Operations Commander.
f. Sergeant - Promoted by the Chief of Police from a certified civil service list of those members of the Department holding the rank of police officer. The Sergeant is a link between subordinate personnel and command staff, supervising commissioned or non-commissioned personnel assigned within an operational subdivision of the Department. Sergeants report to the Operations Commander.

g. Detective - Duty assignment from qualified incumbents in the Police Officer classification.

h. Police Officer - Appointed by the Chief of Police from a certified civil service list. Officers carry out such duties as indicated by their job description, as directed by this manual, and as ordered by higher-ranking personnel.

i. Special Services Officer - Appointed by the Chief of Police from a certified civil service list. This is a full-time, uniformed, limited-commission position assigned various duties that do not require a fully commissioned police officer.

j. Police Records Technician - Appointed by the Chief of Police from a certified civil service list. The technician will carry out such duties as indicated in the job description for that classification and is directly supervised by the Administrative Assistant. The Services Commander retains supervisory authority over the Services Bureau.

k. Community Service Officer – Part-time, uniformed, limited-commission personnel who are assigned various duties that do not require a fully commissioned police officer.

B. Absence Of The Chief of Police

1. During an anticipated absence, the Chief of Police may designate a commander to act as chief of department.

2. If the Chief of Police has not designated an acting chief, the senior commander or sergeant will assume command.

C. Exceptional Situations

1. During unusual occurrences or any large or complex incidents, the chain of command in the Centralia Police Department will be revised for the duration of the operating period to comply with the principles if the Incident Command System (ICS) as specified in the National Incident Management System (NIMS).

2. Unified Command will be established when appropriate for incidents involving multiple agencies.

D. Situations involving personnel of different organizational components engaged in a single operation.

1. Personnel assisting other organizational components within the department are under the command of the supervisor or officer in charge of the organizational
component with primary responsibility. An employee in charge must exercise care that an order given to assisting personnel does not unnecessarily conflict with those of the commanding officer of the assignment to which the member is attached.

2. Whenever orders require the subordinate to leave his/her regular assigned post or duty or otherwise deviate from previous orders, the employee in charge giving such order will, as soon as practicable, inform such subordinate's commanding officer of the action taken.
4.1.2 Obeying Orders

I. PURPOSE

The purpose of this directive is to establish a requirement for all personnel to obey any lawful order issued by a superior officer and to provide procedures addressing the issue of conflicting orders.

II. POLICY

It is the policy of the Centralia Police Department that all members of the department have the affirmative duty to know and obey all lawful verbal and written orders, directives, rules, duties, policies, procedures and practices of this department.

III. DEFINITIONS

Order - A verbal, written or electronically transmitted instruction, direction, or assignment or a written directive as defined in CPD Policy 4.1.4 directed from a superior employee to a subordinate.

IV. PROCEDURE

A. All employees are required to obey all lawful orders issued by superiors, including any order relayed from a superior by an employee of the same or lesser rank.

B. Employees will subordinate their personal preferences and work priorities to the lawful verbal and written rules, duties, policies, procedures and practices of this department, as well as to the lawful orders and directives of supervisors and superior command personnel of this department.

C. Employees shall willfully perform all lawful duties and tasks assigned by supervisors and superior-ranked personnel.

D. If an employee is given an order or instruction by his/her immediate supervisor or other ranking officer, and another senior employee gives an order or instruction which conflicts with that, the member shall so inform the senior employee of the conflict. If the senior employee still desires that their order or instruction be carried out, the member receiving the conflicting order will do as ordered. The senior officer giving the conflicting order will immediately notify the member’s immediate supervisor of the action.

E. Any employee given an unlawful order or instruction has an affirmative duty to refuse to carry out the order, notify the senior employee issuing the order that it is unlawful, and to report the incident to the senior employee’s immediate supervisor.
I. PURPOSE

The purpose of this directive is to establish procedures for the management review of vehicular pursuits, use of force events, and internal investigations.

II. POLICY

It is the policy of the Centralia Police Department that the Chief of Police or his designee will review all vehicular pursuits, use of force incidents, and internal investigations.

III. DEFINITIONS

Professional Standards Investigation – An administrative disciplinary investigation or “internal investigation” to determine if a department member has violated an order or directive. Results of Professional Standards investigations are forwarded to the Chief of Police for further action.

IV. PROCEDURE

A. Administrative Review of Vehicular Pursuits

1. Whenever an officer engages in a vehicular pursuit, the officer shall file a written report on the required form detailing the circumstances.

2. After every pursuit, the duty supervisor shall complete a memo summarizing the pursuit and forward it to the Operations Commander.

3. The Operations Commander or designee is responsible for conducting written reviews and for all pursuits.

4. The Operations Commander will forward all Pursuit Review Summary Reports and necessary attachments to the Chief of Police.

5. The Chief of Police will determine if there has been a possible violation of policy. If there was a possible violation, the Chief of Police may assign an investigator to initiate a Professional Standards investigation or impanel a review board following a vehicular pursuit to examine the circumstances of the pursuit and make recommendations as to issues such as potential policy violations, training or equipment issues, or other concerns the board may find.

B. Administrative Review of Use of Force Incidents
1. Use of Force incidents will be reported in accordance with the provisions outlined in Centralia Police Department Policy 3.1.6 Reporting Use of Force.

2. The Chief of Police will determine if there may have been a violation of policy. If there was a possible violation, the Chief of Police may initiate a Professional Standards investigation or impanel a review board to examine the circumstances of the force application and make recommendations as to issues such as potential policy violations, training or equipment issues, or other concerns the board may find.

C. Administrative Review of Internal Investigations

1. The Chief of Police will assign a Commander or the Detective Sergeant to investigate a Professional Standards case.

2. The Chief of Police may place an employee on administrative leave with pay for an indefinite period of time, as approved by the City Manager, during the pendency of an administrative proceeding.

3. Prior to an employee being interviewed by the employer or designee regarding non-criminal matters which may lead to disciplinary action, an employee shall receive written notification providing the following information:
   a. The basis of the inquiry and the policies alleged to have been violated, if any.
   b. Notice of his or her right to have a Union representation present at the interview.
   c. A copy of the original written complaint, which caused the inquiry to be initiated.

4. Interviewing of an employee shall be conducted during the employee’s regular scheduled shift unless the urgency of the inquiry dictates otherwise or unless a more convenient time is agreed upon between the employee and the investigator.

5. Failure to cooperate in non-criminal investigations is grounds for disciplinary action.

6. All disciplinary investigation findings and recommendations shall be forwarded to the Chief of Police through the chain of command for information, review and comment.

7. The Chief of Police will review the investigative report and supporting documents and may accept the findings and recommendations or remand the case for additional investigation in all or in part.

8. The Chief of Police will determine the disposition of all Professional Standards investigations as sustained, not sustained, unfounded, or exonerated and notify the subject employee in writing.

9. If the complaint is sustained, and the Chief of Police determines that formal discipline will be imposed, the Chief, or his/her designee, will direct that a disciplinary letter be prepared, signed and thereafter served upon the subject employee. The letter will provide:
a. Nature of the charges, including specific policies that are alleged to have been violated,
b. A reasonable time frame in which the employee can respond to the charges either in written or oral form.

10. Employees who desire an opportunity to be heard on these charges may make a request for a hearing to the Chief of Police or his/her designee within the time period permitted for this action.

11. Following a hearing or written response of the subject employee to the charges, the Chief shall determine an appropriate disposition of the charges or may remand the case for further investigation or related actions.
4.1.4 Written Directives

I. PURPOSE

It is the purpose of this directive to define the structure and application of this agency’s written directive system and provide all employees with a better understanding of its importance, use, and applicability and provide for continuity in its development.

II. POLICY

A written directive system has been established in this agency in order to inform officers of what is expected of them in the performance of their duties, to provide guidance to them in performing such duties, and to establish the basis for employee accountability and the means to fairly evaluate officer and unit performance.

III. DEFINITIONS

Written Directives - Position statements approved by the Chief of Police that guide or direct the actions and activities of all personnel. Directives encompass all means by which this agency communicates instructions, orders and duty requirements to its members, to include policies, procedures, rules, regulations, general orders, special orders, memoranda, and instructional materials.

Policies - Summarize the department’s position on specific matters. Policies are concise position statements based on underlying organizational principles, goals, values, and operational philosophies. They are designed for broad general direction and guidance primarily designed for use by all members of the department or by more than one operational division.

Procedures - Build on the foundation of policy statements to provide specific guidance on required, desired, or preferred methods of operations or conduct. Procedures are more detailed instruction on means and methods for carrying out the policy directive and generally draw the boundaries of permissible officer discretion in performing specific tasks or duties.

Rules - As opposed to procedure statements that often provide officer flexibility and discretion, rules are characterized by their inflexibility. Rules define situations where no deviation or exceptions to agency-authorized actions are permitted.

Terms Limiting Officer Discretion - There are three categories of terms used in written directives of this agency. Personnel responsible for the development of such directives and officers who carry them out shall be aware of the limitations on officer discretion that these terms convey. These terms are classified as judgmental, discouraging, and prohibitive in nature.
• **Judgmental:** The word “may” is used to convey the utmost discretion to officers. “May” indicates that officers should employ their best judgment in addressing a situation by relying on experience, training, the stated mission and values of this agency, and the general guidance provided in statements of agency policy.

• **Discouraging:** The word “should” or “should not” is used to convey the agency’s desire for officer actions in given circumstances. Directives should be followed whenever reasonably possible. However, it is recognized that exceptions to desired actions can be anticipated in these circumstances that could require alternative action. Officers are therefore authorized whenever reasonable to use limited discretion to deal effectively with the situation or problem.

• **Restrictive or Prohibitive:** The terms “shall” or “shall not” or “will” or “will not” impose absolute requirements or prohibitions on officer actions. Considering that the full set of circumstances surrounding many situations confronted by officers cannot be fully predicted, such terms must be used with care and with the understanding that failure to abide by such restrictions may result in disciplinary action. Where deemed appropriate, however, these terms may appear in policies, and procedures, and rules.

### IV. PROCEDURES

A. **Directive Development and Approval**

1. The Chief of Police retains authority for approval of all agency policies.

2. Maintenance of the written directive system is assigned to an officer designated by the Chief of Police. In coordination with affected divisions and units, this officer shall be responsible for organization, review, revision, update, and purging of the agency policy manual on a continuous basis.

3. Commanders may, with the approval of the Chief of Police, issue directives through memoranda or special orders that have bearing only on the specific functions or operations of their area(s) of responsibility. Such directives shall be consistent with established agency policy and procedures.

4. It is the concurrent responsibility of commanders to ensure that policies, procedures and other directives affecting their area(s) of responsibility reflect the best practices for accomplishment of organizational and division activities, duties and responsibilities. To this end, division commanders and their designees are responsible for ensuring that:

   a. Required development, updates, and refinements of all agency policies and procedures affecting their area(s) of responsibility are identified and that these requirements are forwarded in a timely manner to the Services Commander and;

   b. A written explanation and justification of proposed and currently active directives is prepared and kept current. This justification/discussion may include but is not limited to the legal basis and requirements for the policy; reference to and adherence to professional standards or practices, compliance with agency
philosophies, directives, standards, and protocols; and related information that supports, explains, and substantiates the policy position.

5. Development and refinement of agency policy and procedures shall be coordinated by the Services Commander. That officer shall forward drafts of such documents for review and comment to affected agency personnel as designated by the Chief of Police.

6. Copies of proposed changes to agency policy and procedures shall be posted for general comment by agency personnel for a period of ten days.

7. Final drafts of policy and procedure statements and supporting justification documents and personnel comments shall be forwarded to the Chief of Police or his or her designee for approval or other action.

8. Approved policies, procedures, rules, and special orders shall be distributed to all sworn personnel and other appropriate members who are required to document that they have received, read, and understand the directive. Where necessary, roll call or other training regarding the policy shall be conducted concurrently with policy distribution.

B. Manual Components

The department’s policy and procedure manual shall include the following primary components:

1. Purpose of the Policy Manual

   The function of this section is to describe the purpose, use and applicability of the manual.

2. Organization of the Manual

   Identifies the primary component parts of the manual such as agency organization, administration, field services, support services, investigations, and the manner in which individual and complimentary series of policy statements are grouped and numbered.

3. Table of Contents

4. Department’s Source of Legal Authority

   This section documents the statutory authority granting police powers to the department from municipal, county, and/or state government.

5. Law Enforcement Code of Ethics

   The Law Enforcement Code of Ethics as officially adopted by the International Association of Chiefs of Police.

6. Agency Mission and Values Statement
This department’s overall mission statement and the values adopted by the department that form the foundation for policy, procedures, and rules.

7. Policy and Procedure Statements are individual statements of agency policy and accompanying procedures with regard to duties, responsibilities, and tasks of departmental officers and civilian personnel.

8. Topical Index is an index of subjects, topics, and issues addressed in the manual, organized in alphabetical order by key-word(s).

C. Organization of Policy and Procedure Statements - Each policy and procedure statement will contain the following information:

1. Name of the Department
   Policy statements will identify the issuing agency on each page of the document.

2. Type of Directive
   Directives will be designated as policies, procedures, rules, or special orders.

3. Subject
   Policies, procedures, and rules will be identified by the topic or issue under consideration.

4. Policy Number
   This number identifies the sequential placement of the specific policy in the manual.

5. Effective Date
   Indicates the date the policy will be placed in force.

6. Review Date
   The date on which the policy is required to undergo formal review, though modifications may be made at any time as required. Policies designated as sensitive by the department are required to undergo review every six months and all others on a yearly basis unless otherwise designated.

7. Approval
   Signature or initials of the Chief of Police or other designated departmental executive indicating final approval of the policy.

8. Reference
   Provides links to related laws, departmental policies, procedures and rules that relate to or have bearing on understanding and use of the present policy (for instance, “motor vehicle search” referenced to “obtaining search warrants”).

9. Rescinds/Replaces
Indicates a former policy issued under the same or similar title that has been deleted or modified by the present policy.

10. WASPC Standard

Reference to the relevant standard defined by the WASPC Accreditation Commission that deals with this policy topic or issue.

11. Number of Pages

The total number of pages contained in the policy statement or rule.

12. Policy and Procedure Statement

Each policy and procedure statement will conform to the following format and provide the indicated type of information:

a. Purpose - The policy will be introduced by a succinct (generally one-line) statement concerning what the policy is about and what it is attempting to relate.

b. Policy - The policy statement identifies a problem, need or issue and provides guiding principles for exercising judgment. Rather than providing officers with precise guidance as found in procedures, the policy statement establishes the rationale and overall approach to a problem, situation, issue or concern. As such, it often draws upon the agency’s philosophy and values to provide direction.

c. Definitions - New or unfamiliar terms or words will be defined. This includes new, uncommon, or unusual terms, expressions, phrases, to include words or phrases used in law or not generally used in the police profession.

d. Procedures - Procedures will be included in each policy statement to the degree necessary to provide officers with sufficient guidance to carry out the policy in accordance with agency requirements and desires. Procedures provide a method for performing an operation or means for proceeding on a course of action.
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CHAPTER 5: Records Management

5.1.1 Uniform Records Management System

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<tr>
<th>Approval: Robert Berg</th>
<th>Reference: SMM-O</th>
<th>Rescinds/Replaces: All previous directives on this subject</th>
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<td>WASPC Standard: 5.1.1</td>
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I. PURPOSE

The purpose of this directive is to establish regulations for a central records function in the Centralia Police Department.

II. POLICY

It is the policy of the Centralia Police Department that original case files and citations will be physically located in the administration section of Centralia Police Department headquarters at 118 W. Maple St., Centralia, WA.

III. DEFINITIONS

**Records Management System (RMS)** - A computer-based comprehensive software application designed to capture, track, and store statistical crime data and enable public safety agencies to manage and analyze criminal and non-criminal events. The system automates the processes of entering, storing, retrieving, viewing, and sharing records and files related to persons, vehicles, property, wanted persons, and other records.

**Spillman Summit** – The RMS in use jointly by all law enforcement agencies in Lewis County, Washington.

**Computer-Aided Dispatch (CAD)** - By automating the 9-1-1 call taking and dispatching functions, computer aided dispatch offers tools to enhance the human element of coordinating dispatch operations. The Spillman CAD in use at Lewis County Central Dispatch is integrated into the RMS.

IV. PROCEDURE

A. The RMS maintains a record of data on all calls for service and crimes by type, location and premise history, and property that is stolen. Information is automatically entered into the RMS database from incoming E-911 lines via the CAD utilized in central Dispatch. Other property information about recovered property or items in evidence is maintained in the case files and in the property/evidence database.

B. The RMS maintains a master name index for persons listed in police reports. It also includes vehicles, property, geofile, arrests/bookings, automated field reporting (AFR),
crime analysis, uniform crime reporting (UCR), national incident-based reporting (NIBRS), traffic (citations, collisions, etc.), investigations, activity logs, crime alerts, hot sheets, and pawn activity.

C. The RMS is updated by the Police Services Bureau, Dispatch, and officers. This specifically includes persons arrested and the updated information includes address and contact information.

D. Police Officers enter incident reports and use the RMS to follow up on open case files involving vehicles, suspects, etc.

E. All original case files and citations are physically located in the administration section of Centralia Police Department headquarters at 118 W. Maple St., Centralia, WA.

F. Overall responsibility for the Records function is assigned to the Services Commander.
5.1.2 Recording Calls for Service

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<th>Approval:</th>
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<th>Rescinds/Replaces:</th>
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<td>Robert Berg</td>
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<td>CPD Policy 5.1.3 and all previous directives on this subject</td>
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<td>5.1.2</td>
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I. PURPOSE

The purpose of this directive is to document that the Centralia Police Department has a system in place to record every call for service.

II. POLICY

It is the policy of the Centralia Police Department to record every call for service and maintain those records.

III. DEFINITIONS

**Records Management System (RMS)** - A computer-based comprehensive software application designed to capture, track, and store statistical crime data and enable public safety agencies to manage and analyze criminal and non-criminal events. The system automates the processes of entering, storing, retrieving, viewing, and sharing records and files related to persons, vehicles, property, wanted persons, and other records.

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B. The RMS maintains a master name index for persons listed in police reports. It also includes vehicles, property, geofile, arrests/bookings, automated field reporting (AFR), crime analysis, uniform crime reporting (UCR), national incident-based reporting (NIBRS), traffic (citations, collisions, etc.), investigations, activity logs, crime alerts, hot sheets, and pawn activity.
C. The RMS is updated by the Police Services Bureau, Dispatch, and officers. This specifically includes persons arrested and the updated information includes address and contact information.

D. Police Officers enter incident reports and use the RMS to follow up on open case files involving vehicles, suspects, etc.
5.1.3 ACCESS Compliance

<table>
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<tr>
<th>Approval:</th>
<th>Reference: ACCESS Terminal Agency Coordinator Guide</th>
<th>Rescinds/Replaces: CPD Policies 5.1.2, 5.1.6 and all previous directives on this subject</th>
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<tr>
<td>Robert Berg</td>
<td>WASPC Standard: 5.1.3</td>
<td>City Attorney Review: SMM-O Effective Date: 06/16/2014 Review Date: 06/16/2015</td>
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</table>

I. PURPOSE

The purpose of this directive is to establish regulations for complying with all rules for ACCESS participation, including compliance with any ACCESS findings from the previous triennial audit or FBI audit and training and certification requirements for ACCESS.

II. POLICY

It is the policy of the Centralia Police Department that employees who utilize the ACCESS database systems are appropriately trained and certified.

III. DEFINITIONS

**Terminal Agency Coordinator (TAC)** - The Point of Contact (POC) for his/her agency. A TAC shall be appointed at agency and be ACCESS Level II certified. The TAC shall be responsible for ensuring his/her agency is in compliance with state and NCIC policies and regulations, including training and validation requirements.

**A Central Computerized Enforcement Service System (ACCESS)** - A computer controlled communications system located at the Washington State Patrol (WSP) Information Technology Division (ITD) in Tumwater. ACCESS provides service to the Washington Crime Information Center (WACIC), Washington State Identification System (WASIS), the National Crime Information Center (NCIC), the Department of Licensing (DOL), the Department of Corrections Offender file (DOC), the National Law Enforcement Telecommunications System (NLETS), and numerous regional systems.

**The National Crime Information Center (NCIC)** - A computerized database of documented criminal justice information available to virtually every law enforcement agency nationwide, 24 hours a day, 365 days a year. NCIC became operational January 27, 1967, with the goal of assisting law enforcement in apprehending fugitives and locating stolen property. This goal has been expanded to include locating missing persons and further protecting law enforcement personnel and the public.

**Washington Crime Information Center (WACIC)** - Located in the records division of the Washington State Patrol serves to coordinate crime information, by means of data processing, for all law enforcement agencies in the state. It provides access to NCIC, to motor vehicle and driver license information, to the sex offender central registry, and to such other public records as may be accessed by data processing and which are pertinent to law enforcement.

**Washington State Identification System (WASIS)** - State repository for criminal history records.
**WebMSS** is a browser-based ACCESS workstation designed to integrate with Level II’s Message Switching System (MSS), [The WSP ACCESS Switch]. The workstation provides full-featured access to virtually all MSS capabilities. This includes sending and receiving point-to-point messages, sending query data captured through data entry masks, sending free form (command line) queries, receiving database responses and printing messages. Additionally, WebMSS offers a local history of all messages sent and received. (Up to a limit of the last 200 transactions) This feature is used to review previously received messages and to retrieve queries that can either be edited and resent or resent as is.

### IV. PROCEDURE

**A. Use of the ACCESS System**

1. A Central Computerized Enforcement Service System (ACCESS) is a computer controlled communications system operated and maintained for all law enforcement and criminal justice agencies within the state. The Chief of the Washington State Patrol (WSP) administers all operating phases of the ACCESS System.

2. The ACCESS System shall only be used for official law enforcement business. The following rules and policies ensure proper and efficient use of the ACCESS system. All users will conform to these policies and rules. Any questions regarding these policies should be referred to the ACCESS Section.

**B. Appointment of the Technical Agency Coordinator**

1. The Centralia Police Department designates a Technical Agency Coordinator (TAC) to act as the point of contact for WSP and the Federal Bureau of Investigation (FBI). The individual designated to function as a TAC will be responsible to ensure compliance with state and National Crime Information Center (NCIC) policies and regulations. The TAC must maintain a level II training certification and attend TAC training once every three years. Additionally, the TAC shall participate in and ensure that all appropriate records be available during the triennial audit conducted by the ACCESS audit staff. Responsibility for proper operator performance, strict adherence to regulations, prompt notification of CJIS violations to the ACCESS Section, and subsequent training rests with the TAC.

2. All terminal users, including mobile data terminal users, must be certified at their appropriate level every two years.

**C. The TAC must advise the ACCESS Section of all personnel who use a terminal with access to ACCESS/WACIC/NCIC files. Information must include:**

1. Agency ORI
2. Employee’s full name
3. State Identification Number (SID)
4. Hire date

5. Certification level

D. All employees who use ACCESS must have a background check that includes fingerprinting within 30 days of employment.

1. ACCESS requires all personnel who use ACCESS to have a background re-investigation every five years. This mirrors the CJIS Security Policy recommendation. Agencies need only run a criminal history inquiry using purpose code “J” and log the date and SID # of the employee.

2. If there are felony findings within the employee’s rap sheet they will be denied continued use and certification with ACCESS. The TAC must notify the Washington State Patrol (WSP) Information Security Officer of any findings.

3. If there are charges pending a disposition, the TAC must notify the WSP Information Security Officer.

4. If there are misdemeanors findings the TAC shall notify the ACCESS Section but, ultimately, it will be the discretion of the agency whether to limit access.

5. Keep a log of all personnel SID numbers and the date of the background re-investigation for future ACCESS audits. Agencies need only log the date and SID # after completing the criminal history check. They do not need to retain rap sheet information.

E. The TAC must maintain a record of all agency personnel certifications.

1. The TAC may delegate or share this duty with the agency certified ACCESS trainer.

2. If personnel require training the TAC may access a list of classes from System Memo 507 or the ACCESS Webpage.

3. The TAC must ensure personnel are certified at the correct level:
   a. Level I for employees who inquire only.
   b. Level II for employees who enter records into the databases.

4. All employees must certify biennially.

5. All completed re-certification answer sheets must be received by the ACCESS Section no later than 60 days after the employee’s certification expiration date.

6. The TAC must administer and monitor re-certification tests. This duty may be shared or delegated to an agency certified ACCESS trainer.

7. The TAC must use the most current testing materials.
a. Employees may complete the re-certification through the ACCESS webpage.

b. The TAC may request the newest materials from the ACCESS Secretary.

8. The TAC must send completed, corrected answer sheets to the ACCESS Section.

9. The TAC must advise the ACCESS Section of all employee changes (i.e. retirements, resignations and transfers).

10. The TAC may request employee summary lists to compare records and advise ACCESS of any discrepancies.

F. Information from ACCESS and Dissemination

1. Each user must observe all restrictions placed on the use or dissemination of information received through ACCESS. Policies contained within the ACCESS Manual, WACIC Manual, and other related manuals must be adhered to. Some records may be public information; however, if the information is obtained through ACCESS it must only be used for criminal justice purposes. Those records that may be considered public would have to be released through a formal public disclosure request. Queries or messages not pertaining to law enforcement business (e.g., personal inquiries) are prohibited.

2. Law enforcement may provide vehicle records to tow operators as specified by Washington State Law.

3. Persons shall not use any information obtained through the ACCESS system, including all Department of Licensing (DOL) and Department of Corrections (DOC) information, for private business or personal reasons or furnish any information so obtained to any other person for such use.

G. Terminal Security

Maintaining security of the terminal sites and information received is the responsibility of agency personnel operating the terminal, the TAC, and the agency head. Terminal locations must be secure from unauthorized access, and all employees authorized to use the system shall be instructed on the proper use of equipment and the dissemination of information received. Federal and state laws protect the information provided by ACCESS.

H. System Misuse

Violations of the rules, regulations, policies, or procedures developed by NCIC and adopted by the WSP or any other misuse or abuse of the ACCESS system may result in agency disciplinary measures and/or criminal prosecution. Disciplinary measures imposed by the WSP may include revocation of individual certification, discontinuance of system access to the department, or purging the department’s records.
I. Timeliness

1. Timely system inquiry means initiation of the transaction before an officer releases a subject or begins writing an arrest or citation document of any kind; inquiry prior to the release of a person who has been incarcerated; or inquiry upon those who appear at a custodial facility to visit inmates.

2. Timeliness of entry/modification in the missing person file is generally the same as in the Wanted Person File.

3. Timely entry/modification of vehicle, license plate, and vehicle part data - entry should be made as soon as a cross-check of the Department of Licensing’s Registration File has been completed.

4. Timely entry of gun, article, and securities information means within a few hours of the time complete information is available.

J. Completeness

1. Complete records of any kind include all information available on the person or property at the time of entry. The validation process should include a review of whether additional information has become available (missing from original entry) that could be added.

2. Complete inquiries on persons include numbers that could be indexed in the record (i.e., Social Security Number, passport, Vehicle Identification Number, license plates, drivers’ license, etc.). Inquiries should be made on all names/aliases used by the suspect. Complete vehicle inquiries include VIN and license plate numbers.

K. Accuracy

The accuracy of WACIC/NCIC data must be double-checked by a second party. The verification should include assuring the data in the WACIC/NCIC record matches the data in the investigative report and that other checks (VIN and/or license numbers) were made. Agencies lacking support staff for this cross-checking should require the case officer to check the record, as he/she carries primary responsibility for seeking the fugitive or the stolen property.

L. Operational Responsibilities

To ensure the proper operation of WACIC/NCIC, the standards, procedures, formats, and criteria, as contained in ACCESS/WACIC operating manuals, will be followed.

1. Warrant Entry

   a. WACIC/NCIC records must be entered promptly to ensure maximum system effectiveness. A timely entry in the Wanted Person File is made immediately once:
1) The decision to arrest or authorize arrest has been made.

2) The terms of extradition have been established.

b. The date of want or warrant must be the date on which all those decisions were made. A timely removal from the file means an immediate clearing of the record ACCESS/WACIC/NCIC once the originating agency has documentation the fugitive has been arrested or is no longer wanted.

2. Receiving Information from Outside Agencies

a. During business hours, Services Team members will monitor the WebMSS terminal. During off-hours, Central Dispatch is responsible for monitoring the WebMSS terminal.

b. Incoming messages will be screened and routed to the appropriate addressee or recipient.

c. Criminal history records information (CHRI) that is received into the Centralia Police Department from any source will be maintained, stored, disseminated, and destroyed/deleted in accordance with CPD Policy 5.1.5.

3. Recording Information

a. When an agency receives a positive response (hit) from an operational inquiry the terminal-produced printout showing the inquiry message transmitted and the record(s) on file in WACIC and/or NCIC should be retained for use in documenting probable cause. The printout may also prove valuable in a civil suit alleging a false arrest, a false imprisonment, a civil rights violation, or an illegal seizure of property.

b. The printout should be retained for as long as there remains any possibility that the defendant will challenge the arrest, search, or other law enforcement action taken because of the information contained on the printout. The printout should be retained until all possible levels of appeal are exhausted or the possibility of a civil suit is no longer anticipated.

4. Verifying Information - Validation, a requirement for certain entries (vehicles, plates, fugitives, protection orders, missing person entries), obliges the originating agency identifier (ORI) to confirm the record is complete, accurate, and still outstanding or active. (See CPD Policy 5.1.130.

5. Canceling information

a. It is imperative that any originating messages concerning wanted persons or vehicles be cancelled when the subject has been apprehended or the vehicle recovered. Messages that are not cancelled may result in civil litigation to any department making an arrest of a subject who has been apprehended and is no longer wanted.
b. Messages are the property of the originating department and may only be cancelled by that department. Departments apprehending a wanted subject or recovering a stolen or wanted vehicle must locate the records in WACIC and direct a message to the originating station reporting the apprehension or recovery. The originating department will then cancel their outstanding messages and clear their WACIC/NCIC entry.

c. WACIC/NCIC cancellation messages remove an entire record or supplemental record(s) from any file. Additionally, a cancellation message clears NCIC add-on vehicle and boat records. When a record is cancelled, all supplemental records appended to it are also automatically cancelled. A record may be cancelled only by the agency that entered the record. However, the FBI Data Integrity Staff may cancel an NCIC record if they detect a serious error.

6. 24-hour Access to Hit Confirmation for Centralia Warrants & Other Records

a. Any agency that enters a record into WACIC/NCIC has the duty to promptly respond with the necessary confirmation of the hit and other details. They must furnish a response within a specific time period (urgent or routine response). The response will confirm the information contained in the record or set a specific time when further information will become available. When a specific time is stated, this time will not be later than 0900 local time the next business day.

b. Valid hit confirmation is based on two levels of priority – Urgent and Routine.

   1) Priority 1: Urgent - The hit must be confirmed within ten minutes. In those instances where the hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, Priority 1 should be specified.

   2) Priority 2: Routine - The hit must be confirmed within one hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where immediate action is not necessary, or an urgent confirmation is not required.

c. The Centralia Police Department provides hit confirmation for all records, except NCIC III, 24 hours per day either at the agency or through a written agreement with another agency at its location.

d. WSP recommends agencies use the NLETS network for hit confirmation. Even if the initial confirmation is handled by telephone, NLETS should be used for documentation. NLETS created an inquiry (YQ) message and a response (YR) message for hit confirmation. Responsibilities for the hit confirmation process are shared between the agency that received the hit and the agency that entered the record.

e. The arresting agency must place a computer locate message on all confirmed hits.

f. The originating agency must clear the hit after it has been located.
g. Agencies requesting confirmation of Centralia warrants and other records are directed to call the Centralia Police Department during normal business hours at (360) 330-7680 and Central Dispatch during all other times at (360) 740-1105.

h. Dispatch operators receiving requests to confirm Centralia warrants will add an "Attempted Warrant Service" CAD call (Does NOT generate an agency case number), then confirm with the jail that they'll accept. If the jail accepts, change the "Attempted Warrant Service" to a case number of "Warrant Service", and then advise the on-duty Centralia PD supervisor or OIC a confirmation is needed.

i. The Centralia PD supervisor will assign an officer or other employee to confirm the physical presence of the warrant in the warrant drawer. The employee assigned will contact dispatch ASAP to advise either:

1) Warrant is confirmed; or

2) Warrant is not confirmed.

j. Once the warrant is confirmed, dispatch calls or teletypes the requester with the confirmation and determines if a teletype or faxed warrant will be needed.

k. If requested by the arresting agency, the officer will fax a copy of the warrant to the requesting agency.

l. Dispatch will ask the requester to enter a "Locate" on the warrant. Centralia will need to approve the warrant to be cleared; dispatch will provide a courtesy prompt to assist in ensuring appropriate steps are taken. Dispatch will clear the warrant out of WACIC if after hours; Centralia PD Records will clear warrants from WACIC & Spillman during business hours.

m. If the warrant is being served locally it needs to be cleared. If the warrant is being served by an outside agency, and the subject of record is being transported directly to the jail, the warrant needs to be cleared and the Holder of Record (CPD) will serve the original paper warrant on the subject of record when he or she arrives at the Lewis County Jail.

n. If the subject of record is being detained outside the local area for other warrants or charges, a Detainer by the Holder of Record can be placed on the Located Warrant. (Detainers can only be entered on a Located Record) Centralia Records will place Detainers, as dispatch will not have access to the needed information. Direct access with the incarcerating agency is required to obtain their ORI, date incarceration starts and date of sentence expiration.

1) Detainer must be entered within five days of the Locate being made.

2) Detainers will flag the warrant so that five days prior to the subject's release Centralia will receive a notification of the pending release to ensure arrangements can be made to have the subject turned over to Centralia.

3) The assigned employee will attach the Locate and any additional
documentation to the original warrant and route to warrants technician.

M. Audit Compliance

The TAC will ensure that the agency can show 100% compliance or has made corrections to comply with any ACCESS findings from the previous triennial audit and/or FBI audit.
5.1.4 Privacy and Security

I. PURPOSE

The purpose of this directive is to establish regulations for ensuring that all records are secured away from non-employees of the agency and those members of the agency who are not authorized to have access.

II. POLICY

It is the policy of the Centralia Police Department to protect the privacy and security of agency records in a manner that assures that only authorized personnel with the appropriate need and right to know can access those records.

III. DEFINITIONS

Criminal Justice Information Services (CJIS) - The CJIS Division was established in February 1992 to serve as the focal point and central repository for criminal justice information services in the FBI.

CJIS Systems Agency (CSA) - Is a criminal justice agency that has overall responsibility for the administration and usage of the NCIC within a district, state, territory, or federal agency. The Washington State Patrol serves as CSA for Washington.

CJIS Systems Officer (CSO) - The head of the CSA appoints a CSO from its agency. The CSO is responsible for monitoring system use, enforcing system discipline and security, and assuring that all users follow operating procedures.

CJIS Definition of a Physically Secure Location - A criminal justice facility, an area, a room, a group of rooms, or a police vehicle that is/are subject to criminal justice agency management control and which contain hardware, software, and/or firmware (e.g. information system servers, controlled interface equipment, associated peripherals and communications equipment, wire closets, patch panels, etc.) that provide access to the CJIS network. Physical security perimeters shall be defined by the CSO. Law enforcement sensitive facilities and restricted/controlled areas shall be prominently posted and separated from non-sensitive facilities and restricted/controlled areas by physical barriers that restrict unauthorized access.

Every physical access point to sensitive facilities or restricted areas housing information systems that access, process, or display CJIS data shall be controlled/secured in a manner which is acceptable to the CSO during both working and non-working hours.
IV. PROCEDURE

A. Physical - Unauthorized persons shall not be permitted to gain access to physical files, terminals or terminal screens. All access points into the secure portion of the police facility are controlled by high security locks.

B. Training - All personnel are certified at the proper level of ACCESS training.

C. Backgrounds - All personnel have been fingerprinted (includes I.T. staff, custodial staff, contractors).

D. Visitors must be accompanied by staff personnel at all times.

E. Technical - All printed data from NCIC/WACIC/III/WASIS is properly disposed of (shredded or retained in a secure records environment).

F. Reporting a Technical Security Failure Incident

If a breach in security is found, it must be reported immediately to the Technical Contact for the City and to the Chief of Police or his representative. A report must be made and forwarded to the FBI and to the WSP Technical Department (addresses attached at the end of document).

Preparing an Incident Report - The written report shall be on the prescribed form on page 10 of this chapter and include the following information:

1. Provide a description of the incident and the activities which have taken place to date, which have led to the identification and resolution of this incident.

2. What happened? Provide a description of the incident and the believed communications route which allowed the incident to occur.

3. How was the incident discovered? Provide a paragraph identifying how this incident was discovered, i.e., via an audit trail, or accidental discovery. What mechanisms provided this revelation?

4. Who does this incident affect? Provide a description as to who you believe is affected or is vulnerable to an incident like this.

5. When did the incident occur? Identify the time or time-frame and the operational phase. (e.g., Was this a one-time occurrence or continuing? Could it occur anytime or do certain events trigger it?).

6. Why did the incident happen? What allowed this incident to occur? Were there policies in place which may be applicable to this incident? Should there be controls in place which may help to prevent this type of incident from reoccurring?

7. Where did this incident occur? Provide a diagram which identifies the communications path and the suspected cause of the incident.
8. Describe any resolutions which have been identified. Provide any proposed technical and/or administrative resolutions.

Send copies to:

Heather Anderson or Kateri Anderson
Section Manager Information Security Officer
ACCESS and Collision Records Washington State Patrol
(360) 534-2103 ACCESS Section
360-534-2161
5.1.5 Dissemination of Records

I. PURPOSE

The purpose of this directive is to ensure compliance with Washington State Law governing criminal history receipt, dissemination and destruction of records.

II. POLICY

It is the policy of the Centralia Police Department to comply with Washington State Law governing criminal history records receipt, dissemination and destruction.

III. DEFINITIONS

Criminal History Record Information (CHRI) - Contains an individual's name, the date and place of arrest, charge, or detention, and the name of the arresting and/or charging agency. The information contained with NCIC III is available to criminal justice agencies for criminal justice purposes only.

Criminal Justice Agency - Any agency or sub-unit certified as a criminal justice agency by the Washington State Patrol (WAC 446.20.050). Some examples are:

- The Washington State Patrol, including the state identification section.
- Foreign, federal, state, and local governmental law enforcement agencies.
- The adult corrections division of the Department of Social and Health Services or the Department of Corrections as specified in chapter 72.02 RCW, including institutions as specified in chapter 72.01 RCW and probation and parole services as specified in chapter 72.04A RCW.
- The Board of Prison terms and paroles.
- Courts at any level, if they exercise criminal jurisdiction, for the administration of criminal justice.

National Crime Information Center (NCIC) - National repository for law enforcement data. Since its inception, has operated under a shared management concept between the Federal Bureau of Investigation (FBI) and state users.

Interstate Identification Index (III) - National criminal history database managed by NCIC.

IV. PROCEDURE

A. Criminal History Receipt

CHRI that is received into the Centralia Police Department from any source will be maintained, stored, disseminated, and destroyed/deleted in accordance with this procedure.
B. Criminal History Use and Dissemination

1. Secondary Disseminations (Provide a name of the person requesting the dissemination, date, and agency name).

   a. Agencies may disseminate criminal history rap sheets to defense attorneys only if they complete the discovery process. They are otherwise not entitled to a rap sheet.

   b. Agencies may disseminate to other criminal justice agencies as long as they log the dissemination and all users at the receiving agency have signed the CJIS letter regarding dissemination.

2. Use the correct purpose code when inquiring for criminal history:

   a. **C** - Use this transaction for official duties in connection with the administration of criminal justice.

   b. **J** - Use this transaction when backgrounding new criminal justice employees or background re-investigating of current employees. Use this for applicant ride-alongs.

   c. **F** - Use this transaction for evidence returns of guns and issuance of concealed Pistol Licenses only.

3. Centralia PD will include the following information in a criminal history inquiry:

   a. The Attention Field must contain at least the requestor’s first initial and last name or a unique badge/personnel number that will not change. This field may also be used for the specific reason of the inquiry.

   b. The proper purpose code. Ensure you are using the proper purpose code for all inquiries. If you are uncertain you may refer to the ACCESS Manual.

4. Centralia PD will store all criminal history rap sheet information in secure case files or dispose of all rap sheet documents via shredding.

5. Centralia PD will accompany shredding personnel to the shredding truck and stand by while all sensitive paperwork is destroyed.

6. Centralia PD personnel have all been apprised that criminal history data may only be used in the administration of criminal justice. It is strictly protected by state and federal law. A list of applicable laws may be found in Chapter 1 of the ACCESS Manual.
C. Destruction/Deletion

1. CHRI which consists of non-conviction data only shall be subject to deletion from criminal justice agency files which are available and generally searched for the purpose of responding to inquiries concerning the criminal history of a named or otherwise identified individual when two years or longer have elapsed since the record became non-conviction data as a result of the entry of a disposition favorable to the defendant, or upon the passage of three years from the date of arrest or issuance of a citation or warrant for an offense for which a conviction was not obtained unless the defendant is a fugitive, or the case is under active prosecution according to a current certification made by the prosecuting attorney.

2. Such non-conviction data shall be deleted upon the request of the person who is the subject of the record. The criminal justice agency maintaining the data may, at its option, refuse to make the deletion if:
   a. The disposition was a deferred prosecution or similar diversion of the alleged offender.
   b. The person who is the subject of the record has had a prior conviction for a felony or gross misdemeanor.
   c. The subject of the record has been arrested for or charged with another crime during the intervening period.
   d. The subject is a fugitive.
   e. The case is under active prosecution according to current written certification by the prosecuting attorney.
   f. Deletion of non-conviction CHRI will NOT be made except at the request of the subject of such CHRI.

3. Any record may be deleted or modified by court order pertaining to a particular case, individual, or event.
   a. All such court orders shall be referred, with a copy of the record concerned, to the City Attorney prior to taking any action on the subject record.
   b. Upon notification from the City Attorney, CPD Records shall take such action as the court order directs unless the City Attorney requests that the record be forwarded to his/her office for purposes of appeal.

D. Retention of Records

1. The purpose of this section is to provide for record identification and systematic destruction of obsolete records from active office space, and to transfer historically valuable records to the State Archives once their usefulness to the Department has passed.

2. The Centralia Police Department has adopted the General Records Retention Schedule for Law Enforcement Agencies, also known as the LEIRA General Schedule, issued by the Washington State Local Records Committee, pursuant to its authority under provisions of RCW 40.14.070 and WAC 414-24-050.
5.1.6 Preservation and Destruction of Records

I. PURPOSE

The purpose of this directive is to ensure compliance with Washington State Law governing the preservation and destruction of records.

II. POLICY

It is the policy of the Centralia Police Department to comply with Washington State Law governing records receipt, preservation, dissemination and destruction.

III. DEFINITIONS

**Criminal History Record Information (CHRI)** - Contains an individual’s name, the date and place of arrest, charge, or detention, and the name of the arresting and/or charging agency. The information contained with NCIC III is available to criminal justice agencies for criminal justice purposes only.

**Criminal Justice Agency** - Any agency or sub-unit certified as a criminal justice agency by the Washington State Patrol (WAC 446.20.050). Some examples are:

- The Washington State Patrol, including the state identification section.
- Foreign, federal, state, and local governmental law enforcement agencies.
- The adult corrections division of the Department of Social and Health Services or the Department of Corrections as specified in chapter 72.02 RCW, including institutions as specified in chapter 72.01 RCW and probation and parole services as specified in chapter 72.04A RCW.
- The Board of Prison terms and paroles.
- Courts at any level, if they exercise criminal jurisdiction, for the administration of criminal justice.

**National Crime Information Center (NCIC)** - National repository for law enforcement data. Since its inception, has operated under a shared management concept between the Federal Bureau of Investigation (FBI) and state users.

**Interstate Identification Index (III)** - National criminal history database managed by NCIC.
IV. PROCEDURE

A. Destruction/Deletion

1. CHRI which consists of non-conviction data only shall be subject to deletion from criminal justice agency files which are available and generally searched for the purpose of responding to inquiries concerning the criminal history of a named or otherwise identified individual when two years or longer have elapsed since the record became non-conviction data as a result of the entry of a disposition favorable to the defendant, or upon the passage of three years from the date of arrest or issuance of a citation or warrant for an offense for which a conviction was not obtained unless the defendant is a fugitive, or the case is under active prosecution according to a current certification made by the prosecuting attorney.

2. Such non-conviction data shall be deleted upon the request of the person who is the subject of the record. The criminal justice agency maintaining the data may, at its option, refuse to make the deletion if:

   a. The disposition was a deferred prosecution or similar diversion of the alleged offender.
   
   b. The person who is the subject of the record has had a prior conviction for a felony or gross misdemeanor.
   
   c. The subject of the record has been arrested for or charged with another crime during the intervening period.

   d. The subject is a fugitive.

   e. The case is under active prosecution according to current written certification by the prosecuting attorney.

   f. Deletion of non-conviction CHRI will NOT be made except at the request of the subject of such CHRI.

3. Any record may be deleted or modified by court order pertaining to a particular case, individual, or event.

   a. All such court orders shall be referred, with a copy of the record concerned, to the City Attorney prior to taking any action on the subject record.

   b. Upon notification from the City Attorney, CPD Records shall take such action as the court order directs unless the City Attorney requests that the record be forwarded to his/her office for purposes of appeal.

B. Retention of Records

1. The purpose of this section is to provide for record identification and systematic destruction of obsolete records from active office space, and to transfer historically valuable records to the State Archives once their usefulness to the Department has passed.
2. The Centralia Police Department has adopted the General Records Retention Schedule for Law Enforcement Agencies, also known as the LEIRA General Schedule, issued by the Washington State Local Records Committee, pursuant to its authority under provisions of RCW 40.14.070 and WAC 414-24-050.
5.1.7  Citations and Infractions

I. PURPOSE

The purpose of this policy is to establish regulations for processing and maintaining all citations and infractions.

II. POLICY

It is the policy of the Centralia Police Department to comply with all provisions of RCW 46.64.010.

III. DEFINITIONS

**RCW 46.64.010** - Provides for maintaining records of traffic citations, prohibits cancellation, and provides for audits and penalties for violations.

**Notice Of Infraction (NOI)** – A traffic citation issued for a traffic infraction is a noncriminal offense for which imprisonment may not be imposed as a sanction. The penalty for a traffic infraction may include a monetary fine and / or sanctions against the person's driver's license including suspension, revocation, or denial.

**Criminal Citation** - A criminal citation issued for a violation that is a criminal offense for which imprisonment may be imposed as a sanction in addition to monetary fines and / or sanctions against the person's driver's license including suspension, revocation, or denial in the case of criminal traffic violations.

**Statewide Electronic Collision & Ticket Online Records (SECTOR)** – Is an online service provided by the Washington State Patrol for the exclusive use of law enforcement and approved agencies in the State of Washington to write, log and process electronic Notices of Infraction and Criminal Citations. Officers are able to access the system by logging on via the Internet based program using a unique, secret password known only to them.

IV. PROCEDURES

A. NOIs and Citations in four-part, carbonless paper format:

1) All copies of all citations and notices of infraction will be processed and filed in accordance with RCW 46.64.010.

2) Officers will obtain Notice of Infraction/Citation books from the Services Bureau. The return receipt on each book will be dated, signed, and returned to Services by the officer taking possession of the book.
3) Each officer is accountable for citation books signed out to him/her. Discrepancies will be properly documented so a proper notation can be logged with the citation.

4) Officers will submit voided citation/infraction requests in writing to the Chief of Police attached to the citation/infraction. When approved by the Chief of Police, they will be forwarded to Records for filing.

5) No officer or other Department member shall dispose of a traffic citation or copies thereof or of the record of the issuance of the same in a manner other than as required in RCW 46.64.010.

B. SECTOR NOIs and Citations:

1) All copies of all citations and notices of infraction will be processed and filed in accordance with RCW 46.64.010.

2) Officers will obtain electronic devices capable of accessing the SECTOR system from the designated Equipment Supervisor, who will maintain records and receipts for each device issued.

3) Each officer is accountable for the electronic devices signed out to him/her.

4) Officers will submit voided SECTOR citations and infractions in accordance with system guidelines and directions.

5) No officer or other Department member shall dispose of a traffic citation or copies thereof or of the record of the issuance of the same in a manner other than as required in RCW 46.64.010.
I. PURPOSE

The purpose of this directive is to establish regulations for the public information function in the Centralia Police Department. This agency must have the support of the community to be successful. Establishing and maintaining an effective relationship with the news media is crucial to accomplishing this goal.

II. POLICY

The public information function is the responsibility of the Police Chief or his/her designee. It shall be the policy of the Centralia Police Department to cooperate with the news media and to maintain an atmosphere of open communication. A positive working relationship with the media is mutually beneficial. To this end, information shall be released to the news media in an impartial, accurate and timely fashion.

In fulfilling the function, all personnel will always keep in mind that we represent an expressed policy of openness and accessibility on the part of the Centralia Police Department and its administration. No employee shall release any information that would jeopardize an active investigation, prejudice an accused person’s right to a fair trial, or violate the law.

III. DEFINITIONS

Public Information Officer (PIO) – a person designated by the Chief of Police or Incident commander to serve as a press briefing officer.

IV. PROCEDURE

A. Media Relations

1. The media are important to this Department because they portray the Department to the public. They can be of aid in alerting the public to crime problems and in seeking the aid of the public. Therefore, this Department will strive to maintain a good working relationship with members of the media.

2. Employees will treat bona fide representatives of the press and broadcast media in a courteous, professional manner. Any request by the media for confidential information or access to restricted areas should be politely referred to the Police Chief.

3. Though employees are free to discuss with the media information that meets this policy, when they are confronted by members of the media with questions or probes
of a controversial nature or which might compromise any Department operation, they will immediately refer the matter to the Police Chief.

B. Media Releases

1. The Centralia Police Department shall respond to all media inquiries in a timely and professional manner. During normal business hours, routine media inquiries shall be directed to the PIO or Shift Supervisor.

2. The on-duty supervisor will prepare the daily press log prior to 0800 hours and email it to established press contacts and other interested parties. The daily press log will summarize by incident number all non-exempt activity of the Centralia Police Department occurring during the preceding 24 hours that is of interest to the press.

3. The daily press log and any special press releases will be posted to the Centralia Police Department webpage by the Services Commander or his/her designee.

4. Requests for additional information concerning crimes or events responded to, will be referred to the on-duty designated PIO or Shift Supervisor. During normal business hours when a PIO is not available, requests may be forwarded to the Chief of Police or his designee.

5. During special events the Department may designate a press briefing location and a person as a PIO. All requests for information will be referred to that person and location.

6. Media recipients will include any credentialed member of the press or representative of regional media who is identified by official documentation approved by the Police Chief or his/her designee.

C. Releasing Information

1. It is ultimately the responsibility of the Chief of Police to release information to the public. That responsibility may be delegated to the following personnel.

   a. Public Information Officer (PIO) or PIO Designee - The PIO is the primary contact for the news media.

   b. Supervisors - Supervisors with responsibility for a specific case or incident may be the secondary contact for the news media in the absence of the PIO. The shift commander shall be responsible for ensuring that the PIO is informed of major incidents and all other events that may generate media interest.

   c. Other Employees - The Chief of Police, PIO, or supervisors may direct other employees to respond to media inquiries.

2. All releases of information to the public will be in compliance with RCW Title 42.56.

3. Routine requests for public disclosure will be handled by Records through the Office of the City Clerk. A written request on the prescribed form is required.
4. Generally, the information that may be released may include:
   a. Basic information about a crime or incident and a generalized description of the circumstances and the Police Department’s response.
   b. Information contained in arrest reports and other applicable crime or incident reports. Any information contained in the initial 911 incident record because this is a matter of public record.
   c. Basic information about victims, except as excluded by law.
   d. Description of suspects.
   e. Basic description of weapons and vehicles used.
   f. Basic description of stolen items.
   g. Basic description of injuries and condition of injured persons and what medical facility they were taken to.
   h. The age, sex and the city of residence of the involved persons.
   i. Booking photographs.
   j. The crimes that could be potentially investigated.
   k. The agencies that assisted in the event.
   l. Generalized description of what the Department’s actions may be in the near future.

5. Information that will not be released includes:
   a. Information contained in employees’ personnel files.
   b. Identity of witnesses or victims if disclosure would endanger their life, safety or property or if they request non-disclosure.
   c. Specific intelligence information for an on-going investigation compiled by law enforcement and the non-disclosure of which is essential to effective law enforcement or the protection of any person’s privacy.
   d. Active criminal investigative information, active criminal intelligence information, and surveillance techniques.
   e. Names of informants and information provided by them.
   f. Supplemental or investigative reports until such time as the case is closed or the lead investigator deems it permissible.
g. Specific investigative records for an on-going investigation compiled by law enforcement and the non-disclosure of which is essential to effective law enforcement or the protection of any person’s privacy.

h. Information from an application, resume or related material that was submitted for public employment.

i. Address or telephone numbers of police employees and volunteers.

j. Names of undercover personnel.

k. Criminal records that have not resulted in conviction or other adverse disposition.

l. Information from formal proceedings that are closed to the public.

m. Internal investigation information.

n. Identity of child victims or child witnesses.

o. Opinions about a defendant’s character, guilt or innocence.

p. Admissions, confessions, or alibis.

q. References to any results of testing including fingerprints, polygraph, ballistics, or lab results.

r. Opinions concerning evidence or arguments in the case or the credibility of prospective witnesses.

s. The identity of critically injured or deceased persons prior to notification of next-of-kin.

D. Media Access

1. Interviews

   The PIO shall be responsible for assisting the news media by conducting interviews himself or herself or coordinating interviews with other qualified agency personnel. Employees contacted directly by the media shall notify the PIO of any interview requests. All conversations with members of the news media should be considered “on the record” and subject to being quoted.

2. News Conferences

   News conferences shall be held only in connection with major events of concern to the community. The Chief of Police shall be informed of all news conferences. The PIO shall facilitate news conferences, which may include the Chief of Police or designee.

3. Access to Crime Scenes and Critical Incidents
a. At scenes of major fires, natural disasters, and catastrophic events, patrol will establish police barrier lines. Unless escorted by a supervisor or PIO, the media will not be allowed to cross the barrier.

b. No member of the Police Department will knowingly permit the media to contaminate a crime scene or destroy evidence.

c. The PIO, with approval of the scene commander, may grant closer access to news personnel and their equipment, to the degree that it does not interfere with law enforcement operations.

d. No member of this agency shall prohibit the media from lawful news-gathering practices, including photography and interviews, outside the established perimeter.

e. News media representatives shall not be prevented from access to any area solely because of the possibility of their injury or death. If this is the only consideration, the scene commander shall advise the media representative of the danger and allow the media representative to make the decision to enter on his or her volition.

f. Only the PIO or Incident Commander shall release information to the news media.
5.1.9 Registered Sex Offender Community Notifications

I. PURPOSE

The purpose of this directive is to establish procedures for release of information regarding the presence of registered sex offenders in the community.

II. POLICY

Public agencies are authorized by RCW 4.24.050 to release information to the public regarding sex offenders and kidnapping offenders when the agency determines that disclosure of the information is relevant and necessary to protect the public and counteract the danger created by the particular offender. It is the policy of the Centralia Police Department to make community notifications regarding registered sex offenders residing in the community.

III. DEFINITIONS

**Registered Sex Offender (RSO)** - Felony level sex offenders in custody or under supervision of the Washington State Department of Corrections (DOC) on or after February 28, 1990 are required to register with the Sheriff’s Office (SO) in the county where they reside and notify the SO of any change of address. DOC classifies the level of offenders being released, but law enforcement agencies may deviate from those classifications.

**Level I** - These offenders are thought to present a low risk to the community. The offense for which they were convicted was non-violent and occurred within the family setting.

**Level II** - Offenders present an intermediate risk. The offense occurred outside the family setting and/or included multiple offenses at different times, and/or violence was involved.

**Level III** - Offenders represent a high risk to the community. Level III offenders have a history of predatory sex crimes, and/or multiple, violent offenses, and/or expressed desire to re-offend, and/or are diagnosed as a sexual predator.

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.

IV. PROCEDURE

A. The Detective Sergeant or his designee is responsible for gathering information about the status and records of registered sex offenders living within the city. The Detective Sergeant or designee will coordinate efforts with the appropriate individual at the Lewis County Sheriff’s Office.
B. Once information relating to an RSO is received from the Lewis County Sheriff’s Office, several levels of dissemination are considered depending upon the risk that the offender poses to the community. The following levels of dissemination will be utilized:

1. **Level I** - The information will be maintained within the Police Department and will be disseminated to other appropriate law enforcement agencies. Photographs of the offender may be included.

2. **Level II** - Includes the actions within Level I. Dissemination will be made by canvassing the immediate area. Also, schools and neighborhood groups may be notified. These groups will be responsible for their individual dissemination. Photographs of the offender will be included.

3. **Level III** - This includes actions listed under Level I and II. Also, the public will be notified through specific press releases. Level III is the highest level of notification and will include a photograph.

C. Upon receipt of information that a sexual offender has been released; the Detective Sergeant or his/her designee will contact the individual assigned to sex offender registration at the Lewis County Sheriff’s Office to obtain available information.

D. Prior to any release of information, an officer will verify the physical presence of the offender in the community following the offender’s release from state custody.

E. Addresses of all RSOs registered within the city limits of Centralia will be verified, at a minimum, on an annual basis.
I. PURPOSE

The purpose of this directive is to establish regulations for monthly validations of certain records entered by this agency into WACIC/NCIC.

II. POLICY

It is the policy of the Centralia Police Department that all required validations will be accomplished in a timely manner as specified in NCIC guidelines.

III. DEFINITIONS

**Validation** - Obliges the Originating Agency (ORI) to confirm records (vehicle, boat, fugitives, protection orders, articles, missing persons, parts and gun entries) are complete, accurate, and still outstanding or active.

**Terminal Agency Coordinator (TAC)** - The Point of Contact (POC) for his/her agency. A TAC shall be appointed at each agency and be ACCESS Level II certified. The TAC shall be responsible for ensuring his/her agency is in compliance with state and NCIC policies and regulations, including training and validation requirements.

**A Central Computerized Enforcement Service System (ACCESS)** - A computer controlled communications system located at the Washington State Patrol (WSP) Information Technology Division (ITD) in Tumwater. ACCESS provides service to the Washington Crime Information Center (WACIC), Washington State Identification System (WASIS), the National Crime Information Center (NCIC), the Department of Licensing (DOL), the Department of Corrections Offender file (DOC), the National Law Enforcement Telecommunications System (NLETS), and numerous regional systems.

**The National Crime Information Center (NCIC)** - A computerized database of documented criminal justice information available to virtually every law enforcement agency nationwide, 24 hours a day, 365 days a year. NCIC became operational January 27, 1967, with the goal of assisting law enforcement in apprehending fugitives and locating stolen property. This goal has been expanded to include locating missing persons and further protecting law enforcement personnel and the public.

**Washington Crime Information Center (WACIC)** - Located in the records division of the Washington State Patrol serves to coordinate crime information, by means of data processing, for all law enforcement agencies in the state. It provides access to NCIC, to motor vehicle and driver license information, to the sex offender central registry, and to such other public records as may be accessed by data processing and which are pertinent to law enforcement.
IV. PROCEDURE

A. NCIC Definition of Validations

1. Validation is accomplished by reviewing the original entry, current supporting documents, i.e. NCIC/WACIC acknowledgment, III, DOL returns, DOC, FORS, Locates, Clears, Cancels, Modifies, and Supplementals, victim, prosecutor, court, motor vehicle registry files, or other appropriate source or individual.

2. In the event the ORI is unsuccessful in its attempts to contact the victim, complainant, etc., the entering authority must make a determination based on the best information and knowledge available whether or not to retain the original entry in the file.

B. ACCESS Requirements for Monthly Validations

1. The TAC must ensure that all records on the validation list are reviewed.

2. The TAC must ensure that all invalid or inaccurate records are removed from the Washington Crime Information Center (WACIC) and the National Crime Information Center (NCIC).

3. All records must contain all available information (packing the record) unless the record was packed by using the State Identification Number (SID) feature. The information contained in each record must be current, accurate, documented, and include appropriate extradition information.

4. The TAC must complete the validation certification verifying all records are correct.

5. Failure to validate records on the list may result in purging of those records.

6. Repeated failure to validate records may result in purging of all agency entries.

C. ACCESS Validations Procedures

1. For warrants and Protection Orders

   a. Pull the original warrant or protection order and check for any additional information regarding the validity of the report.

   b. Send the warrant or protection order back to the court or prosecutor for verification of accuracy and any changes in extradition. Agencies may also use DISCIS or SCOMIS to validate.

   c. Validations must be documented. Auditors will review the previous three months of NCIC validations during the triennial audit.

   d. Documentation will be kept in the validation file, maintained in the Records Section of the Centralia Police Department.
2. For Hot files

a. Pull the original case report and check for any additional information regarding the validity of the report.

b. Check all relative information or source documents such as Department of Licensing (DOL) files, registrations, etc., regarding validity of the report.

c. If the person or property has not been located or recovered, the reporting party or appropriate court must be contacted. Contact may be made by telephone, letter, or personal visit and should be documented in the case file or warrant file (See examples of validation letters in Chapter 5).

d. If the agency is unable to contact the reporting party, the department must use its best judgment based on other information at hand, whether to cancel the record or retain it in the system.

e. Any errors in the entry should be immediately corrected.

f. Documentation will be kept in the validation file, maintained in the Records Section of the Centralia Police Department.

g. Return the validation form to ACCESS by mail, e-mail or fax.

ACCESS fax number: (360) 534-2070

ACCESS Address: Washington State Patrol
ACCESS Section
P.O. Box 42619
Olympia WA 98504
5.1.11 Vehicle Impounds

I. PURPOSE

To establish procedures for the recovery of stolen vehicles, including ensuring that attempts are made to notify the owners of vehicles when their vehicles are recovered and / or impounded.

II. POLICY

Every law enforcement agency has a duty to notify owners of private property when their property has been impounded under color of authority. Therefore, it is the policy of the Centralia Police Department that owners of vehicles are notified when their vehicles are impounded and that owners of recovered stolen vehicles are notified of the recovery whether or not their vehicles are impounded.

III. DEFINITIONS

**A Central Computerized Enforcement Service System (ACCESS)** - A computer controlled communications system located at the Washington State Patrol (WSP) Information Technology Division (ITD) in Tumwater. ACCESS provides service to the Washington Crime Information Center (WACIC), Washington State Identification System (WASIS), the National Crime Information Center (NCIC), the Department of Licensing (DOL), the Department of Corrections Offender file (DOC), the National Law Enforcement Telecommunications System (NLETS), and numerous regional systems.

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**Washington Crime Information Center (WACIC)** - Located in the records division of the Washington State Patrol serves to coordinate crime information, by means of data processing, for all law enforcement agencies in the state. It provides access to NCIC, to motor vehicle and driver license information, to the sex offender central registry, and to such other public records as may be accessed by data processing and which are pertinent to law enforcement.
IV. PROCEDURE

A. Recovered Stolen Vehicles

1. Officers can tow a recovered stolen vehicle when the registered owner has authorized the tow at the time the vehicle was reported stolen or when the owner is not available and the continuing safety of the property is at risk. If the vehicle does not have any evidentiary value, then the vehicle will be taken to the yard of the tow company.

2. Officers recovering stolen vehicles will ensure that the registered owner is notified in a timely manner that the vehicle has been recovered and its location.

B. Criminal Offenses - Vehicles that have evidentiary value will be secured in the police vehicle storage yard where they will be searched and processed in accordance with standards outlined by the Courts, Departmental training and CPD Policy 2.1.5 Search and Seizure.

C. Officers will complete a case report on all police impounds that are not included as a part of another case report. Such reports will include a notation in the narrative of how the owner was notified.

D. All STOLEN and/or RECOVERED entries in WACIC / NCIC via ACCESS will be made in accordance with applicable ACCESS guidelines and CPD Policy 5.1.3 ACCESS Compliancy.
5.1.12 Uniform Crime Reporting

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I. PURPOSE

The purpose of this policy is to establish regulations for participation in the Uniform Crime Reporting and the National Incident-Based Reporting Standards systems.

II. POLICY

Until April, 2011, the Centralia Police Department maintained full participation in the national Uniform Crime Reporting Program. Beginning in January, 2011, all Centralia Police Department crime data has been submitted electronically via the National Incident-Based Reporting System. Following a mandatory, three month period in which data was successfully submitted concurrently using both systems, the department was declared NIBRS Compliant. As a result, all data is now reported exclusively using the National Incident-Based Reporting System.

III. DEFINITIONS

**Uniform Crime Reports (UCR)** - The Uniform Crime Reporting (UCR) Program is a nationwide, cooperative statistical effort of more than 17,000 city, university and college, county, state, tribal, and federal law enforcement agencies voluntarily reporting data on crimes brought to their attention. Since 1930, the FBI has administered the UCR Program and continued to assess and monitor the nature and type of crime in the nation. The Program’s primary objective is to generate reliable information for use in law enforcement administration, operation, and management; however, its data have over the years become one of the country’s leading social indicators. Criminologists, sociologists, legislators, municipal planners, the media, and other students of criminal justice use the data for varied research and planning purposes.

**National Incident-Based Reporting System (NIBRS)** - An incident-based reporting system used by law enforcement agencies in the United States for collecting and reporting data on crimes. Local, state and federal agencies generate NIBRS data from their records management systems (RMS). Data is collected on every incident and arrest in the Group A offense category, consisting of 46 specific crimes grouped in 22 offense categories. Specific facts about these offenses are gathered and reported in the NIBRS system. In addition to the Group A offenses, 11 Group B offenses are reported with only the arrest information.

**Washington Association of Sheriffs and Police Chiefs (WASPC)** – An association founded in 1963 consisting of executive and top management personnel from law enforcement agencies statewide. Membership includes sheriffs, police chiefs, the Washington State Patrol, the Washington Department of Corrections, and representatives of a number of federal agencies. WASPC is governed by its executive board and its function is to provide specific materials and services to all law enforcement agencies in the state.
members and non-members alike. The 1975 legislature made WASPC a legal entity designating the association as “combination of units of local government”.

IV. PROCEDURE

A. There is a close relationship between law enforcement records and the preparation of UCR or NIBRS reports because nationwide law enforcement statistics must necessarily depend upon information from the records of local agencies. Therefore, a good records system is an essential base for accurate crime reporting.

B. Monthly NIBRS reports will be electronically uploaded to the WASPC website no later than the fifteenth day of the month following the data month. Once the data is accepted, WASPC will forward the information electronically to the FBI to be compiled into the state- and nation-wide crime statistics

C. The publications Introduction to Washington State NIBRS Program and Washington State NIBRS Specifications detail the proper methods and procedures for participating in the NIBRS Program. NIBRS reports generated by the Centralia Police Department shall be prepared in strict compliance with the guidelines set forth in those handbooks. Therefore, no specifics on NIBRS reporting methods are set forth in this policy.

D. NIBRS Standards - Compliance with the following standards is necessary to be able to generate reliable reports from the RMS:

1. A permanent record of each crime is made immediately upon receipt of the complaint. All reports of thefts or attempted thefts are included regardless of the value of the property involved.

2. An investigative report is made in each case showing fully the details of the offense as alleged by the complainant and as disclosed by the investigation. An effective follow-up system is used to see that reports are promptly submitted in all cases.

3. All reports are checked to see that the crime classification conforms to the uniform classification of offenses. That is, all offenses reported to the NIBRS Program, regardless of what the offense is called at the local or state level, should conform to the NIBRS classification of offenses.

4. The offense reports on crimes cleared by arrest or exceptional means are noted as cleared.

5. Arrest records are complete; special care is taken to show the final disposition of the charge.

6. Records are centralized; records and statistical reports are closely supervised by the administration; periodic inspections are made to see that the rules and regulations of the Centralia Police Department are strictly followed.

7. Statistical reports conform in all respects to the National Incident-Based Reporting Standards procedures and regulations.
I. PURPOSE

The purpose of this directive is to establish regulations for ensuring that files that contain personal data about juvenile offenders are maintained separately from those of adult offenders.

II. POLICY

It is the policy of the Centralia Police Department to separate files, fingerprints and photos relating to juvenile offenses from those relating to adult offenses.

IV. PROCEDURE

A. For adults, in addition to information contained in the following sections, photographs are taken by the jail custody staff.

B. Juvenile arrest records are maintained electronically on a state or regional database. These records are sorted individually by name and date of birth and these do not disclose records of other persons. The Services Team carefully screens all requests for information and dissemination.

C. Juveniles who are taken into custody and transported to the Lewis County Juvenile Center are photographed and fingerprinted at that facility. Juveniles who are arrested and released are photographed and fingerprinted at the Centralia Police Station.

D. Juvenile records and photographs are disseminated in accordance with the requirements of Washington state law. These photographs, fingerprints and other identifying information on juveniles are kept as part of the case file related to the arrest. All case files containing juvenile information, will also be marked with a juvenile designator.

E. All juvenile fingerprints and photographs are retained under the State's General Records Retention Schedule and Destruction Authorization (ref. RCW 40.14.070 and WAC 414-24-050), unless a court issues an order to seal or destroy such records under RCW 13.50.050.
5.1.14 Asset Seizures and Forfeitures

I. PURPOSE

The purpose of this directive is to provide guidelines for all personnel for completing seizures and forfeitures in compliance with state law.

II. POLICY

It is the policy of the Centralia Police Department to complete seizures and forfeitures in compliance with state law. Vehicles, real estate, currency and other property of significant value will be seized for forfeiture if legal and in the best interest of the department to do so.

III. DEFINITIONS

Agency - The law enforcement agency which seized the item(s) of personal property in question.

Agency Head - The chief law enforcement officer of the Agency.

Authority Under Which Motor Vehicles Or Other Property May Be Seized By Law Enforcement

Title 9A.83.030 RCW - provides the authority and guidelines to seize property traceable or derived from unlawful activity or violation of RCW 9A.83.020 (Money Laundering).

Title 10.105.010 RCW - provides the authority and guidelines to seize property used in the commission of a felony. No property may be forfeited under this section until after there has been a superior court conviction of the owner of the property for the felony in connection with which the property was employed, furnished, or acquired.

Title 46.61.5058 RCW - provides authority and guidelines to seize vehicles used in violation of RCW 46.61.502 (DUI) or RCW 46.61.504 (Physical Control) having a prior offense within seven years as defined in RCW 46.61.5055.

Title 69.50.505 RCW - provides authority and guidelines in seizing property used in violation of RCW 69.41, 69.50, or 69.52 RCW (Uniform Controlled Substance Act).

Presiding Officer – Chief of Police or hearing officer serving as the Chief’s designee.

Service - Mailing by certified U.S. mail, return receipt requested, to the last known address of the intended recipient as disclosed in case records available to the sender; provided, that personal service may be used in lieu of the above method at the discretion of the sender; and
provided further, that any party may waive certified mail service in favor of service by facsimile transmission.

IV. PROCEDURE

A. General Guidelines

1. Because of the significant administrative burden associated with asset forfeiture, items that are of little value and difficult to store, such as dilapidated motor vehicles, will not normally be seized.

2. The Centralia Police Department Anti-Crime Team (ACT) will be the lead unit in all seizure cases.

3. When a member of another unit initiates a seizure, it will be the responsibility of the case officer to notify the ACT supervisor or, in his /her absence, the Operations Commander or designee at the time of the seizure.

4. ACT will coordinate all seizures to ensure that these procedures are followed and all legal requirements are met from the initial seizure through the final disposition of the property.

B. Tracking System

1. The Police Records Technician (PRT) assigned the responsibility for forfeitures will maintain files for all seizures. Contents of the files will be original documents associated with the seizure and copies of associated case reports.

2. Originals of all seizure documents will be routed to the designated PRT.

3. The designated PRT will maintain a digital spreadsheet of all seized property, including basic information concerning all seized vehicles. Such information will include, but is not limited to year, make model, license, owner, case number, case officer, location, estimated value (low Blue book) and disposition.

4. The designated PRT will coordinate the notifications of seizures and hearings with the defendant, appointed hearing officer, and City Attorney’s Office.

5. The City Attorney’s Office is responsible for sending the defendant notice of the hearing date and time and issuing the subpoenas to the involved officers.

6. The designated PRT will prepare and forward the appropriate mandated reports to the State Treasurer’s Office.

7. A 60-day letter will be sent to the owner of any property not being seized or held as evidence. A copy of the 60-day letter shall be placed in the seizure file.

C. Approval

1. No seizure will proceed without the prior approval of a command officer.
2. The command officer shall consider the actual or estimated value of the property to be seized. If the benefit to the department that will accrue from a seizure significantly exceeds the anticipated administrative costs associated with the seizure, it may be approved.

D. Seizing Vehicles

1. Properly complete an evidence tag and attach it to the interior rearview mirror or other conspicuously visible location inside the vehicle.

2. All seized vehicles will be secured in covered storage at the Mellen Street facility.

3. Complete an inventory form of the contents of the vehicle and attach it to a Property Receipt, regardless of whether or not a tow company towed the vehicle.

4. Complete a Property Receipt indicating the storage site of the vehicle and the name and address of the registered and legal owner. Forward the original to the property custodian as with all evidence and attach a copy to the case report.

5. Valuable property in the beds of pickups will be placed in the cab, if possible without damaging the property or interior of the vehicle. If the contents in the bed of a pickup cannot be safely stored in the cab, the vehicle will be placed in secure storage.

6. Unless circumstances dictate otherwise, all vehicles will be stored with all windows and vents closed to prevent weather damage. All vehicle accessories will be turned off to prevent battery drain.

7. If possible, obtain both ignition and door keys. Ensure all vehicles are locked. If a vehicle cannot be locked or secured it shall be stored in secure storage. Submit the vehicle keys to the Services commander.

8. If the vehicle contains the title, submit it with the keys and make a notation on the property sheet.

E. Small Items

1. Small property items to be seized (such as currency) shall be tagged with an evidence tag, listed on a Property Receipt, and submitted to the property officer.

2. If seized assets are placed in evidence, (cash, keys, etc.), the officer will indicate that the item is for seizure on the label placed on the package in addition to the item description, i.e. "$400.00 in miscellaneous U.S. currency (to be seized)"

F. Disposal of Seized Property

1. Property that has been seized but will not be forfeited will be returned to the owner(s) according to applicable laws.

2. Forfeited property may be retained and converted to ownership of the Centralia Police Department or sold at auction.
3. Proceeds from forfeitures will be maintained in separate accounts and expended only as permitted by law.

G. Hearing Procedures

1. Applicability - The following procedures apply to all personal property forfeiture hearings arising out of Chapter 10.105 RCW (felonies) and RCW 69.50.505(5) (drug trafficking) for which the chief law enforcement officer or his designee is the hearing officer. The state’s model rules [Washington Administrative Code 10-08] are not applicable to these proceedings.

2. All personal property forfeiture hearings and associated proceedings will be conducted in accordance with Title 34.05 RCW, the Administrative Procedure Act, as required by RCW 10.105.010(5) and 69.50.505(5). Specifically, the procedures of RCW 34.05.413-.419, 428-.455, .461, and .467-476 govern personal property forfeiture proceedings. These rules are supplementary thereto and, inter alia, address those matters where procedural discretion is allowed by said provisions.

3. Chief’s Designation of Hearing Officer - The Agency head has designated in writing, pursuant to RCW 10.105.010(5) and 69.50.505(5), a hearing officer to act on claims arising under Chapters 10.105, 46.61, and 69.50 RCW.

4. The Chief of Police or his designee is a quasi-judicial hearing officer providing hearing services on behalf of the Centralia Police Department.

5. The Hearing Officer’s business address, telephone number, FAX number, and E-mail address are as follows:

   Address: 118 W. Maple St., PO Box 609
            Centralia, WA 98531

   Telephone: (360) 330-7680
   FAX       (360) 807-6210
   Email     rberg@cityofcentralia.com
5.1.15 Officer Safety Files

I. PURPOSE

The purpose of this directive is to establish regulations for entry of officer safety information into the records management system.

II. POLICY

It is the policy of the Centralia Police Department to require a form signed by a supervisor before officer safety information is entered into the Spillman Summit records management system.

III. DEFINITIONS

Officer Safety Information. - The Spillman Summit Records Management System (RMS) has the capability of accepting “flags” or alerts which will appear in the RMS associated with a specified name or address.

IV. PROCEDURE

A. An officer requesting an alert will completely fill out the appropriate Spillman flagging or alert form and forward it to his/her immediate supervisor.

B. The supervisor will review the form and, if the supervisor approves of the alert, sign the form in the indicated space. The supervisor approving the alert will forward the signed form to the Services Bureau for entry.

C. Before taking action on an alert, Services will confirm that it is signed by a Sergeant or higher ranking law enforcement officer.

D. Services will enter the alert into Spillman and file the alert form. Alert forms will be reviewed by the TAC every six months to determine their continued validity.

E. In exigent circumstances when Services personnel are not on duty, Dispatch will enter an alert into Spillman after receipt of a valid alert form signed by a Sergeant or higher ranking officer.
I. PURPOSE

The purpose of this policy is to provide guidance for issuing concealed pistol licenses to those individuals who are qualified under applicable Washington State law. It will also provide guidance on pistol transfers and outline the appeals process for concealed pistol license applications that have been denied by this agency.

II. POLICY

It is the policy of the Centralia Police Department that applications for concealed pistol licenses and pistol transfers will be processed in a timely manner and issued by the Chief of Police when appropriate and within applicable state and federal guidelines.

III. DEFINITIONS

- **WASIS** - Washington State Identification System
- **DSHS** - Department of Social and Health Services
- **CHRI** - Criminal History Records Information
- **NCIC** - National Criminal Information Center
- **NICS** - National Instant Criminal Background Check
- **CPL** - Concealed Pistol License
- **NTN** - NICS Transaction Number

IV. PROCEDURE

A. Concealed Pistol License

1. Application Process

   This process is initiated when a person requests to apply for a concealed pistol license. Applications must be accepted at any time during normal business hours.
a. The applicant completes the form and signs it - check to insure completeness and legibility. Also make sure to mark appropriate license type: Original, Renewal, Late Renewal or Replacement.

b. Check the identity of the applicant. Washington State driver’s license or other picture ID is acceptable.

c. Check residency. U.S. citizenship or valid alien license to possess a firearm is required if the applicant is not a citizen.

d. Collect the appropriate fees as indicated on the concealed pistol license form.

e. Have applicant sign a blank license form.

f. Complete the fingerprint card.

g. Submit fingerprint card to WASIS.

h. Forward completed CPL packet to the PRT responsible for CPL’s and pistol transfers.

2. Follow-up Process

a. Send mental health check paperwork to DSHS and Cascade Mental Health.

b. Hold the file until a response on the print card is received from WASIS, then take indicated action before proceeding. If no print card was required hold until the mental health checks return from both Cascade Mental Health and DSHS.

c. Run CHRI checks on applicant: state, local, and NCIC III after receiving fingerprint results. Place all information in the applicant file. Write NICS number on the second page of the application on the NICS line.

d. Complete the Law Enforcement Only section on page two of application.

3. Eligibility Determination

a. Determine if applicant is disqualified from carrying a concealed weapon according to RCW 9.41.070 and sign the application either approved or denied with date and time.

b. If eligibility is in question, the City Attorney may be consulted for guidance.

c. If the applicant is not disqualified, type the information onto the signed license. Mail the original to the applicant, the duplicate copy should be forwarded to Finance so payment can be made to the State and the triplicate copy should be retained in accordance with State and Federal retention requirements.

d. If the application is denied, the signed license should be voided and a denial letter prepared. The letter shall include the reason for denial and information regarding the applicant's rights. Mail the original letter to the applicant and file the duplicate. Mail the green voided copy to DOL and retain the voided original and pink copies.
4. Concealed Pistol License Applications Shall Be Denied if the Applicant:
   a. Is ineligible to possess a firearm under RCW 9.41.040
   b. Has been subject to involuntary commitment pursuant to RCW 71.05.320, 10.77, or out of state equivalents.
   c. Is not yet 21 years of age.
   d. Is currently under a court order relating to firearms for harassment, domestic violence, or a dissolution action.
   e. Is currently on bond or PR for a serious offense.
   f. Has an outstanding warrant for any crime.
   g. Has been ordered to forfeit a firearm pursuant to RCW 9.41.098 (1) (d) within the year immediately preceding the application.
   h. Has been convicted of any crime against a child or other person listed in RCW 43.43.830(5).

5. Record Keeping
   a. Applicant files for concealed weapon licenses, including denials, shall be kept in accordance with standard filing procedures.
   b. Retention of records - The retention period for concealed weapon license files shall be in accordance with applicable state and federal retention schedule guidelines; typically six years from the original date of application.

B. Pistol Transfers

There are two types of pistol transfers; those done with a valid CPL and those done without a valid CPL. The paperwork will normally be received by mail or fax and those that have been sold with a CPL will have a NTN number on the top of the application. When a Pistol Transfer (PT) is received the information should be logged in the appropriate folder.

1. Pistol Transfers (PT) with CPL
   a. Complete the mental health check paperwork and forward it to Cascade Mental Health and to DSHS.
   b. Spillman should be checked for any disqualifying arrests. Disqualifiers include domestic violence assault, coercion, stalking, reckless endangerment, criminal trespass 1st degree, violation of a protection order or no-contact order restraining the person or excluding the person from a residence.
c. From the Names Table screen choose NTWRK and run a QNP (Query for Gun Transfer) removing the X from the NICS box. Removing the X will erase the request at 3:00 a.m. the morning from the FBI log and not issue a new NICS number.

d. Send approval letter to the firearms dealer.

2. Pistol Transfers (PT) without CPL

a. Complete the mental health check paperwork and forward it to Cascade Mental Health and to DSHS.

b. Spillman should be checked for any disqualifying arrests. Disqualifiers include domestic violence assault, coercion, stalking, reckless endangerment, criminal trespass 1st degree, violation of a protection order or no-contact order restraining the person or excluding the person from a residence.

c. From the Names Table screen choose NTWRK and run a QNP (Query for Gun Transfer). DO NOT remove the X from the NICS box. The NICS return will contain the new NTN number.

d. Send approval letter to the firearms dealer.

3. Pistol Transfers (PT) Declines

a. In the event of a decline due to criminal history background, send a decline letter to the applicant with information on appealing the decision.

b. Notify the dealer that the application was denied. (Do not inform them of the reasons).

c. Notify NICS of the decline by using the NDN in the command line of Spillman.

C. Appeal Process for Conceal Pistol Licenses and Pistol Transfers

1. Background

a. In accordance with state and federal regulations, law enforcement agencies shall develop a procedure whereby denied persons may request the reason for the denial from the agency that conducted the National Instant Criminal Background Check (NICS). Persons denied a firearm transfer or a Concealed Pistol License (CPL) must be made aware of the denying agency's appeal process.

b. The following are federal prohibitors for which an agency can deny an individual a transfer of a firearm or CPL:

   I. Section 922(g)(1)   Felony Conviction
   II. Section 922(g)(2)  Active Criminal Warrant
   III. Section 922(g)(3) Use of Controlled Substance
   IV. Section 922(g)(4)  Mental Health
V. Section 922(g)(5) Illega/Unlawful Alien
VI. Section 922(g)(6) Dishonorable Discharge
VII. Section 922(g)(7) Renounced Citizenship
VIII. Section 922(g)(8) Protection Order
IX. Section 922(g)(9) Misdemeanor Crime of Domestic Violence
X. Section 922(g)(n) Indictment/Information

2. Procedure

a. If a person is denied the purchase of a firearm or denied the issuance or renewal of a CPL, he or she can appeal the denial through the denying agency and request the reason for the denial.

b. The denied individual may also appeal through the NICS Section. If the denied individual chooses to appeal through the NICS Section, the denying agency may refer the denied individual to www.fbi.gov/nics-appeals.

3. Step 1 – Inform

Inform the denied individual of the existence of a state or federal prohibitor. No further information can be provided until identity is verified.

4. Step 2 – Verify Identity

a. If the individual is denied based on a federal or state prohibitor, verify identity by reviewing a valid, government issued photo identification such as a driver’s license or passport.

b. For prohibitors that are fingerprint based (example, felony conviction), it is strongly recommended that identity be verified by submitting fingerprints.

I. If the fingerprint based prohibitor is within Washington State, fingerprint cards may be submitted to the Washington State Patrol via mail to:

   Background Check Unit
   Washington State Patrol
   PO Box 42633
   Olympia WA 98504

II. The reason fingerprinted must be “RECORD REVIEW NICS APPEAL” and there is a $10 fee associated with this request. Electronic fingerprinting is not available for these requests.

III. There is no process for submitting fingerprints for out-of-state fingerprint based prohibitors. In these cases, appellants should be referred to the out-of-state law enforcement agency holding the denying record to address the out-of-state prohibitor.

5. Step 3 – Releasing Denial Information

a. After identity is verified, provide the reason for the denial to the appellant indicating the federal or state statute the individual was denied under. The
denying agency must respond to the appeal request within 5 business days and/or advise of a reasonable timeline of when a determination will be prepared.

b. The denying agency can share the following information after identity is verified:

   I. FBI/SID number
   II. Reason for denial
   III. Date of arrest
   IV. Offense
   V. Arresting agency and contact information

6. If the denying agency is unable to resolve the appeal, the denying agency will notify the appellant and provide the name and address of the agency that originated the document containing the information upon which the denial was based.

7. If the denying agency determines the appellant is not the subject of record via fingerprint comparison, the appellant may be directed to [www.fbi.gov/nics-appeal](http://www.fbi.gov/nics-appeal) to pursue the Voluntary Appeal File (VAF) option.
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CHAPTER 6: Information Technology

6.1.1 Electronic File Security

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<td>WACIC Agreement</td>
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<td>SMM-O</td>
<td>05/01/2012</td>
<td>05/01/2013</td>
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I. PURPOSE

The purpose of this directive is to establish security regulations for electronic network and internet access.

II. POLICY

It is the policy of the Centralia Police Department that access to the agency’s computer server for electronic files is locked at all times with access restricted to those who are authorized and who have passed a background investigation.

III. PROCEDURE

Electronic Network and Internet - The Centralia Police Department's computer server is a stand-alone server with limited ports of access to other City of Centralia servers. In addition, the email server is a separate server from the others. The City maintains an updated firewall system to protect the Police Department's computer server from unauthorized access. The City’s Manager of Information Technology is the designated system administrator, and the Services Commander is the contact in the Centralia Police Department for all electronic file and other information technology issues.
6.1.2 ACCESS Compliancy

I. PURPOSE

The purpose of this directive is to establish regulations for complying with requirements to provide a safe and secure environment for the transmission of ACCESS data.

II. POLICY

It is the policy of the Centralia Police Department that the agency can show 100% compliance or that it has made corrections to comply with any ACCESS/CJIS findings from the previous technical triennial audit and/or FBI audit.

III. DEFINITIONS

A Central Computerized Enforcement Service System (ACCESS) - A computer controlled communications system located at the Washington State Patrol (WSP) Information Technology Division (ITD) in Tumwater. ACCESS provides service to the Washington Crime Information Center (WACIC), Washington State Identification System (WASIS), the National Crime Information Center (NCIC), the Department of Licensing (DOL), the Department of Corrections Offender file (DOC), the National Law Enforcement Telecommunications System (NLETS), and numerous regional systems.

The National Crime Information Center (NCIC) - A computerized database of documented criminal justice information available to virtually every law enforcement agency nationwide, 24 hours a day, 365 days a year. NCIC became operational January 27, 1967, with the goal of assisting law enforcement in apprehending fugitives and locating stolen property. This goal has been expanded to include locating missing persons and further protecting law enforcement personnel and the public.

Washington Crime Information Center (WACIC) - Located in the records division of the Washington State Patrol serves to coordinate crime information, by means of data processing, for all law enforcement agencies in the state. It provides access to NCIC, to motor vehicle and driver license information, to the sex offender central registry, and to such other public records as may be accessed by data processing and which are pertinent to law enforcement.

Criminal Justice Information System (CJIS) - A computerized criminal justice information system maintained by the United States Federal Bureau of Investigation (FBI) that is a counterpart of FBI's National Crime Information Center (NCIC). It is centralized in Washington D.C. and is maintained by the Department of Justice (DOJ) in each state. It is available to authorized local, state, and federal law enforcement and criminal justice agencies via any of the three law enforcement communication systems – National Law Enforcement Telecommunications System (NLETS), a more localized state criminal information system, and the International Law Enforcement Telecommunications System.
(INLETS). Usually CJIS offers a much wider range of information nationwide and more precise inquiry search parameters than NCIC. CJIS consists of several databases and one subsystem, and its retrieval and update capabilities are online.

IV. PROCEDURE

The Centralia Police Department has contracts with Lewis County for certain services, including radio dispatch (911 services) and the Information Technology (IT) aspect of maintaining the county-wide records management system (RMS).

As part of the services provided under those agreements, Lewis County Central Services will be the responsible party for all ACCESS / CJIS triennial technical audits and / or FBI audits.

The Service’s Bureau Commander will ensure that all necessary Washington State Patrol (WSP) ACCESS User Acknowledgements are kept current.
6.1.3 Use of Agency Technology

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<th>Approval: Robert Berg</th>
<th>Reference: City of Centralia EIS Policy</th>
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<td>City Attorney Review: SMM-O</td>
<td>Effective Date: 05/01/2012</td>
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I. PURPOSE

It is the purpose of this directive to provide guidance to all personnel on the proper use of personal computers, cellular telephones and related electronic messaging systems utilized in this agency for purposes of disseminating electronic mail, utilizing services of the Internet and related electronic message transmission, recording and storage devices.

II. POLICY

The utilization of computer and communications technology within the work environment has provided many opportunities for enhancement of productivity and effectiveness. These technologies also facilitate the opportunity for rapid transfer and broad distribution of sensitive information that can also have damaging effects on this agency, its members, and the public if not managed properly. Therefore, it is the policy of this agency that all members abide by the guidelines set forth herein when using computers, cellular telephones and other electronic media and the services of both internal and external databases and information exchange networks, voice mail, mobile data computers, and related electronic messaging devices.

It is the policy of this department to use cellular telephones in the course of police operations to enhance departmental communication. Cellular phones may be used by officers to conduct official business when the use of radio communication or hard line telephones is inappropriate, unavailable, or inadequate to meet communication needs and when the cellular phone is used in accordance with this policy.

III. DEFINITIONS

**Electronic Messaging Device (EMD)** - For purposes of this policy, electronic messaging devices include personal computers, electronic mail systems, voice mail systems, paging systems, electronic bulletin boards, cellular telephones, Internet services, mobile data computers, and facsimile transmissions.

**Mobile Data Computers (MDCs)** - Portable computing devices with Internet connectivity capability that can connect to Central Dispatch, the RMS, the internet, and WACIC/NCIC. MDCs are capable of operating in the field and in an office setting.

**System Administrator** - For purposes of this policy, the member of this agency designated with responsibility for managing all aspects of electronic messaging through individual computers and computer networks within this agency is the Services Commander.
**Personal Computer** - Any agency or personally owned computer that provides access to the agency or agency personnel. This includes both on and off duty usage.

**Dialup modem** - Dial-up access is a form of Internet access via telephone line. The client uses a modem connected to a computer and a telephone line to dial into an Internet service provider’s (ISP) node to establish a modem-to-modem link, which is then routed to the Internet.

**Firewall** - A firewall is installed in a communications router, server, or some other device that physically and/or logically is a first point of access into a networked system to actively block unauthorized entities from gaining access to internal resources such as systems, servers, databases, and networks. A firewall may also act to prevent internal users from accessing unauthorized external resources.

**Disruptive activity**: Any time that cellular phone operations would be considered disruptive, such as in meetings, trainings sessions, court, or public places when their use would reasonably be deemed annoying and intrusive.

**Distraction**: Any time the use of a cellular phone would unnecessarily or unreasonably divert the attention of an officer from official duties and/or cause a potentially hazardous situation.

**IV. PROCEDURE**

A. General

1. The following procedures apply to all media which are:
   a. Accessed on or from departmental premises.
   b. Accessed using department computer equipment or department paid access methods.
   c. Communications that make reference to the department in any manner.
   d. Used in a manner that identifies the employee with the department.

2. Transmission of electronic messages and information on communications media provided for employees of this agency shall be treated with the same degree of propriety, professionalism, and confidentiality as official written correspondence, or verbal communication.

3. This agency encourages authorized and trained personnel with access to EMDs to utilize these devices whenever necessary. However, use of any of these devices is a privilege that is subject to revocation.

4. Only department-approved software that is properly licensed will be installed on any department computers, including MDCs. Only designated personnel will install, delete or modify software on any of the computers.
5. Each user will keep his/her passwords confidential. Users are prohibited from using another employee’s password or divulging their passwords to other employees.

6. EMDs and their contents, with the exception of personally owned software authorized for installation on agency computers, are the property of the Centralia Police Department and intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

7. All users must be ACCESS certified and have received department approved training prior to using any computers.

8. Information obtained through ACCESS is restricted to use by law enforcement only. Dissemination of information obtained from the system shall be strictly controlled following established ACCESS rules as well as all public disclosure laws.

9. All activity on the City’s network, email system, and Spillman, including inquiries, instant messages and email, is monitored and may be retrieved at any time. Only authorized communications of a professional nature will be transmitted.

10. Members are advised that they do not maintain any right to privacy in EMD equipment or its contents, to include personally owned software.

   a. This agency will monitor information contained in EMDs and may require members to provide passwords to files that have been encrypted or password protected.

   b. The agency shall access, for quality control purposes and/or for violations of this policy, electronic and voice transmissions of members conducting business of this agency.

11. Computer repairs shall be made by agency authorized and approved sources.

12. Accessing or transmitting materials (other than that required for police business) that involves the use of obscene language, images, jokes, sexually explicit materials, or messages that disparage any person, group, or classification of individuals is prohibited whether or not a recipient has consented to or requested such material.

13. Confidential, proprietary, or sensitive information may be disseminated (or made available through shared directories or networked systems) only to individuals with a need and a right to know and when there is sufficient assurance that appropriate security of such information will be maintained. Such information includes but is not limited to the following:

   a. Transmittal of personnel information, such as salary, performance reviews, complaints, grievances, misconduct, disciplinary information, medical records, or related employee information.

   b. Criminal history information and confidential informant master files, identification files, or related information.
c. Intelligence files and information containing sensitive tactical and undercover information.

14. Employees may not attempt to read or “hack” into other systems or logins; “crack” passwords; breach computer or network security measures; or monitor electronic filings or communications of other employees or third parties except by explicit direction of departmental authorities.

15. No e-mail or other electronic communications may be sent that attempts to hide the identity of the sender or represents the sender as someone else or someone from another agency.

16. Media may not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

17. Employees may not copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner or except for a single copy for reference use only.

18. No member shall access or allow others to access any file or database unless that person has a need and a right to such information. Additionally, personal identification and access codes shall not be revealed to any unauthorized source.

19. The Centralia Police Department’s agency network may not be connected to any external network, either directly or indirectly, without a firewall.

20. The Services Commander will maintain a copy of the City IT Plan, including an up-to-date schematic depiction of the Centralia Police Department’s computer network showing the relative position of all external connections and firewalls.

21. The use of dial up modems in the Centralia Police Department is prohibited.

22. An EMD is designed and intended to conduct business of this agency and is restricted to that purpose. Installation of or access to software for purely entertainment purposes is prohibited. Exceptions to business use include the following:

   a. Infrequent personal use of these devices may be permissible if limited in scope and frequency, if in conformance with other elements of this policy, and if not connected with a profit-making business enterprise or the promotion of any product, service, or cause that has not received prior approval of this agency.

   b. Personnel may make off-duty personal use of agency computers for professional and career development purposes when in keeping with other provisions of this policy and with prior knowledge of an appropriate supervisor.

B. Importing/Downloading Information and Software

1. Members shall not download or install on department computers or any file (including sound and video files and files attached to e-mail messages), software, or other
materials from the Internet or other external sources without taking prescribed steps to preclude infection by computer viruses.

a. Material shall be downloaded to removable storage media and scanned for viruses prior to being entered into any personal or shared system.

b. In no case shall external materials or applications be downloaded directly to any shared (network) drive. When in doubt, members shall consult the system administrator for guidance.

2. Members shall observe the copyright and licensing restrictions of all software applications and shall not copy software from internal or external sources unless legally authorized.

a. Any software for which proof of licensing (original disks, original manuals and/or license) cannot be provided is subject to removal by designated agency personnel.

b. Privately owned software may be loaded on agency computers if approved by the system administrator.

c. Privately owned software may be removed if it conflicts with departmental hardware or software, interferes with the ability of other members to access or utilize the EMD, or occupies excessive storage space needed by the agency.

3. Members shall observe copyright restrictions of any documents, images, or sounds sent through or stored on electronic mail.

4. Any hardware enhancements or additions to agency-owned equipment must be approved and authorized by the system administrator. The system administrator is responsible for determining proper installation procedures.

5. Members shall not permit unauthorized persons to use this agency’s electronic mail system.

6. To avoid breaches of security, members shall log off any personal computer that has access to the agency’s computer network, electronic mail system, the Internet, or sensitive information whenever they leave their workstation.

C. Mobile Data Computers

1. Vehicles equipped with MDCs will be properly secured at all times when the user is away from the vehicle. MDCs will remain locked in the car mounts.

2. Each user will log on at the beginning of each shift and log off at the end of each shift.

3. The computers and software are for official business only. No one will use or permit to be used, a computer or the system for personal reasons or to run checks on individuals for other than official business. Transactions will be kept concise and professional.
4. Users shall use the screen lock function to clear the screen of all information obtained from the system prior to leaving the MDC in a position where unauthorized persons could view the screen, such as when a passenger is riding who is not ACCESS certified or any time the officer is out of the car.

5. Use of the MDC by the driver while a vehicle is in motion is potentially dangerous. Users should, whenever practicable, pull to the side of the road and stop the vehicle prior to using the MDC.

6. Use of an MDC can decrease an officer’s situational awareness. Users are cautioned to remain aware of their environment and be particularly cautious when using the MDC on traffic stops, FIRs or while on calls.

7. If dispatched to the scene of a bomb threat, the officer will turn off the power to all radio equipment, including the air card as it routinely transmits even without user action.

8. All information pertaining to officer safety shall be voice transmitted over a common radio frequency, including running checks on potentially high-risk subjects, so that other officers are aware of the subject and results of the inquiry.

9. Routine traffic stops shall be called in over the voice radio.

10. When practical and safe to do so, data inquiries will be made using the MDC.

11. When a user runs an MDC inquiry that results in a hit, the user will notify Dispatch via voice radio and request confirmation.

12. Dispatch Guidelines
   a. Priority 1 calls: require an immediate response.
   b. Priority 2 calls: require a response, but a delay of up to 30 minutes is permitted; and
   c. Priority 3 calls: may be handled as time allows.
   d. All calls will be MDC dispatched when the system is available. Priority 1 and 2 calls will be voice dispatched at all times, and Priority 3 calls may be voice dispatched to supplement the MDC.

13. Prohibited Activity - MDCs
   a. Infectious disease information regarding any individual shall not be broadcast via the MDC (or any other medium).
   b. MDC transactions shall not contain sexual, racial, or degrading language or profanity or any language not acceptable for normal business purposes.
c. Smoking, eating, drinking, and applying makeup, lipstick or lip balm is prohibited in all CPD vehicles that are equipped with MDCs or are used to transport prisoners.

d. MDC equipped vehicles should not be jump started or used to jump-start another vehicle without first disconnecting the MDC.

14. Maintenance of MDC Equipment

a. Officers will not alter, modify, or repair the MDC equipment. If an MDC becomes inoperable, the user shall so notify Dispatch and the duty supervisor and continue to operate without an MDC.

b. Officers with MDCs or associated equipment requiring maintenance or repair will notify the MDC technician.

15. Supervisor Responsibility - Supervisors will monitor MDC traffic to review call response and workload, and to ensure compliance with these guidelines.

D. Department Owned Cellular Phones

1. Cellular phones are authorized for official police business. Exceptions may be made for family situations or personal matters that require attention and where alternative forms of communication are not suitable or easily available.

2. Cellular phones may be used in off-duty capacities only for the conduct of police-related business or during departmentally managed off-duty law enforcement assignments.

3. Cellular telephones are an augmentation to the department's communication system, not a substitute for radio communication designated for transmission through the department's emergency communication center. Approved cellular telephone usage includes but is not limited to the following types of communications:

   a. Conveyance of sensitive or restricted information

   b. Undercover operations

   c. Lengthy communication with supervisors or headquarters personnel

   d. Communication beyond normal radio range

   e. Incidents in which direct contact with an officer and the public is critical

   f. Incidents in which use of a hard line telephone would be appropriate but where one is not available.

4. Cellular phone numbers should not normally be provided to members of the public. Exceptions may be made when immediate future contact between an officer and a victim, witness, or other person may be critical.
5. Personnel may not provide the cellular phone number of any member of this agency to a member of the public without the cell phone user's authorization.

6. Officers should not use the department owned phone for car-to-car communication when other means are available and appropriate.

7. Police reports may not be taken using the cellular phone. The phone may be used to contact the victim or complainant and arrange a meeting time and place but not to expedite service.

8. Officers should not operate patrol vehicles while using cellular phones unless other means of communication are not available or suitable. When possible, officers should pull off the highway in a safe location when using cellular phones unless hands-free devices are authorized and available.

9. Any financial charges incurred by cellular phone use should be limited and clearly linked to the necessity to use cellular phones when other alternatives are not available or inappropriate.

10. Random and periodic audits of both personal and departmentally issued cellular use may be made at the department's discretion.

11. Personal Cellular Phones
   a. Officers electing to carry personally owned cellular telephones while on duty must obtain approval from the System Administrator and provide him or her with the telephone number.
   b. Use of personal cellular phones either in voice or data transmission while on duty should be restricted to essential communications and should be limited in length. Engagement in multiple or extended conversations unrelated to police business or similar use that interferes with the performance of duty is prohibited.
   c. Use of personal cellular telephones is governed by the same safety restrictions as provided for departmentally owned cell phones.
   d. Personal or departmentally issued cellular phones should not be used if they may disruptive to others. Photo messaging capabilities are prohibited unless they can be clearly linked to the conduct of official police business.

E. Internal Controls – The following routine audits will be conducted by the assigned auditor at the prescribed intervals:

1. Department-owned Cellular Phones
   a. Review: Monthly Detail Billing provided by Cellular carrier
   b. Criteria
      1) Recurrent numbers
2) Lengthy conversations
3) Long-distance numbers
4) Times of calls

c. Conducted by: Services Commander

2. SCAN Lines
   a. Review: Monthly billing documents provided by DIS
   b. Criteria
      1) Recurrent numbers
      2) Lengthy conversations
      3) Times of calls
   c. Conducted by: Services Commander

3. Spillman Email/Instant Messaging/Internet
   a. Review: Spillman message traffic/internet sites visited
   b. Criteria
      1) Excessive non-business use
      2) inappropriate conversations
      3) Inappropriate language
      4) Inappropriate sites visited
   c. Conducted by: All Leadership Staff

4. Email
   a. Review: email traffic
   b. Criteria
      1) Excessive non-business use
      2) Inappropriate conversations
      3) Inappropriate language
   c. Conducted by: Information Technology Manager
5. When questionable material or data is found in any of the above types of audits, the
reviewer will make hard copies of the material or data and forward it up the chain of
command to the Services Commander who will determine if a possible policy
violation has occurred.

6. If it is determined that a possible policy violation has occurred, the Chief of Police will
assign the investigation in accordance with the professional standards policy.
6.1.4 Computer Viruses

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<td>Robert Berg</td>
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<td>CPD Policy 6.1.5 Malicious Software and all previous directives on this subject</td>
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I. PURPOSE

The purpose of this directive is to establish regulations for safeguarding Department computers and data from potential harm from outside sources with security software.

II. POLICY

It is the policy of the Centralia Police Department that each fixed and mobile computer workstation has an up-to-date copy of agency-approved, security software installed and running while the equipment is in use.

III. DEFINITIONS

**Malicious Software** - Also known as “malware”, is software designed to infiltrate or damage a computer system without the owner's informed consent. The term is used by computer professionals to mean a variety of forms of hostile, intrusive, or annoying software or program code. Software is considered malware based on the perceived intent of the creator rather than any particular features. It includes computer viruses, worms, Trojan horses, spyware, dishonest adware, and other malicious and unwanted software. In law, malware is sometimes known as a computer contaminant, for instance in the legal codes of California, West Virginia, and several other U.S. states.

IV. PROCEDURE

The Services Commander will ensure that the security software and its subscriptions are kept up to date.
6.1.5 Back Up of Electronic Files

I. PURPOSE

The purpose of this directive is to establish regulations for backing up electronic information files.

II. POLICY

It is the policy of the Centralia Police Department that electronic information is routinely backed up at least once a week. Back up media is kept in secure storage and is destroyed when no longer needed.

III. DEFINITIONS

Electronic Files - Records stored in the Department’s records management system (RMS) and on the Police Department servers.

IV. PROCEDURE

The Services Commander will ensure that electronic files are backed up on a weekly or more frequent basis.
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CHAPTER 7: Unusual Occurrences

7.1.1 National Incident Management System (NIMS) Training

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<td>WASPC Standard: 7.1.1</td>
<td>City Attorney Review:</td>
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I. PURPOSE

The purpose of this directive is to require compliance with NIMS training, certification, and operations standards.

II. POLICY

It is the policy of the Centralia Police Department to comply with all provisions of the National Incident Management System.

III. DEFINITIONS

**National Incident Management System (NIMS)** - Provides a total approach to all-hazard incident management. NIMS address training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called the Incident Command System (ICS) that establishes five functional areas for management of all major incidents: command, operations, planning, logistics, and finance/administration.

IV. PROCEDURE

The Services Commander is responsible for NIMS compliance, submitting required NIMS reports and maintaining records of NIMS-required training.
7.1.2 Natural and Man-Made Disaster Plans

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WASPC Standard: 7.1.2
City Attorney Review: SMM-O
Effective Date: 05/01/2012
Review Date: 05/01/2013
No. Pages: 1

I. PURPOSE

The purpose of this directive is to designate the current City of Centralia Comprehensive Emergency Management Plan (CEMP) as the agency response plan for all natural and man-made disasters, civil disturbances, and other unusual occurrences.

II. POLICY

It is the policy of the Centralia Police Department to respond to natural and man-made disasters, civil disturbances, and other unusual occurrences in accordance with the City of Centralia Comprehensive Emergency Management Plan (CEMP).

III. DEFINITIONS


IV. PROCEDURE

The City of Centralia CEMP is the all-hazards emergency management plan used by the Centralia Police Department to respond to all natural and man-made disasters, civil disturbances, and other unusual occurrences.
7.1.3 Regional/State Mobilization Planning

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WASPC Standard: 7.1.3
City Attorney Review: SMM-O
Effective Date: 05/01/2012
Review Date: 05/01/2013
No. Pages: 1

I. PURPOSE

The purpose of this directive is to document that the Centralia Police Department has consulted with Lewis County and regional agencies in developing county and regional law enforcement mobilization plans.

II. POLICY

It is the policy of the Centralia Police Department to participate in county, regional and/or statewide plans when designated by the county, regional or statewide mobilization plans.

III. PROCEDURE

The Centralia Police Department participates in the following mobilization plans:

A. Lewis County Law Enforcement Mobilization Plan

B. Washington State Law Enforcement Mobilization Plan
7.1.4 Mutual Aid

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I. PURPOSE

The purpose of this directive is to establish regulations for requesting and providing mutual aid.

II. POLICY

It is the policy of the Centralia Police Department to request mutual aid in accordance with existing agreements when the capacity of CPD personnel and/or resources to respond to an incident or situation has been exceeded.

It is the policy of the Centralia Police Department to provide mutual aid law enforcement services and resources in accordance with existing mutual aid agreements when such services and resources can be provided without depleting the manpower and resources available to serve the citizens of Centralia to unacceptable levels.

III. PROCEDURE

A. The City of Centralia is a party to the Interlocal Cooperative Agreement to Provide Law Enforcement Mutual Aid and Mobilization between the cities of Chehalis, Centralia, Morton, Mossyrock, Napavine, Pe Ell, Toledo, Vader, Winlock, and Lewis County.

B. The Services Commander maintains on file all notices of consent received from Washington law enforcement agencies pursuant to RCW 10.93, Washington Peace officers Powers Act.

C. The Services Commander maintains a listing of those Washington law enforcement agencies to which the Centralia Police Department has issued notices of consent pursuant to RCW 10.93, Washington Peace Officers Powers Act.
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CHAPTER 8: Health and Safety

8.1.1 Air/Blood Borne Pathogen Exposure

I. PURPOSE

The purpose of this directive is to inform employees of the hazards associated with air borne and blood borne pathogens and to establish guidelines to eliminate or minimize exposure and evaluate the circumstances surrounding exposure incidents.

II. POLICY

It is the responsibility of this agency to ensure that its employees are able to perform their duties in a safe and effective manner. The safe performance of daily operations can be threatened by life-endangering communicable diseases. Therefore, it shall be the policy of this department to provide employees with information that will assist in minimizing potential exposure, while increasing employee understanding of the nature and potential risks of air borne and blood borne pathogens.

III. DEFINITIONS

Air Borne Pathogens – human disease-causing agents that can be transmitted by breathing air that is contaminated with the pathogen, such as Tuberculosis.

Blood Borne Pathogens – human disease-causing agents that can be transmitted by means of unprotected exposure to the blood or other body fluids of an infected individual. Hepatitis B Virus (HBV) and/or Human Immunodeficiency Virus (HIV) are the principle pathogens of concern in this category.

Body Fluids - liquid secretions including blood, semen, vaginal, or other secretions that might contain these fluids such as saliva, vomit or urine.

Exposure incident - means a specific eye, mouth, other mucous membrane, nonintact skin or parenteral contact with blood or other potentially infectious materials (OPIM) that results from the performance of an employee’s duties. Examples of nonintact skin include skin with dermatitis, hangnails, cuts, abrasions, chafing, or acne. Exposure to air borne pathogens is defined as being in a confined space for an extended period of time with an infected individual.

Exposure Control Plan - A written plan developed by this agency and available to all employees that details the steps taken to eliminate or minimize exposure and evaluate the
circumstances surrounding exposure incidents.

**Occupational Exposure** - means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or OPIM that may result from the performance of an employee’s duties.

**Parenteral Contact** - occurs when mucous membranes or skin is pierced by needle sticks, human bites, cuts, or abrasions.

**Universal Precautions** - Procedures promulgated by the Centers for Disease Control (CDC) that emphasize precautions based on the assumption that all blood and bodily fluids are potentially infectious of the AIDS (HIV) and hepatitis B (HBV) viruses.

**IV. PROCEDURE**

A. Blood Borne Disease Prevention

1. **HBV Vaccination**
   
a. HBV vaccinations shall be offered at City expense to all classifications of employees. The vaccinations will be provided after the employee has received the training outlined in these policies, but within 10 days of assignment to duties.

   b. This policy shall exempt employees who have previously received the complete vaccination series, whose antibody testing indicates they are immune, or those employees for whom the vaccine is contraindicated. Employee vaccinations shall be documented and maintained in the employee's medical record as prescribed by WISHA, and shall be preserved for the duration of employment plus 30 years.

   c. If an employee declines the HBV vaccination, the employee will be required to document that refusal on the HBV Declination Statement form which will be maintained in the employee's medical record for the duration of employment plus 30 years. If, however, an employee subsequently decides to have an HBV vaccination, it will be made available under the same terms and conditions as stated above.

2. In order to minimize potential exposure to blood borne pathogens, officers shall assume that all persons are potential carriers of a communicable disease.

3. Disposable gloves shall be worn when handling any persons, clothing or equipment with body fluids on them.

4. Where possible and appropriate, masks, protective eyewear, and coveralls shall be worn where body fluids may be splashed on the officer.

5. Plastic mouthpieces or other authorized barrier/resuscitation devices shall be used whenever an officer performs CPR or mouth-to-mouth resuscitation.

6. All sharp instruments such as knives, scalpels and needles shall be handled with extraordinary care, and should be considered contaminated items.
a. Officers should not place their hands in areas where sharp instruments might be hidden. An initial visual search of the area should be conducted, using a flashlight where necessary. The suspect may also be asked to remove such objects from his/her person.

b. Needles should not be recapped, bent, broken, removed from a disposable syringe, or otherwise manipulated by hand. Needles shall be placed in a puncture-resistant container when being collected for evidentiary or disposal purposes.

7. Officers shall not smoke, eat, drink, or apply cosmetics or lip balm near body fluid spills.

8. Evidence contaminated with body fluids will be dried, double-bagged in paper bags, and marked with a biohazard label.

9. Transport and Custody

a. Where appropriate protective equipment is available, no officer shall refuse to arrest or otherwise physically handle any person who may have a communicable disease.

b. Officers should not put their fingers in or near any person's mouth.

c. Individuals with body fluids on their persons shall be transported in separate vehicles from other individuals after appropriate medical treatment by paramedics or other qualified medical personnel. The individual may be required to wear a suitable protective covering if he is bleeding or otherwise emitting body fluids where reasonable or possible.

d. Officers have an obligation to notify relevant support personnel during a transfer of custody when the suspect has body fluids present on his person.

e. Suspects taken into custody with body fluids on their persons shall be placed directly in the designated holding area for processing, and should change into uncontaminated clothing where reasonable/possible. The holding area shall be posted with an “Isolated Area, Do Not Enter” sign.

f. Officers shall document on the incident form when a suspect taken into custody has body fluids on his person.

10. Disinfection

a. Any unprotected skin surfaces that come into contact with body fluids shall be immediately and thoroughly washed with soap and hot water.

b. Alcohol or antiseptic towelettes may be used where soap and water are unavailable.

c. The hands and forearms should then be washed after removal of disposable gloves.
d. Hand lotion should be applied after disinfection to prevent chapping and to seal cracks and cuts on the skin.

e. All open cuts and abrasions shall be covered with waterproof bandages before the employee reports for duty.

f. Employees should remove clothing that has been contaminated with body fluids as soon as practical. Any skin area that has come into contact with this clothing shall then be cleansed in the prescribed fashion. Contaminated clothing should be handled carefully and placed in a biohazard bag to be laundered appropriately.

g. Disinfection procedures shall be followed whenever body fluids are spilled, or an individual with body fluids on his/her person is transported in a departmental vehicle.

h. A supervisor shall be notified and the vehicle taken to the service center as soon as possible.

i. Affected vehicles shall be conspicuously tagged as a biohazard upon arrival at the Mellen Street facility and while awaiting disinfection.

j. All organic matter shall be removed with an absorbent cloth before disinfectant is applied to the area.

k. The affected area shall be cleansed with a hospital-grade disinfectant. Employees shall not hose/flood the affected area.

l. Non-disposable equipment and areas upon which body fluids have been spilled shall be disinfected as follows:
   1. All body fluids should first be removed with absorbent materials.
   2. The area shall be cleansed with a hospital-grade disinfectant.

m. All disposable equipment, cleaning materials or evidence contaminated with body fluids shall be bagged and disposed of in compliance with state law provisions for disposal of biologically hazardous waste material.

11. Supplies

a. Supervisors are responsible for continuously maintaining and storing in a convenient location adequate exposure control supplies for their units.

b. Supervisors are responsible for dissemination of supplies for exposure control. Protective gloves, other first-aid supplies, and disinfecting materials will be made readily available at all times.

c. All departmental vehicles shall be stocked with the following communicable-disease control supplies:
1) Clean coveralls or disposable gowns or aprons in appropriate sizes

2) Disposable gloves

3) Puncture-resistant containers and plastic bags

4) Barrier resuscitation equipment, goggles and masks

5) Disposable towelettes or liquid hand sanitizer (70 percent isopropyl alcohol)

6) Waterproof bandages

7) Absorbent cleaning materials

d. Employees who use supplies stored in police vehicles are responsible for replacing them.

e. Officers are required to keep disposable gloves in their possession while on either motor or foot patrol.

12. Line-of-Duty Exposure to Blood Borne Pathogens

a. Any employee who has been bitten by a person, stuck by a needle or who has had physical contact with body fluids of another person while in the line of duty shall be considered to have been exposed to a blood borne pathogen.

b. A supervisor shall be contacted and all appropriate duty injury and medical forms shall be completed by the supervisor.

c. Immediately after exposure, the officer shall be transported to the appropriate health care facility for clinical and serological testing for evidence of infection.

d. The department shall ensure continued testing of the officer for evidence of infection and provide psychological counseling as determined necessary by the health care official.

e. Unless disclosure to an appropriate departmental official is authorized by the officer or by state law, the employee’s test results shall remain confidential.

f. Any person responsible for potentially exposing the employee to HIV/AIDS shall be encouraged to undergo testing to determine if the person has HIV/AIDS.

g. Employees who test positive for HIV/AIDS may continue working as long as they maintain acceptable performance and do not pose an additional safety and health threat to themselves, the public or members of the department.

1) The department shall make all medically-related decisions concerning the employee’s work status solely on the medical opinions and advice of the department’s health care advisors.
2) The department may require an employee to be examined by a physician to determine if he/she is able to perform his/her duties without hazard to him/herself or others.

3) All personnel shall treat employees who have contracted HIV/AIDS with fairness, courtesy and dignity.

B. Air Borne Disease (Tuberculosis or TB) Exposure and Respiratory Protection requirements.

1. Officers shall wear a particulate respirator (PR) when entering areas occupied by individuals with suspected or confirmed TB, when performing high risk procedures on such individuals or when transporting individuals with suspected or confirmed TB in a closed vehicle.

2. A NIOSH-approved, 95% efficient particulate air respirator is the minimum acceptable level of respiratory protection. Fit tests are required in accordance with chapter 296-842 WAC.

3. Emergency-response personnel should be routinely screened for tuberculosis at regular intervals. The tuberculin skin test is the only method currently available that demonstrates infection with Mycobacterium tuberculosis (M. tuberculosis) in the absence of active tuberculosis.

4. If possible, the rear windows of a vehicle transporting patients with confirmed, suspected, or active tuberculosis should be kept open, and the heater or air conditioner set on a non-recirculating cycle.

C. Training

All personnel shall receive annual air/blood borne pathogen training.

D. Record Keeping

The City shall maintain written records of all incidents involving employees who have potentially been exposed to air or blood borne pathogens while acting in the line of duty. The records shall be stored in a secured area with limited access and maintained in conformance with applicable privacy laws.
8.1.2 Personal Protective Equipment

I. PURPOSE

The purpose of this directive is to establish regulations for use of personal protective equipment to minimize exposure to potentially infectious material including sharps.

II. POLICY

It is the policy of the Centralia Police Department to provide and require the use of personal protective equipment to protect employees against exposure to potentially infectious material including sharps.

III. DEFINITIONS

Personal Protective Equipment - Specialized clothing or equipment worn by members for protection against the hazards of disease transmission. This does not include standard issue uniforms and work clothes without special protective qualities.

IV. PROCEDURE

A. The Centralia Police Department shall provide and maintain, in a sanitary and reliable condition, necessary personal protective equipment which is relevant to the procedures and job functions of employees. Employees are required to use appropriate protective equipment for the task they are performing, except in those rare and extraordinary circumstances when such use would, in the employee’s professional judgment, prevent the required service from being provided. In such cases the incident shall be investigated and documented in order to determine if changes can be instituted to prevent such occurrences.

B. Disposable Gloves (Barrier Precautions)

1. Intact skin is the most important barrier against potential infection, and is a fundamental part of the body’s immune system.

2. If an employee has any rash, skin infection, acne, cuts, or any other skin breaks on his/her hands or other body part, he/she should apply a bandage to the area. Any bandage should be changed if it becomes wet or soiled.

3. Disposable gloves shall be worn by all employees when touching blood and O.P.I.M., eye, nose, or mouth membranes or non-intact skin of ALL persons, for handling ALL items or surfaces with blood or O.P.I.M., for cleaning blood and body fluids and decontamination procedures, and any other activity which involves potential exposure to blood or body fluids. Gloves contaminated by blood or O.P.I.M. shall be changed.
Employees should avoid touching their own eyes, nose, mouth, or broken skin with contaminated gloves. Contaminated gloves may be disposed of as ordinary waste.

4. Gloves do not protect against needle sticks or puncture wounds. If a glove is torn, it shall be removed and a new glove put on as promptly as officer safety permits.

5. Employees shall immediately and thoroughly wash hands and other exposed skin surfaces after removal of gloves using warm water and soap.

6. Gloves shall be of appropriate quality and material and shall comply with the standards of safety for the procedures performed.

7. The Centralia Police Department shall supply a sufficient quantity of gloves of appropriate size for each employee. Hypo-allergenic gloves, glove liners, powder less gloves or similar alternatives will be made available to those employees who are allergic to the gloves normally provided. Gloves shall be single use and shall be disposed of immediately following use.

8. The Centralia Police Department will issue belt pouches for disposable gloves to all Patrol personnel. Patrol personnel shall at all times while on duty have on their duty belts an approved belt pouch containing at least one pair of approved disposable gloves.

C. Other Barriers

1. Cardiopulmonary resuscitation (CPR) masks shall be issued to employees in assignments where the need for resuscitation is predictable, or where CPR masks are required by law. While on duty, employees shall have available a department issued CPR mask.

2. Protective eye wear and clothing are available to employees to prevent exposure of the mouth, nose and eyes during situations likely to generate substantial splashes or soiling from blood or O.P.I.M.
8.1.3 Body Armor

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I. PURPOSE

The purpose of this directive is to establish regulations to ensure that officers engaged in uniformed field duties or high-risk situations are wearing necessary protective equipment.

II. POLICY

It is the policy of the Centralia Police Department to promote officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

III. DEFINITIONS

**Field Activities** - Duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support capacities.

IV. PROCEDURE

A. Issuance of Body Armor

1. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.

2. All officers shall be issued agency-approved body armor.

3. Body armor that is excessively worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer and will subject the officer to disciplinary action.

B. Use of Body Armor

1. Officers shall wear only agency-approved body armor.

2. Body armor shall be worn by all officers while engaged in uniformed field activities both on duty and during off duty employment unless exempt as follows:

   a. When an agency-approved physician determines that an officer has a medical condition that would preclude wearing body armor;

   b. When the officer is involved in undercover or plain clothes work that his/her supervisor determines could be compromised by wearing body armor; or
C. Inspections of Body Armor

1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.

2. Officers shall notify the equipment supervisor immediately should body armor show signs of damage, abuse or wear.

D. Care, Maintenance and Replacement of Body Armor

1. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness.

2. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer’s instructions.

3. Officers are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer’s instructions.

4. Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the equipment supervisor.

5. Body armor will be replaced in accordance with guidelines and protocols established by the manufacturer.

E. Training - The training officer shall be responsible for:

1. Monitoring technological advances in the body armor industry that may necessitate a change in body armor.

2. Assessing weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.

3. Maintaining statistics on incidents where armor has or has not protected officers from harm, including traffic accidents.
8.1.4 Reflective Clothing

The purpose of this directive is to establish regulations for use of OSHA approved reflectorized high visibility garments to increase the visibility of employees while exposed to traffic hazards.

It is the policy of the Centralia Police Department that use of high visibility safety garments is mandatory for personnel while directing traffic or working at the scene of a traffic collision.

Reflective Clothing - A high-visibility safety garment designed according to Class 2 specifications in ANSI/ISEA 107-1999, American National Standard for High-Visibility Safety Apparel. An approved garment is one that has an ANSI "Class 2" label.

All personnel are required to wear approved high visibility garments while directing traffic or performing other tasks that require the employee to work in the traveled portion of the roadway for extended periods of time, such as investigating traffic collisions.
I. PURPOSE

The purpose of this directive is to establish procedures for disposal and decontamination when there is an event or contact involving biohazard material including blood or bodily fluids.

II. POLICY

It is the policy of the Centralia Police Department that all personnel know and use universal precautions for dealing with potentially contaminated waste material.

III. DEFINITIONS

Sharps – pointed or edged items capable of cutting or puncturing human skin.

IV. PROCEDURE

A. Cleaning and Decontamination

1. Decontamination occurs in two steps: cleaning and disinfection. Disinfection cannot take place unless equipment is physically clean.

2. Clothing

   a. Although soiled clothing has been identified as containing microorganisms, the risk of actual disease transmission is negligible.

   b. When contaminated by blood or body fluids containing visible blood, clothing shall be changed as soon as possible. Until clean clothing can be obtained, employees should physically remove as much soilage as possible. This may be done by scraping dry, crusted soilage with a disposable or easily washable item, and wiping or washing wet soilage with a cloth or paper towel that can be thrown away.

   c. If equipment such as a knife is used to help clean clothing, it may be washed with any soap under running warm or hot water in an approved biohazard area.

   d. Employee clothing, including uniforms, and blankets which have been possibly contaminated by blood or O.P.I.M. shall be placed in a plastic bag and placed in the biohazard labeled trash can adjacent to the showers in the upstairs locker area. The employee will notify the supervisor that clothing is in need of professional cleaning. Home washing of contaminated clothing is prohibited. Employees will
decontaminate belts, boots, and other equipment by thoroughly washing it with germicidal soap.

3. Equipment

a. Reusable equipment, such as handcuffs, that becomes contaminated with blood or O.P.I.M. shall be placed in a closed paper or plastic bag, and then taken to the designated decontamination area for cleaning and decontamination. This will be done using germicidal detergent.

b. When a vehicle becomes contaminated by blood or O.P.I.M., the supervisor will ensure that the vehicle is properly cleaned and decontaminated by employees utilizing appropriate personal protective equipment.

4. Decontamination

a. The designated decontamination area to be used for cleaning and disinfection procedures, and for the storage of necessary decontamination supplies shall be the wash room adjacent to the locker room on the second floor of the Police Department facility.

b. Cleaning: Physical removal of soilage with an effective and safe product is the first step in decontamination. For washable equipment, use an approved non-ionic detergent. Household detergents are not appropriate.

c. Disinfection: Disinfection is required for equipment that will come in contact with skin or mucous membranes, or for environmental surfaces like floors, tables, or counters, that become soiled with blood or O.P.I.M. It is important that surfaces or equipment be disinfected with a 1:10 solution of household bleach or disinfectant.

d. When body fluids are spilled onto environmental surfaces, the visible material shall be removed followed by disinfection by wetting the surface for ten minutes or more with a 1:10 concentration of household bleach. Gloves shall be worn during the cleaning process.

B. Disposal

1. Waste produced during the decontamination process may be disposed of as ordinary waste.

2. Waste water and other fluids may be poured down the drain.

3. Materials used to help clean clothing can be disposed of in any trash receptacle.

4. Disposable equipment that becomes contaminated with small or moderate amounts of blood or O.P.I.M. may be disposed of as ordinary waste, except for sharp items which could potentially cause a penetrating injury when handled. Such items should be disposed of in the same manner as hypodermic needles.

5. Generally, waste such as material used to clean surface areas may be disposed of as ordinary waste.
6. Sharps

a. The CDC and the Lewis County Health Department have recommended that hypodermic needles, syringes, and other sharp items contaminated with blood or O.P.I.M. be considered “infectious waste,” subject to specific guidelines for handling and disposal.

b. Hypodermic needles and syringes shall not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. Employees should not attempt to mark the items. After they are recovered, disposable syringes and needles and other sharp items which are contaminated by blood or O.P.I.M. shall be carefully placed in plastic puncture-resistant containers, which must be sealed securely before booking. Tape shall not be used to secure the containers.

c. If a plastic puncture-resistant container is not available, employees should take whatever steps are necessary to isolate and secure the hypodermic needle or other sharp item until a proper container can be located.

d. The secured container may be labeled or marked as necessary. The secured container along with its contents shall be placed in a property or evidence envelope, clearly marked “CAUTION - BIOHAZARD/item description (needle, knife, etc.).” For example, a contaminated needle would be marked “CAUTION - BIOHAZARD/needle.”

e. When a sharp is placed into a collection container, it shall be closed and sealed. The employee who seals the container shall exchange it for an empty sharps collector. The collection containers shall not be disposed of in any other manner.

f. The plastic puncture-resistant containers and approved collection containers are available from the evidence room. Reusable containers shall be disinfected before being re-issued as a replacement.
8.1.6 Post Exposure Reporting

I. PURPOSE

The purpose of this directive is to establish procedures for post-exposure reporting and follow-up after suspected or actual exposure to infectious diseases.

II. POLICY

It is the policy of the Centralia Police Department that all personnel shall be aware of the hazards of possible on-duty exposure to infectious diseases and the proper steps to take in the event of a suspected exposure.

III. PROCEDURE

A. Follow-Up Procedures after Possible Exposure to HIV/HBV

1. All employees are required to report any incident of exposure to blood and or body fluids to their immediate supervisor. All exposure incidents shall be recorded on the L & I form and maintained in the employee's medical record. All reports of exposures must document the route(s) of exposure and the circumstances under which the exposure occurred.

2. Possible exposure incidents include percutaneous needle sticks or cuts, or mucous membrane exposure to blood or body fluids via chapped, abraded, or otherwise non-intact skin surfaces.

B. Procedures In The Event Of Personal Exposure:

1. Needle Stick or human bite with broken skin: Milk the wound to express blood and clean the wound vigorously with soap and water for 10 - 15 seconds using friction.

2. Mucosal splash: For a mucosal splash to eyes, nose, or mouth, flush or rinse with saline or water. For a mucosal splash to the skin or contamination of open wound, wash with soap and water. Change clothes if necessary.

3. An exposed employee's supervisor will ensure that the employee responds to the Providence Hospital Emergency Room (ER) for evaluation and treatment. The supervisor will ensure compliance with all provisions of this plan.

4. At the E.R. the employee will undergo clinical assessment of exposure, appropriate medical treatment and counseling.

5. If the incident is determined to be a potential infectious exposure, the employee shall notify his/her commander on the next business day.
6. Continued HIV antibody testing and medical evaluation are also voluntary, but will be strongly recommended to ensure that proper medical care is provided the employee. Results of any HIV antibody test are confidential and released only to the employee and those persons authorized under RCW 70.24.105. Confidentiality of the test results is waived, in part, if the employee makes a subsequent worker’s compensation or disability claim.

7. The source individual shall be notified of the exposure incident and requested to consent to and obtain testing for HIV/HBV. A refusal by the source individual shall be documented. The results of the source individual's test shall be made known to the exposed employee. The exposed employee shall also be reminded of the laws and regulations concerning the disclosure of the identity and infectious status of the source individual.

8. If the source individual refuses to consent to HIV/HBV testing, or if the source individual tests positive, the exposed employee shall have a clinical evaluation which includes HIV and HBV antibody testing as soon as possible.

9. If the exposed employee tests sero-negative, the employee shall be retested 6 weeks post-exposure and on a periodic basis thereafter; 12 weeks and 6 months.

10. Follow-up procedures shall also be taken for employees exposed or potentially exposed to HBV depending on employee immunization status, antibody response, and HBV serological status of source individual.

11. If the exposed employee refuses to submit to clinical evaluation and HIV and HBV testing, such refusal will be documented and maintained in the employee's medical record.

12. If the employee consents to baseline blood collection, but does not consent to testing, the employee's blood sample shall be preserved for 90 days. If, within 90 days of exposure, the employee elects to have the baseline sample tested, such testing will be conducted as soon as possible.

13. Exposed employees shall have access to post-exposure prophylaxis as recommended by the US Public Health Service when medically indicated, and counseling.

14. The following information will be provided to the physician performing the post-exposure evaluation:
   a. A description of the employee's duties;
   b. Documentation of the route(s) of exposure and circumstances under which the exposure occurred;
   c. Results of the source individual's blood testing, if available; and
   d. All relevant medical records of the employee, including vaccination status.
15. The Centralia Police Department will obtain a written report and opinion from the physician performing the post-exposure evaluation which shall be limited to:

   a. Whether an HBV vaccination is indicated, and if the employee has received such vaccination;
   
   b. That the employee has been informed of the results of the evaluation; and
   
   c. That the employee has been told about any medical conditions resulting from exposure to blood or O.P.I.M. which warrant further evaluation or treatment.

16. The report shall be placed in the confidential medical file for the employee.
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CHAPTER 9: Fiscal Management

9.1.1 Chief of Police Authority

I. PURPOSE

The purpose of this directive is to establish regulations for fiscal management within the Centralia Police Department.

II. POLICY

It is the policy of the Centralia Police Department that The Chief of Police is invested with the authority to expend funds in the approved budget for day to day operations of the agency.

III. DEFINITIONS

City of Centralia Municipal Code (CMC) 2.30.080 Exclusions—Police Department - The director of the police department shall be the chief of police, who shall be appointed by the city manager, subject to applicable rules, regulations, or other tenure of office laws. . . (Ord. 2161 § 1 (part), 2005: Ord. 1728 § 1, 1991)

City of Centralia CMC 2.54.010 - Pursuant to the authority of RCW 42.24.080, the various department heads of the city are respectively designated as an "auditing officer" for the purpose of authenticating and certifying that materials have been furnished, services rendered or labor performed as described in claims submitted to the city for payment and that such claim is a just, due and unpaid obligation of the city; provided, however, claims for services rendered by such department head shall be authenticated and certified by the city clerk, or in the circumstance where the city clerk is such department head, then by the director of finance. (Ord. 1848 § 18, 1995: Ord. 1552 § 1, 1984). 2.54.020 Certification - Such certification shall be part of the voucher submitted for payment. (Ord. 1552 § 2, 1984)

IV. PROCEDURE

A. CMC 2.30.080 charges the City Manager with appointing a Chief of Police responsible for the administration of the Police Department. City of Centralia Classification Description 3030 and CMC 2.54.010 invest the Chief of Police with the ultimate responsibility for the fiscal management of the department.

B. CMC 2.54.010 invests the Chief of Police as the department head with the ultimate responsibility for fiscal management of the Centralia Police Department budget. The
Chief of Police will have overall responsibility to prepare the annual budget, justify budget requests and amendments and approve all department expenditures.
9.1.2 Budget Review

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<tr>
<td>Robert Berg</td>
<td>RCW 43.09.200</td>
<td>All previous directives on this subject</td>
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WASPC Standard: 9.1.2

City Attorney Review: SMM-O

Effective Date: 05/01/2012

Review Date: 05/01/2013

No. Pages: 1

I. PURPOSE

The purpose of this directive is to document the process by which the Chief of Police reviews the agency budget.

II. POLICY

It is the policy of the Centralia Police Department that the Chief of Police makes monthly reviews of the agency budget.

III. DEFINITIONS

**Budgeting Accounting & Reporting System (BARS)** - BARS Manuals prescribe accounting, budgeting and reporting requirements for all local governments. Manuals include the prescribed uniform charts of accounts, accounting and budgeting policies, guidance for preparation of financial statements and instructions for preparation of supplemental schedules required by the State Auditor's Office.

IV. PROCEDURE

A. The Washington State Auditor's Office prescribes the accounting and reporting of local governments in the State of Washington, under RCW 43.09.200. This prescription is performed using Budgetary, Accounting, and Reporting System (BARS) manuals and financial reporting packages.

B. The BARS manuals utilize a standardized chart of accounts to report financial activities of an entity to the Washington State Auditor's Office (SAO). It also prescribes the financial reporting. The method and complexity of the accounting and financial statement reporting is determined by the entity type and size. The revenue and expenditure/expense chart of accounts and procedures contained in BARS manuals must be used in reporting. The uniform system of accounts is best applied consistently throughout the budgeting, accounting, and reporting cycles. However, it is permissible to use a different system of coding for accounting, so long as equivalent detail is maintained for reporting purposes.

C. The Chief of Police has continuing access to BARS expenditure reports from the city's electronic financial system regarding the Police Department Budget from the City of Centralia Finance Department.
I. PURPOSE

The purpose of this directive is to describe the system for review and approval of expenditures.

II. POLICY

It is the policy of the Centralia Police Department that all personnel will utilize the established system for expending agency funds.

IV. PROCEDURE

A. Procedures for Items Requiring Standardized Purchases

1. Purchases over $7,500: RCW 35.23.352 specifies bidding procedures.

2. Bidding may be waived for sole source supplier, special facilities or market conditions, per RCW 35.23.352(9); RCW 39.04.280.

3. Bidding may be waived if item(s) can be purchased at auction (RCW 39.30.045).

4. Bidding may be waived for electronic data processing or telecommunications if a competitive negotiation RFP process is utilized per RCW 39.04.270.

5. Bidding may be waived if a local emergency has been declared by proper authority.

6. RCW 39.34.030 (5) (c) allows cooperative purchasing between governmental agencies. Such purchases must be pre-approved by the City Attorney.

B. Bidding Procedures outlined in RCW 35.23.352 shall be followed for all contracts for purchases exceeding $7,500 not excepted above.

C. Criteria for the Selection of Vendors and Bidders

1. Purchases over $7,500: selection of bidders will be according to RCW 35.23.352.

2. Personnel requesting non-emergency purchases less than $7,500 will:

   a. Complete the prescribed purchase order form, (documentation of three telephone quotes required if over $250),

   b. Obtain written approval from the next level of supervision (Sergeants may approve purchases up to $250; Commanders may approve up to $1,000).
c. Obtain a purchase order number from the Administrative Assistant prior to placing any orders over $50, and

d. Route the completed purchase order form to the CPD Administrative Assistant.

3. Personnel requesting purchases over $500 must document that prices were solicited from local vendors. Purchases should be made from Centralia vendors unless the price of a business outside the local area is significantly lower.

4. The Administrative Assistant will maintain the Purchase Order Number System.

D. Procedures for Emergency Purchasing or Rental Agreements for Equipment

1. "Emergency" means unforeseen circumstances beyond the control of the municipality that either: (a) Present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

2. For costs exceeding $7,500, RCW 39.04.280 provides that the City Manager may declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the municipality to address the emergency situation. If a contract is awarded without competitive bidding due to an emergency, a written finding of the existence of an emergency must be made by the governing body or its designee and duly entered of record no later than two weeks following the award of the contract.

3. For items that cost less than $7,500, emergency purchases may be made without obtaining phone quotes or a purchase order if the purchase is approved by the Chief of Police, a Commander, or the City Incident Commander.

E. Procedures for Requesting Supplemental or Emergency Appropriations and Fund Transfer

Requests for supplemental or emergency appropriations and/or fund transfers may be made only by the Chief of Police. Such requests shall be in writing to the City Manager.

F. Procedures for Review and Approval of All Routine Expenditures

1. All routine expenditure invoices will be submitted to the Administrative Assistant.

2. The Administrative Assistant will prepare vouchers for all expenditures.

3. The Chief of Police or his/her designee will review and approve or disapprove all vouchers prior to their being submitted to the City of Centralia Finance Department for payment.
9.1.4 Overtime Approval

I. PURPOSE

The purpose of this directive is to provide a structure for monitoring, managing and controlling the use of personnel overtime. It also establishes guidelines for employees to use when claiming overtime pay, court pay, out of classification pay, or compensatory time and for supervisory approval.

II. POLICY

All personnel must be mindful of and exercise fiscal responsibility in the use of public funds and resources. Overtime pay requires particular attention because it constitutes a sizeable expenditure paid at premium rates. Without adequate controls, unplanned expenditures can create budget overruns and divert resources from key operational areas. Therefore, it is the policy of the Centralia Police Department to effectively manage the use of overtime and require each employee to use overtime in a responsible and judicious manner.

III. DEFINITIONS

Overtime - Work performed in excess of 40 hours in one work week (as defined in the current CBA) or as otherwise established by state law and/or collective bargaining agreement.

Fair Labor Standards Act (FLSA) (29 U.S.C. 207 (a)) - Federal law regulating wages and work hours to include provisions for overtime pay.

IV. PROCEDURE

A. General Provisions

1. This agency conforms to overtime provisions of the FLSA and applicable state statutes. Personnel shall refer to this agency’s personnel policy, civil service rules and collective bargaining agreements (CBAs) for details on exempt and non-exempt positions, circumstances in which overtime pay may be granted, and rates of payment for all overtime that qualifies for payment at the premium rate and related matters.

2. Generally, paid overtime will be used in lieu of unpaid compensatory time.
B. Reporting, Recording and Analysis

1. The employee requesting extra pay will completely fill out and sign the prescribed CPD form when extra hours are worked, then submit the original to his/her immediate supervisor. The employee will retain the copy to use in preparing the monthly Employee Payroll Report.

2. In the block labeled "Explanation," include a case number and other justification for the claim.

3. The supervisor receiving an extra pay request will verify the claim and check the form for completeness, sign the form in the space provided, and forward the form to the Commander.

4. The Commander will review all claims for extra pay, approve them if they are correct in the space provided, and then forward them to the Administrative Assistant for payment. Improperly filled out or incomplete forms will be returned to the requesting employee's supervisor and will not be paid until corrected.

5. The Administrative Assistant will retain claims for extra pay and utilize them with Employee Payroll Report forms and the work schedules to prepare the monthly department payroll.

6. Paid overtime and unpaid compensatory time will be recorded separately.

7. Overtime expenditures shall be recorded by purpose or function (e.g., briefings and roll calls, training, investigations) and by the agency unit in which the expenditure is incurred. Individual and summary data will be compiled on a monthly basis.

8. Overtime funds expended under federal or state grant programs will be accounted for separately from those in the general budget.

9. The assigned employee shall maintain overtime records and provide individual and summary data of overtime worked on a monthly basis to command personnel.

10. Commanders and supervisors shall monitor individual and summary data reports of overtime expenditure. Identification of unusual, unexplained or disproportionate expenditures in overtime may include but are not limited to the following circumstances:

   a. Disproportionate overtime by individual officer(s) engaged in or assigned to the same task/function;

   b. Significant and unexplained changes in overtime expenditures when compared to similar periods of time;

   c. Significantly higher overtime costs for completion of the same or similar activities or tasks previously performed; and

   d. Expenditure of overtime at a rate that could exceed or negatively affect the agency’s budget or that of individual units, programs or functions.
C. Overtime Management

1. No task or function shall be performed on overtime by agency personnel that could otherwise be performed during regular work hours.

2. Supervisors shall establish and hold personnel responsible for a level of performance during standard work hours that minimizes the need for overtime and/or the need for additional personnel.

3. Only overtime required to meet vital service demands of the department shall be authorized.

4. All tasks and functions that require the use of overtime shall be routinely evaluated in terms of their cost-effectiveness. Alternatives to the use of premium pay to accomplish these tasks or program objectives shall be evaluated and implemented where appropriate.

5. All overtime must receive advance authorization unless unreasonable due to emergency circumstances.
   a. Commanders and designated supervisors are the personnel primarily responsible for authorizing and managing overtime.
   b. Command staff must approve overtime requests designed to fill an on-going personnel vacancy or meet an unusually high yet foreseeable workload. (i.e., personnel vacancies are authorized staff positions left unfilled when vacated permanently or for extended and indefinite periods of time).

6. Supervisors and command staff shall take measures where reasonably possible to reduce or limit the demand for overtime. This includes but is not limited to supervisory efforts to perform the following.
   a. Assign non-emergency service requests received near shift change to on-coming shift personnel.
   b. Use auxiliary and reserve officers/employees and volunteers where feasible to offset temporary personnel shortages/vacancies and meet specialized needs.
   c. Anticipate and manage workload requirements to best utilize standard duty hours.
   d. Manage and coordinate vacation, leave and related requests to minimize manpower deficiencies.
   e. Ensure that officers who make arrests late in their shift receive available assistance to process prisoners as quickly as possible.
   f. Ensure that arresting officers in misdemeanor incidents conduct tests, take statements or witness any actions/procedures essential to prosecution so that only that officer will be needed to testify in court. Arrest reports should include
only the minimum number of officers; those who were integral to the arrest and who must be subpoenaed in any subsequent court testimony.

g. Ensure that agency overtime policy, rules and regulations and the particulars of any labor agreement are consistently adhered to by agency personnel as they relate to overtime for court appearances, standby, travel time, training, holiday leave, vacations and related matters.

h. Coordinate efforts with the court/prosecutor’s office to establish overtime limits and control overtime usage.
9.1.5 Non-Exempt Employee Payroll Reports

I. PURPOSE

The purpose of this directive is to provide guidelines for the proper use of non-exempt employee payroll reports (CPD Employee Payroll Report).

II. POLICY

It is the policy of the Centralia Police Department that each month, all employees will complete, sign and submit payroll report forms to the Administrative Assistant.

III. DEFINITIONS

Non-exempt Employee - Non-exempt employees receive hourly wages; they are subject to wage and hour laws, i.e. overtime pay applies to non-professional employees.

Exempt Employee - Exempt employees are those who are exempt from certain wage and hour laws, i.e. overtime pay; usually applies to administrative, executive, or professional employees. The following classifications are exempt from civil service requirements: Chief of Police, Commander, and Administrative Assistant.

IV. PROCEDURE

A. Instructions for completing the Non-exempt Employee Payroll Report Forms

1. For each day of the month, enter the actual number of hours worked in the appropriate box by category. Also, for each day of the month enter the number of compensatory hours earned and taken, and any sick leave, vacation, holiday or floating holiday hours taken. A ‘Y’ should be entered under the appropriate days for which ‘Field Training Officer’ pay should be compensated.

2. Payroll Reports are due to the Administrative Assistant by the 27th day of the month, but will include information to the end of the month (to the best of the employee’s knowledge. Overtime that has not yet been worked and approved will not be included until the following month.

3. Corrections, comments and changes to the previous month’s report will be made by entering the necessary information and an explanation about any corrections to the previous report.

4. Employees will sign and date monthly payroll reports and submit them to their supervisors on their last workday prior to the 27th of the month.

5. Employees who anticipate being on days off, vacation or otherwise unavailable on the
workday prior to the 27th of the month will fill out and submit a payroll report prior to their departure with information to the end of the month to the best of their knowledge.

6. Failure to submit a payroll report by the workday prior to the 27th day of the month may result in an employee receiving a pay check that does not include compensation for overtime worked during the pay period.

B. Exempt Employees

Exempt employees will report their hours worked and leave taken on forms approved by the City Manager or his / her designee on a monthly basis.
9.1.6 Payroll Approval

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WASPC Standard: 9.1.6  
City Attorney Review: SMM-O  
Effective Date: 05/01/2012  
Review Date: 05/01/2013  
No. Pages: 1

I. PURPOSE

The purpose of this directive is to establish regulations for the routing, review and approval of monthly payroll reports.

II. POLICY

It is the policy of the Centralia Police Department that payroll reports must be reviewed and signed by the employee’s supervisor prior to payment.

III. PROCEDURE

A. All employees shall prepare monthly payroll reports in accordance with CPD Policy 9.1.5 and submit them to their immediate supervisors.

B. Supervisors will review payroll reports for completeness and accuracy and return them to the employee for corrections.

C. Supervisors will sign payroll reports that they have reviewed and approved. Signed payroll reports will be forwarded to the Administrative Assistant by the date designated each month.

D. The Administrative Assistant will prepare the payroll for the Centralia Police Department and submit it to the Chief of Police or his/her designee for review.

E. The Chief of Police or his/her designee will review the payroll documents prepared by the Administrative Assistant for completeness and accuracy and return them to the Administrative Assistant for any corrections or questions. After any corrections, the Chief of Police or his/her designee will sign the documents give final approval.
9.1.7 Recording Cash Expenditure/Disbursements

I. PURPOSE

The purpose of this directive is to ensure that control measures are in place for all cash activities in the agency, specifically in the areas of investigative funds, petty cash, and cash received in records.

II. POLICY

It is the policy of the Centralia Police Department that all personnel will follow a uniform system to document and record the use of cash funds that includes receipts, supervisory approval, and periodic audit.

III. DEFINITIONS

Confidential Fund - The agency accounting and banking system that provides officers with investigative expense monies. It is sometimes referred to as the “Purchase Evidence/Purchase Information Fund” and is operated as an imprest account.

Confidential Fund Custodian - The employee(s) or unit responsible for dispensing and monitoring the use of investigative funds by officers.

Petty Cash – This imprest account fills a need for small amounts of discretionary funds in the form of cash for expenditures where it is not practical to make the disbursement by check. As expenditures are made, the custodian of the fund will reimburse employees and secure a petty cash voucher in return. At any given time the total of cash on hand plus receipts and reimbursement vouchers must equal the original fund.

Petty Cash Custodian - The employee in a department who has been authorized to make payments from a petty cash fund and who is directly responsible for the administration of the fund.

Records Fund – This cash fund consists of monies taken in at the public service counter for certain special services, such as fingerprinting, concealed pistol licenses and copying.

Records Fund Custodian - The employee who is directly responsible for the administration of the Records fund.
IV. PROCEDURE

A. Confidential Fund

1. Authorized Uses

   a. Confidential investigative expenses for the purchase of services for an undercover officer or confidential informant to further an investigation. These may include, but are not limited to, travel, food and beverages, lodging, and telephone service.

   b. Expenditures for the purchase of evidence may include drugs, firearms, stolen property, etc.

   c. Payments made directly to registered informants for specific information.

2. Authorization

   a. The Special Operations Sergeant shall be designated as the confidential fund custodian and shall have the following responsibilities with respect to the agency’s confidential fund:

      1) Maintenance of the fund in accordance with all appropriate laws and procedures;

      2) Prior authorization of all advances of funds to officers for the purchase of information. Such authorization shall specify the information expected to be received, the amount of expenditure, and the assumed name of the informant.

      3) Proper disbursements and deposits;

      4) Bookkeeping and banking procedures;

      5) Direction of a quarterly internal audit of the fund by a third party, usually the Services Commander;

      6) Maintenance of a file containing copies of all relevant fund transaction documents; and

      7) Purging of the confidential fund records in accordance with Washington State records retention requirements.

   b. An annual audit of the confidential fund shall be performed by an independent authority from outside the department (State Auditor) in order to evaluate the continued integrity of the fund and the need for any additional controls.

   c. The confidential fund custodian shall make disbursements from the confidential fund only to authorized personnel for the following purposes.
1) Payments that are to be made directly to confidential informants properly registered in accordance with CPD Policy 17.1.7 IV A.

2) Investigative funds for the purchase of illegal drugs, contraband and other criminal evidence;

3) Purchases of food and beverages for a confidential informant;

4) Expenditures for authorized undercover operations; and

5) Flash and front money.

d. The confidential fund custodian shall not be permitted to make disbursements from the confidential fund to her/himself.

e. Confidential fund transaction records shall be stored in a secured location, and access shall be restricted in accordance with applicable laws, ordinances and agency procedures.

3. Withdrawals and Expenditures from Fund

a. The confidential fund custodian will maintain a listing of the names of officers authorized to make withdrawals from the fund. All officers seeking to make withdrawals from the fund who are not on the authorization list must obtain approval from a commander.

b. Prior to the issuance of any money from the confidential fund, an officer shall complete and submit to the fund custodian a written request for funds.

c. The confidential fund custodian shall issue the requesting officer a copy of the receipt acknowledging that funds were requested and received by the officer.

4. Accounting for Expended Funds

a. All officers receiving confidential fund monies shall prepare a written expense report accounting for all monies withdrawn from the fund, as soon as practical. The report should include:

   1) Item or informant control number on which the monies were expended;

   2) Date and place of the expenditure;

   3) Copies of receipts;

   4) Type of investigation; and

   5) Case number, where applicable.

b. The written expense report with all supporting documents and receipts shall be submitted to the appropriate supervisor for review and approval.
c. For all funds expended, the officer issuing payment shall ensure that an appropriate receipt is obtained, unless such an action would jeopardize a transaction or operation.

d. All unexpended funds shall be returned to the confidential fund custodian by the officer as soon as practical. The fund custodian shall issue the officer a receipt acknowledging that such funds were re-deposited as unexpended.

e. Each officer should maintain a personal file containing a record of all confidential fund transactions, and copies of all relevant receipts and agency fund forms.

5. Reimbursing Expended Funds

a. Each month, the confidential fund custodian will submit an expenditure report and request for reimbursement on approved forms to the City of Centralia Finance Department.

b. When the reimbursement request is approved, the Finance Department will issue a check to reimburse the Confidential Fund to its approved amount.

c. The confidential fund custodian will cash the check and place the proceeds in the confidential fund safe.

B. Petty Cash Fund

1. Security of Petty Cash Funds

a. The petty cash custodian is responsible for the proper safeguarding of petty cash monies entrusted to the department.

b. Cash and receipts for un-reimbursed expenditures must be kept in a locked container such as a fire-proof file cabinet, safe, or other suitable device to which unauthorized access is difficult.

c. The petty cash custodian is personally responsible for the cash which was specifically issued to him/her. Therefore, access to the fund must be limited to the custodian.

d. The custodian’s responsibilities are as follows:

1) Maintaining accountability for the cash

2) Performing periodic reconciliations of the fund

3) Replenishing expenditure funds

4) Securing the fund

e. The fund must remain on the CPD premises. Petty cash funds may not be placed in a bank account.
2. Petty Cash Purchases

a. Disbursements from petty cash funds must be properly documented and for a valid CPD business purpose.

b. Petty cash funds may NOT be used for the following:

1) Items/receipts in excess of $100.00.

2) Cashing of personal checks or providing personal loans.

3) Purchases which are required to be reported in a specific manner such as, but not limited to, personnel services, travel expenses, payroll advances, and business meals.

4) Purchase of items prohibited under petty cash procedures that include, but are not limited to:
   - alcoholic beverages and tobacco
   - automobile repairs (accident related)
   - controlled substances
   - donations
   - flowers
   - hazardous materials
   - leases and rentals
   - maintenance agreements
   - personal items
   - professional services
   - seminars, training expenses and memberships
   - telephones
   - weapons and ammunition

c. Procedure for purchasing items using petty cash funds:

1) Obtain prior approval from the department head, supervisor, or fund custodian.

2) Obtain, when necessary, a petty cash advance from the fund custodian. The advance is provided to the employee only to purchase legitimate petty cash items. Each time an advance is given, the custodian must maintain the following information:
   - the amount of the advance
   - the date
   - the purpose
   - the recipient
   - the recipient's signature

3) The custodian is responsible for ensuring the employee returns any unused cash.
4) Make the purchase, paying for the item with personal monies or with the petty cash advance and obtain an itemized receipt or cash register sales slip.

5) Present the original sales receipt or cash register sales slip to the petty cash custodian. The receipt(s) must include:
   - description of the item(s)
   - date of purchase
   - place of purchase
   - itemized amounts
   - purpose
   - signature of purchaser

6) Receive reimbursement for the purchase from the petty cash custodian when personal monies are used or return any unused portion of the petty cash advance to the petty cash custodian immediately after the purchase is made.

3. Replenishment of Petty Cash Fund
   a. Replenishment of the petty cash fund should be done on a timely basis.
   b. All petty cash funds must be reimbursed at least once every 30 days during the fiscal year, regardless of the dollar amount to be reimbursed. In addition, all funds should be replenished at the fiscal year end so there are no outstanding receipts as of December 31.

4. Petty cash funds must NEVER be deposited into a departmental account.

5. An annual audit of the petty cash fund shall be performed by an independent accounting authority from outside the department in order to evaluate the continued integrity of the fund, and the need for any additional controls.

C. Records Fund
   1. Receipts will be issued for all payments received for services.
   2. The Records cash fund is subject to periodic audits by the Finance Department and state Auditors.
   3. Records Fund Custodian
      a. The Records cash custodian is responsible for the proper safeguarding of monies received at the customer service counter.
      b. Cash and checks must be kept in a locked container such as a fire-proof file cabinet, safe, or other suitable device to which unauthorized access is difficult.
      c. The custodian is personally responsible for the cash which was receipted by him/her. Therefore, access to the fund must be limited to the custodian.
d. The fund must remain on the Centralia Police Department premises. Records funds shall not be placed in a bank account.
CHAPTER 10: Recruitment and Selection

10.1.1 Hiring Criteria

I. PURPOSE

The purpose of this directive is to create a professional, equitable and accountable recruitment and selection process that attracts qualified candidates meeting minimum requirements as established by state training standards and applicable laws, and that employment standards are created for each job classification that, at a minimum, includes required special training, abilities, knowledge and skills.

II. POLICY

It is the policy of the Centralia Police Department that written standards and hiring criteria are in place for every job classification in the agency, including sworn and non-sworn employees, part-time and limited commission personnel.

III. DEFINITIONS

Exempt Employee - Exempt employees are those who are exempt from certain wage and hour laws, i.e. overtime pay; usually applies to administrative, executive, or professional employees. The following classifications are exempt from civil service requirements: Chief of Police, Deputy Chief of Police, Commander, and Administrative Assistant.

IV. PROCEDURE

A. The hiring of all non-exempt full-time personnel of the Centralia Police Department is governed by the Rules of the Centralia Civil Service Commission, as revised.

B. The Centralia Police Department will conform to Personnel Policies for the City of Centralia, Chapter III (Recruiting and Hiring) when selecting exempt police department employees.

C. The City of Centralia Personnel Department maintains detailed job descriptions for all sworn and non-sworn employees, part-time and limited commission personnel. Such job descriptions are used in the recruiting process to inform applicants of the duties of the positions for which they are applying.
10.1.2 Background Investigations

I. PURPOSE

The purpose of this directive is to establish regulations for pre-hire background investigations of each candidate for a sworn position.

II. POLICY

It is the policy of the Centralia Police Department that background investigations are conducted on each candidate for a sworn position prior to appointment, and that required certification is submitted to the Washington State Criminal Justice Training Commission (WSCJTC).

III. DEFINITIONS

Basic Law Enforcement Academy (BLEA) – All initially hired law enforcement officers must complete 720 hours of BLEA training within six months of hire by a law enforcement agency.

WAC 139-05-220 - prohibits Academy attendance to any applicant who has been convicted of a felony offense, or any misdemeanor or gross misdemeanor involving moral turpitude or domestic violence. Additionally, that regulation makes it the responsibility of the employing agency of the applicant to complete a search of state and national criminal history records through appropriate submission of the applicant’s fingerprints.

IV. PROCEDURE

A. Pre-employment screening for the Centralia Police Department includes an in-depth background investigation, including a polygraph examination, psychological examination, medical examination, credit history, and driver’s license history.

B. The WSCJTC requires that a form must be submitted prior to the first day of BLEA class in which the authorized agency representative attests that:

1. A search of state and national criminal history records has been effected by this agency regarding applicant through appropriate submission of applicant’s fingerprints; and

2. Such search indicated the absence of any conviction of applicant for a felony offense, or a misdemeanor or gross misdemeanor offense involving moral turpitude.

3. The candidate has successfully completed a psychological examination and a polygraph.
C. Background Investigation Records

Records of background investigations, including the results of required tests, are maintained in a secure location, separate from personnel files.
10.1.3 Medical Examinations

I. PURPOSE

The purpose of this directive is to require a pre-hire medical examination, including drug screening, be performed by a licensed physician for each candidate for a sworn position.

II. POLICY

It is the policy of the Centralia Police Department that a medical examination, including drug screening, be performed by a licensed physician for each candidate for a sworn position, prior to appointment.

III. PROCEDURE

A. Prior to appointment as a sworn police officer, each candidate will be required to submit to a complete medical examination that includes drug screening.

B. Medical examinations will be conducted by a licensed physician selected by the City.

C. Results of medical examinations will be maintained in secure storage separate from personnel files and other background investigation files.
10.1.4 Psychological Examinations

I. PURPOSE

The purpose of this directive is to establish a requirement for a pre-hire psychological fitness examination for each candidate for a sworn position.

II. POLICY

It is the policy of the Centralia Police Department that a licensed psychologist or psychiatrist will conduct a psychological fitness examination for each candidate for a sworn position, prior to appointment.

III. DEFINITIONS

RCW 43.101.095 - requires Academy candidates to successfully complete psychological testing.

IV. PROCEDURE

A. Prior to appointment as a sworn police officer, following a conditional offer of employment, each candidate will be required to submit to a psychological fitness examination.

B. Psychological fitness examinations will be conducted by a licensed psychologist or psychiatrist selected by the City.

C. Results of psychological fitness examinations will be maintained in secure storage separate from personnel files.
10.1.5 Polygraph Examinations

I. PURPOSE

The purpose of this directive is to require that a pre-hire polygraph examination be administered by a licensed technician for each candidate for a sworn position.

II. POLICY

It is the policy of the Centralia Police Department that a polygraph examination be administered by licensed technician for each candidate for a sworn position, prior to appointment.

III. DEFINITIONS

RCW 43.101.095 - Under the advisement of the Washington State Attorney General's Office, effective March 14, 2006, the WSCJTC will only accept students for the BLEA and Equivalency Academies that have been administered the polygraph or similar assessment within the definition of RCW 43.101.095 (2) (a) (ii) which reads, “The polygraph examination or similar assessment shall be administered by an experienced polygrapher who is a graduate of a polygraph school accredited by the American Polygraph Association.”

IV. PROCEDURE

A. Prior to appointment as a sworn police officer, following a conditional offer of employment, each candidate will be required to submit to a polygraph examination.

B. Polygraph examinations will be conducted by a licensed polygraph technician selected by the City.

C. Results of polygraph examinations will be maintained in secure storage separate from personnel files.
10.1.6 Applicant File Privacy

I. PURPOSE

The purpose of this directive is to establish regulations for security of employment applicant files.

II. POLICY

It is the policy of the Centralia Police Department that applicant files are secured and available only to those who are authorized to participate in the selection process.

III. PROCEDURE

Only those personnel authorized to participate in the selection process shall be given access to applicant files. Authorized personnel are limited to the Centralia Civil Service Secretary, The Centralia City Manager, the Centralia Personnel Manager, the Chief of Police, Police Commanders, the Detective Sergeant, and any personnel appointed to a selection board.
10.1.7 Personnel File Security

I. PURPOSE

The purpose of this directive is to ensure that records related to agency personnel are legally maintained and purged as needed, and that dissemination criteria are established and confidentiality is maintained as allowed.

II. POLICY

It is the policy of the Centralia Police Department that employee personnel files are kept separate and secured from other files. Medical tests, psychological evaluations and polygraph results are kept separate from personnel files in secure locations.

III. PROCEDURE

A. Personnel files for all employed personnel are secured in the City of Centralia Personnel Office.

B. Personnel Files for Reserve Police Officers and Civilian Volunteers are maintained by the Services Commander.

C. Background investigation files, including the results of medical, psychological and polygraph evaluations, are maintained by the City of Centralia Personnel Office in a separate location from personnel files.

D. All personnel and background files are maintained, disseminated and purged in accordance with City of Centralia Personnel Policies and Washington State retention schedules.
CHAPTER 11: Training

11.1.1 Basic Training

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<thead>
<tr>
<th>Approval: Robert Berg</th>
<th>Reference: RCW 43.101.200</th>
<th>Rescinds/Replaces: All previous directives on this subject</th>
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I. PURPOSE

The purpose of this directive is to establish regulations for basic training of full-time sworn officers.

II. POLICY

It is the policy of the Centralia Police Department that all full-time, sworn members successfully complete the Basic Law Enforcement Academy (BLEA) or Equivalency Academy, as certified by the Washington State Criminal Justice Training Commission, prior to assuming law enforcement duties. All applicants shall begin attending the Academy within six months of their date of hire.

III. DEFINITIONS

**RCW 43.101.200 Law enforcement personnel — Basic law enforcement training required — Commission to provide** - (1) All law enforcement personnel, except volunteers, and reserve officers whether paid or unpaid, initially employed on or after January 1, 1978, shall engage in basic law enforcement training which complies with standards adopted by the commission pursuant to RCW 43.101.080. … Personnel initially employed on or after January 1, 1990, shall commence basic training during the first six months of employment unless the basic training requirement is otherwise waived or extended by the commission. Successful completion of basic training is requisite to the continuation of employment of such personnel initially employed on or after January 1, 1990.
I. PURPOSE

The purpose of this directive is to ensure that newly hired police officers complete a formal field training and evaluation program that complies with requirements and provides officers with actual, critical, field experience prior to solo assignment.

II. POLICY

It is the policy of the Centralia Police Department that newly hired officers complete the Centralia Police Department Field Training Program prior to being assigned to work in a solo status.

III. DEFINITIONS

Daily Observation Report (DOR) - documented daily reporting system for student officers while in the Field Training Program

Field Training Manual - documentation and training manual completed by the student officer during a Field Training Period.

Field Training Officer – commissioned and certified as a police officer in Washington State, specifically trained to conduct the Field Training Program for the Centralia Police Department.

Field Training Period - the period of time during which a student officer is assigned to the field training program for training purposes. Typically, this is a 14 week training block consisting of one month with each of three Field Training Officers and a two week check ride. The 14 week block may be adjusted for officers with prior experience.

Field Training Supervisor - a supervisor, commissioned in Washington State and holding the rank of sergeant or above with the department, tasked with supervising FTO training, student officer scheduling, and record keeping.

IV. PROCEDURE

A. Field Training Officers

1. Selection - Field Training Officers are selected from qualified full-time commissioned officers who are trained and certified by the Washington State Criminal Justice Training Center. Requirements for assignment as a Field Training Officer include:
   a. three years of full-time patrol experience;
b. good working knowledge of RCWs, Centralia Municipal Codes and Department policies and procedures;

c. two most recent evaluations prior to selection must meet or exceed all standards;

d. minimum of twelve months without any sustained complaints and,

e. a demonstrated maturity, interest and enthusiasm for training others.

2. Training and Certification

a. Field Training Officers are trained and certified by the Washington State Criminal Justice Training Commission.

b. Field Training Officers receive regular update training provided by CJTC.

B. Documentation of the Progress of the Student Officer

1. Progress of the student officer throughout the Field Training experience is documented by Daily Observation Reports (DORs).

2. DORs are signed by both the Student and FTO.

3. The Field Training Supervisor monitors the student's progress and maintains a record of all DORs, additional training requirements and/or disciplinary action.

4. The Field Training Manual must be completed during the field training period. Completed manuals are maintained in accordance with Washington retention schedules by the Field Training Supervisor.

5. Upon completion of the Field Training Period, the student's sergeants will complete regularly required performance evaluations throughout the remainder of the officer's probation.

C. Each Student Officer is required to successfully complete the Field Training Program prior to working any solo assignment.
I. PURPOSE

The purpose of this directive is to establish regulations for maintaining and updating the training records of all employees.

II. POLICY

It is the policy of the Centralia Police Department to maintain and update the training of all employees.

III. PROCEDURE

A. The Training Program Manager is the employee with the responsibility for maintaining and updating the training records of all sworn and non-sworn employees. These records will be kept current and available for inspection.

B. The required and recommended training for all positions is specified in the Centralia Police Department Training Matrix.
I. PURPOSE

The purpose of this directive is to establish regulations for maintaining records of all formal agency training.

II. POLICY

It is the policy of the Centralia Police Department that detailed records will be kept of all formal training sponsored by this department.

III. PROCEDURE

A. The training program manager maintains records of all formal training conducted by the department, to include the following information:

1. Course content/lesson plans;
2. Name of all attendees;
3. Performance of the attendees;
4. Credentials of the presenter or instructor; and
5. Copies of any test results.
11.1.5 In-Service Training

I. PURPOSE

The purpose of this directive is to ensure that all personnel receive necessary and required annual training.

II. POLICY

It is the policy of the Centralia Police Department that all sworn members successfully complete annual in-service training that includes materials on Federal and Washington State Court cases, legal updates, and as required by the Washington State Criminal Justice Training Commission, of at least 24 hours.

III. PROCEDURE

A. The Training Program Manager will monitor training records of all sworn personnel to ensure that all sworn personnel receive at least 24 hours of in-service training per year in accordance with WAC 139-05-300.

B. The Training Program Manager shall be responsible for submitting all reports documenting in-service training required by the Washington State Criminal Justice Training Commission.
11.1.6 Firearms Proficiency

I. PURPOSE

The purpose of this directive is to require that all officers demonstrate satisfactory skill and proficiency with agency authorized weapons before being approved to carry and/or use such weapons.

II. POLICY

It is the policy of the Centralia Police Department that all officers are required to demonstrate satisfactory skill and proficiency with agency authorized weapons before being approved to carry and/or use such weapons.

III. PROCEDURE

A. Firearms Qualifications

1. All officers authorized to carry firearms shall be required to qualify with each authorized firearm on at least a semi-annual basis.

2. The Patrol in-service training schedule will incorporate firearms qualifications.

3. Officers are encouraged to qualify on duty when possible and if the workload permits, as determined by the supervisor. All sworn officers are required to attend in-service range days.

4. All officers shall be graded on a scored basis for purposes of firearms qualification.

5. Officers shall be allowed no more than two attempts to qualify on any given day using each authorized firearm. Officers who fail to qualify with any authorized firearm on the first day shall be subject to the following requirements:

   a. The officer’s unit commander shall be notified and shall promptly arrange with the training coordinator for a period of formal remedial firearms training not to exceed one week in duration. Such training does not preclude an officer from engaging in any additional informal practice or training sessions that the officer may deem necessary.

   b. The officer shall be given additional attempts to re-qualify within a reasonable period of time. A written report shall be forwarded to the commander of any officer who fails to re-qualify within a reasonable period of time. The report shall include the training officer’s recommendations for corrective action.
6. Primary Service Handgun—Failure to Qualify. Any officer who fails to qualify with the primary service handgun within a reasonable time period and following remedial training or other corrective action(s) shall be relieved of duty pending the outcome of an administrative hearing and/or a fitness-for-duty evaluation as determined by the agency chief executive or his designate.

7. Shotgun, Rifle and Backup Firearms—Failure to Qualify. Any officer who fails to qualify with any back-up weapon shall be given opportunities within a reasonable time period to re-qualify with that firearm. Failure of the officer to re-qualify thereafter shall disqualify the officer from carrying the firearm in question until such time as the officer may re-qualify. However, the officer may remain on regular duty assignment if qualified to carry the primary service handgun.

8. Officers must qualify with their primary service handgun and additional firearms following return to duty after a leave of absence or any other break in service of more than 180 days.

9. Officers assigned to SWAT are required to qualify using additional proficiency standards established by their unit commander and/or the Training Program Manager. These include but are not limited to proficiency testing at night and/or in reduced light situations, in combat simulation, and when using both weak and strong hands. Officers assigned to SWAT shall be guided by and subject to firearms training and qualifications standards promulgated by their unit commander.
11.1.7 WSCJTC Certifications of Supervisors and Managers

I. PURPOSE

The purpose of this directive is to establish requirements for Washington State Criminal Justice Training Commission career level certifications for all supervisors and managers.

II. POLICY

It is the policy of the Centralia Police Department that all full-time supervisors and managers have earned the appropriate career level certification by the Washington State Criminal Justice Training Commission.

III. PROCEDURE

A. First Level Supervisors - RCW 43.101.350 Core Training Requirements

1. All law enforcement personnel appointed or promoted to a supervisory position shall, within the first six months of entry into the position, successfully complete the core training requirements prescribed by rule of the Washington State Criminal Justice Training Commission for the position, or obtain a waiver or extension of the core training requirements from the commission.

2. Within one year following completion of the core training requirements of this section, all law enforcement personnel appointed or promoted to a supervisory position shall successfully complete all remaining requirements for career level certification prescribed by rule of the commission applicable to their position or rank, or obtain a waiver or extension of the career level training requirements from the commission.

B. Management Positions - RCW 43.101.350 Core Training Requirements

1. All law enforcement personnel appointed or promoted to a management position shall, within the first six months of entry into the position, successfully complete the core training requirements prescribed by rule of the Washington State Criminal Justice Training Commission for the position, or obtain a waiver or extension of the core training requirements from the commission.

2. Within one year after completion of the core training requirements of this section, all law enforcement personnel appointed or promoted to a management position shall successfully complete all remaining requirements for career level certification prescribed by rule of the commission applicable to their position or rank, or obtain a waiver or extension of the career level training requirements from the commission.
11.1.8 Use of Force/Deadly Force Annual Training

I. PURPOSE

The purpose of this directive is to establish regulations for annual in-service training in the Centralia Police Department use of force and deadly force policies.

II. POLICY

It is the policy of the Centralia Police Department that, at least annually, agency sworn personnel receive in-service training on the agency’s use of force and deadly force policies.

III. PROCEDURE

A. On at least an annual basis, all officers authorized to carry firearms shall receive and shall be required to demonstrate their understanding of the law and agency policy and procedures relating to the use of force.

B. In-service training for the various classes of less lethal weapons shall be provided to those personnel authorized to utilize and deploy them at least once every two years in accordance with CPD Policy 3.1.4. IV.D.
CHAPTER 12: Performance Evaluation

12.1.1 Annual Evaluations

I. PURPOSE

The purpose of this directive is to establish a requirement that regular evaluations of employee performance be conducted according to City of Centralia policy.

II. POLICY

Performance reviews are used to assist in fair and impartial personnel decisions and the improvement of performance. They provide a medium for personnel counseling and facilitate proper decisions regarding probationary employees. They also provide an objective and fair means of recognizing individual performance and identifying training needs. It is the policy of the Centralia Police Department that all employees receive a performance evaluation from their immediate supervisors at least annually.

III. PROCEDURE

A. Each employee shall receive a performance review from his/her immediate supervisor on an annual basis. Employees will be evaluated using the performance appraisal system designated for his/her respective job classification, on standardized forms approved by the City Manager in accordance with Chapter 5 of the Personnel Policies for the City of Centralia.

B. Each evaluator will familiarize himself/herself with the performance dimensions to be assessed, and will be prepared to counsel and comment on their employees' performance.

C. The rating supervisor shall provide a copy of the updated job description to the employee being rated at the time of the review.

D. Each employee is counseled at the beginning of the rating period by the individual responsible for rating him/her concerning:

1. Tasks of the employee's position;

2. Performance expectations of the rater; and

3. The evaluation rating criteria to be applied.
E. Evaluation of the employee’s performance covers a specific period and such evaluation is based solely on job performance during that specific period.

F. Each employee shall sign the completed performance review to document that the employee has read it.

G. All supervisory performance reviews shall contain, as a performance dimension, the ability to successfully conduct performance reviews in compliance with department policy.

H. An employee wishing to contest the contents of a performance review may attach a memo to the performance review form stating reasons for disagreement concerning the rating(s) and/or narrative and forward them to the commander for review. The Commander will review all contested performance reviews and forward such reviews, with a recommended disposition, to the Chief of Police.

I. Dispositions of Performance Reviews – when completed, performance reviews become a permanent part of each employee’s personnel record in compliance with City Policy.

J. A copy of an employee’s performance review shall be provided to the employee if requested.
12.1.2 Probationary Employee Evaluations

I. PURPOSE

The purpose of this directive is to establish regulations for evaluating performance of probationary employees.

II. POLICY

It is the policy of the Centralia Police Department that immediate supervisors or Field Training Officers of probationary employees shall provide written performance evaluations on a quarterly or more frequent basis.

III. PROCEDURE

A. Immediate supervisors of probationary employees will provide written performance evaluations to probationers on a quarterly or more frequent basis.

B. For purposes of evaluation, field training officers shall be considered immediate supervisors of their trainees.

C. Probationary employees will be evaluated using the performance appraisal system designated for his/her respective job classification, on standardized forms approved by the City Manager in accordance with Chapter 5 of the Personnel Policies for the City of Centralia.

D. In lieu of standardized forms described in 2 above, specialized forms designed for probationary evaluations may be utilized (e.g., Recruit Daily Observation Reports utilized in the field training program).
13.1.1 Conditions of Work

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<thead>
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I. PURPOSE

It is the purpose of this directive to provide additional specificity to the standards of conduct embodied in the law enforcement officer’s code of ethics and the Centralia Police Department statement of values so that officers of this agency will better understand prohibitions and limitations pertaining to their conduct and activities while on and off duty. The rules of conduct set forth in this policy are not intended to serve as an exhaustive treatment of requirements, limitations, or prohibitions on officer conduct and activities established by this agency. Rather, they are intended to (1) alert officers and other employees to some of the more sensitive and often problematic matters involved in police conduct and ethics; (2) specify, where possible, actions and inactions that are contrary to and that conflict with the duties and responsibilities of law enforcement officers, and (3) guide officers and other employees in conducting themselves and their affairs in a manner that reflects standards of deportment and professionalism required of law enforcement. Additional guidance on matters of conduct is provided in regard to specific policies, procedures, and directives disseminated by this agency and from immediate supervisors and commanders.

II. POLICY

Actions of officers and other employees that are inconsistent, incompatible or in conflict with agency mission, vision or values negatively affect its reputation and that of its personnel. Such actions and inactions thereby detract from the agency’s overall ability to effectively and efficiently protect the public, maintain peace and order, and conduct other essential business. Therefore, it is the policy of the Centralia Police Department that all employees conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules contained in this policy and otherwise disseminated by this agency.

III. DEFINITIONS

**Accountability** - In the context of this policy, accountability means the duty of all officers to truthfully acknowledge and explain their actions and decisions without deception or subterfuge when requested to do so by an authorized member of this agency.

IV. PROCEDURE

A. General Conduct

1. Obedience to Laws, Regulations, and Orders
   a. Employees shall not violate any law or any agency policy, rule, or procedure.
   b. Employees shall obey all lawful orders.
2. Conduct Unbecoming a Law Enforcement Member

   Employees shall not engage in any conduct or activities on-duty or off-duty that reflect discredit on this Department or its members, tend to bring this agency into disrepute, or impair its efficient and effective operation.

3. Accountability, Responsibility, and Discipline
   a. All members of this Department are directly accountable for their actions through the chain of command, to the Chief of Police.
   b. Members shall cooperate fully in any internal administrative investigation conducted by this or other authorized agency and shall provide complete and accurate information in regard to any issue under investigation.
   c. Members shall be accurate, complete, and truthful in all matters.
   d. Members shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability nor shall they engage in efforts to thwart, influence, or interfere with an internal or criminal investigation.
   e. Members who are arrested, cited, convicted, or come under investigation for any criminal offense in this or another jurisdiction shall report this fact to a superior as soon as possible.

4. Conduct Toward Fellow Employees
   a. All Department members shall conduct themselves in a manner that will foster cooperation among members of this agency, showing respect, courtesy, and professionalism in their dealings with one another.
   b. Members shall not use language or engage in acts that demean, harass, or intimidate another person. (refer to Centralia PD Policy 13.1.2: “Unlawful Harassment” for additional information on this subject)

5. Conduct Toward the Public

   Members shall conduct themselves toward the public in a civil and professional manner that connotes a service orientation and that will foster public respect and cooperation.
   a. Officers shall treat violators with respect and courtesy, guarding against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of their duty.
   b. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to this agency’s use of force policy and shall observe the civil rights and protect the safety and well-being of those in their charge.
6. Use of Alcohol and Drugs

   a. All personnel shall comply with the provisions of the City of Centralia Drug Policy.

   b. Members shall not consume any intoxicating beverage while on duty unless authorized by a supervisor to further an investigation.

   c. No alcoholic beverage shall be served or consumed on police premises or in vehicles owned by this jurisdiction.

   d. No member shall report for duty with the odor of alcoholic beverage on his or her breath.

   e. No employee shall report to work or be on duty when his or her judgment or physical condition has been impaired by alcohol, medication, or other substances.

   f. Officers must report the use of any substance, prior to reporting for duty, which may impair their ability to perform as a law enforcement officer.

   g. Supervisors shall order a drug or alcohol screening test when they have reasonable suspicion to believe that an employee is under the influence of drugs or alcohol. Such screening shall conform to the City’s policy on employee drug-screening and testing.

7. Use of Tobacco Products

   While on duty, a police officer shall not use a tobacco product unless in a designated area and not while conducting police business. Additionally, officers are not permitted to use tobacco products in a vehicle owned or maintained by this agency.

8. Abuse of Law Enforcement Powers or Position

   a. Officers shall report any unsolicited gifts, gratuities, or other items of value that they receive and shall provide a full report of the circumstances of their receipt if directed.

   b. Officers shall not use their authority or position for financial gain, for obtaining or granting privileges or favors not otherwise available to them or others except as a private citizen, to avoid the consequences of illegal acts for themselves or for others, to barter, solicit, or accept any goods or services (to include, gratuities, gifts, discounts, rewards, loans, or fees) whether for the officer or for another.

   c. Officers shall not purchase, convert to their own use, or have any claim to any found, impounded, abandoned, or recovered property, or any property held or released as evidence.

   d. Officers shall not solicit or accept contributions for this agency or for any other agency, organization, event, or cause without the express consent of the agency chief executive or his or her designee.
e. Officers are prohibited from using information gained through their position as a law enforcement officer to advance financial or other private interests of themselves or others.

f. Officers who institute or reasonably expect to benefit from any civil action that arises from acts performed under color of authority shall inform their commanding officer.

9. Prohibited Associations and Establishments

a. Arresting, investigating, or custodial officers shall not commence social relations with the spouse, immediate family member, or romantic companion of persons in the custody of this agency.

b. Officers shall not knowingly commence or maintain a relationship with any person who is under criminal investigation, indictment, arrest, or incarceration by this or another police or criminal justice agency, and/or who has an open and notorious criminal reputation in the community (for example, persons whom they know, should know, or have reason to believe are involved in felonious activity), except as necessary to the performance of official duties, or where unavoidable because of familial relationships.

c. Except in the performance of official duties, officers shall not knowingly enter any establishment in which the law of that jurisdiction is regularly violated.

d. Officers shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts, criminal conspiracies, or the overthrow of the government of the United States.

B. Public Statements, Appearances, and Endorsements

1. No agency member shall make any public statement that could be reasonably expected to have an adverse effect upon department morale, discipline, operation of the agency, or perception of the public.

2. No member of the agency shall divulge, or willfully permit to have divulged, any information gained by reason of their position, for anything other than its official, authorized purpose.

3. Unless expressly authorized, agency members may not make any statements, speeches, or appearances that could reasonably be considered to represent the views of this agency.

4. Officers may not endorse, recommend, or facilitate the sale of commercial products or services. This includes, but is not limited to, the use of tow services, repair firms, attorneys, bail bondsmen, or other technical or professional services. It does not pertain to the referral to appropriate government services.

C. Political Activity
Officers and other members of the Department shall be guided by state law regarding their participation and involvement in political activities. Where state law is silent on this issue, officers shall be guided by the following examples of prohibited political activities during working hours, while in uniform, or otherwise serving as a representative of this agency:

1. Engage in any political activity;
2. Place or affix any campaign literature on City owned property;
3. Solicit political funds from any member of this agency or another governmental agency of this jurisdiction;
4. Solicit contributions, signatures, or other forms of support for political candidates, parties, initiatives, or ballot measures on City property;
5. Use official authority to interfere with any election or interfere with the political actions of other employees or the general public;
6. Favor or discriminate against any person seeking employment because of political opinions or affiliations;
7. Actively participate in any type of political activity while in uniform.

D. Expectations of Privacy

1. Employees shall not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, departmentally owned vehicles, file cabinets, computers, cell phones, digital; cameras, digital recorders, or similar areas that are under the control and management of this law enforcement agency. While this agency recognizes the need for members to occasionally store personal items in such areas, officers should be aware that these and similar places may be inspected or otherwise entered to meet operational needs, internal investigatory requirements, or for other reasons, at the direction of the Chief of Police or his or her designee.

2. No member of this agency shall maintain files or duplicate copies of official agency files in either manual or electronic formats at his or her place of residence or in other locations outside the confines of this agency except as specifically authorized.

E. Outside Employment – Officers may obtain secondary employment as permitted by the current collective bargaining agreement and CPD Policy 13.1.6.

F. Personal Appearance Standards

All personnel will maintain a neat, clean, and professional appearance while on duty. On duty status means any time an employee is representing the Department, including training. Unprofessional appearance or lack of proper hygiene may subject an employee to disciplinary action.

Exceptions to this policy must be approved in advance in writing by the unit Commander.
1. Male Personnel in Uniform
   a. The face shall be clean-shaven; however, the wearing of a mustache is permitted. The mustache shall not extend over the lips or below the bottom of the lower lip, nor extend more than one-quarter inch beyond a vertical line drawn at the corner of the mouth. It shall be neatly trimmed. Beards of any kind are specifically prohibited, except for persons with a medical condition that precludes shaving. In such case, a signed medical release from a physician is required.

   b. Hairstyles

      1) Hair must be worn in a manner that presents a neat, professional appearance at all times. No member shall wear his hair in a style that would create a safety hazard or would be repugnant to the general public. This shall mean no male officer may wear his hair in cornrows, Mohawks, ponytails, pigtails, a rat-tail, braids, etc., nor appear with hair long enough to wear in such styles.

      2) The bulk or length of hair will not interfere with the normal wearing of police headgear when required in the performance of duty and shall not show from under the front edge of the police headgear.

      3) The hair may not fall more than halfway down the ears on the sides. In the back it may touch but it may not completely cover the collar. The back and sides of the head below the hairline will be shaved or trimmed. The back of the hair shall be neatly tapered, rounded or boxed.

      4) Sideburns shall not extend beyond the bottom of the earlobe, shall be of even width (not flared) and end with a clean-shaven horizontal line.

      5) Wigs must conform to the hairstyling standards of this policy.

      6) Hair color shall be of a conservative shade and have no unnatural tones of color. Spray on substances, colors or glitter are prohibited.

   c. While in uniform, male officers may only wear cosmetics when prescribed in writing by a physician to address physical disfigurement.

   d. Male officers’ fingernails shall not extend beyond the fingertips.

   e. Uniformed personnel will not wear any piercing jewelry or facial ornamentation, including earrings or dental ornamentation such as imbedded gemstones or gold caps.

   f. Bracelets, necklaces and rings may be worn if they do not interfere with the employee’s assigned duties, cause a safety problem, or cause disruption to fellow employees. Uniformed personnel shall not wear necklaces outside of the collar.

2. Female Personnel In Uniform
a. Hairstyles

1) Hair must be worn in a manner that presents neat, professional appearance. If medium length or long hair is worn, the hair shall be worn in a neat manner that does not permit it to fall below the collar.

2) The bulk or length of hair will not interfere with the normal wearing of police headgear required in the performance of duty and shall not show from under the front edge of the police headgear.

3) Females in uniform shall not wear their hair in "pony tails", braids or "pig tails", so as to not provide something a suspect could grasp during a physical confrontation.

4) Wigs must conform to the hairstyling standards of this policy.

5) Hair color shall be of a conservative shade and have no unnatural color tones (e.g., purple). Visible spray-on substances, colors or glitter are prohibited.

6) While in uniform, a maximum of two barrettes, similar to the individual's hair color, may be used to pin up hair. Conspicuous or gaudy pins, barrettes and combs are not authorized.

b. Cosmetics shall be applied in good taste; exaggerated or faddish cosmetic styles are inappropriate. False eyelashes shall not be worn while in uniform.

c. Female officers' fingernails shall be clean, trimmed, and may not extend more than one-quarter inch beyond the tips of the fingers. Fingernail polish, if worn, shall be clear, translucent pastels, or beiges of the same type and color on all nails. Ornaments, glitter or "stick-ons" are prohibited. French manicures are authorized.

d. Uniformed Personnel will not wear any piercing jewelry or facial ornamentation, including earrings or dental ornamentation such as imbedded gemstones or gold caps.

e. Bracelets, necklaces and rings may be worn if they do not interfere with the employee's assigned duties, cause a safety problem, or cause disruption to fellow employees. While in uniform, only one ring may be worn per hand, plus a wedding ring and/or engagement ring. Only one wristwatch and one bracelet may be worn. Ankle bracelets are not authorized. Uniformed personnel shall not wear necklaces outside of the collar.

3. Personnel Wearing Civilian Clothing While On Duty

a. Hair and Grooming Standards

1) Females' hairstyles must be worn in a manner that presents neat, conservative and professional appearance at all times. Extreme hairpins, barrettes, hairnets, combs or other similar adornments shall not be worn in
the hair. Wigs may be worn but must conform to the hairstyling standards of this policy.

2) Hair color shall be of a conservative shade and have no unnatural color tones. Visible spray-on substances, colors or glitter are prohibited.

b. Attire Standards

1) Male and female members of the Department who are authorized to wear civilian clothing during a tour of duty shall wear attire that conforms to community standards for office workers in private business firms. All articles of civilian clothing worn on duty shall be neat, clean, pressed, and in good repair.

2) During public presentations and/or court appearances, plainclothes dress for all personnel shall be as follows:

- Acceptable attire for female employees includes conservative dresses, suits, pantsuits or coordinated jackets, slacks or skirts and blouse, and appropriate shoes.

- Acceptable attire for male employees includes conservative suits, blazers, or sports jackets with dress slacks, dress shirts and ties, and appropriate shoes.

3) Optional work attire for male employees includes collared polo, sport or dress shirts worn with casual slacks, and conservatively styled casual jackets. Equivalent attire is acceptable for female employees. Jeans that have no visible repairs and are not excessively faded may be worn on days designated by the chief of police.

4) Undergarments shall be worn at all times in a manner so as to not be intentionally visible through or outside of an employee’s clothing.

5) The wearing of clothing in a provocative or lewd manner is prohibited.

6) Non-Exclusive Listing of Unacceptable Apparel: The following apparel does not meet the standards established by this policy and is unacceptable for wear while on duty

- Dresses and skirts shorter then four (4) inches above the knee.
- See-through blouses unless worn with a camisole and bra, low neck or bare midriff blouses, or any clothing that is excessively revealing (e.g., reveals underclothing or one’s private parts).
- Short pants including, but not limited to, cutoffs, hot pants and athletic shorts.
- Exercise attire, jogging (sweat) pants and shirts, T-shirts, leggings, tank or tube tops, tights and clothing made of Spandex or similar material and fatigue style clothing except when participating in athletics.
- Leisure wear, sleepwear and pajama style clothes.
• Casual sandals, slippers, thongs and any footwear worn without socks or stockings, athletic shoes, boat shoes, clog-type shoes.
• Clothing made of burlap or faded, patched, camouflage design, or non-pressed material and items noticeably worn, torn or patched.
• Pants, shirts, sweaters, jackets, hats or caps with an advertisement of a business, gaming industry, slogan, or message. This does not include clothing manufacturer's trademark, trade name, or law enforcement logo items.
• Jeans and overalls except when approved for a specific assignment by the member's Commander or on Friday dress down.

c. Cosmetic and Jewelry Standards

1) Jewelry which detracts from the professional appearance and which may be obnoxious or disturbing, and/or which could be used to incapacitate the wearer (i.e., necklace worn by a detective, earrings, visible body piercing, etc.) will not be worn.

2) Male employees are prohibited from wearing any type of earring while on-duty.

3) Conservatively applied cosmetics are allowed for female employees. It shall be applied in good taste so that the colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate. Male employees may only wear cosmetics when prescribed in writing by a physician to address physical disfigurement.

4) Male employees' fingernails shall not extend beyond the fingertips. Female employees' fingernails shall be trimmed so as not to interfere with an employee's assigned duties. Fingernails shall be kept clean.

5) If a female employee elects to wear nail polish, it must be of the same type and single solid color on all nails.

6) Bracelets, necklaces and rings may be worn if they do not interfere with the employee's assigned duties, cause a safety problem, or cause disruption to fellow employees.

7) Members may only wear sunglasses or other eyewear of a professional type. No faddish, multi-colored, or extreme styles of glasses shall be worn.

8) Officers may not appear on duty or in uniform with any visible facial, head, or body tattoo or decal.

9) Visible tattoos or decals cannot be obscene, offensive, distract from professional appearance, or interfere with on-duty actions and responsibilities.

G. Uniforms and Equipment

1. Employees will report for duty properly equipped and attired to accomplish assigned tasks. Officers are responsible for wearing the proper and complete Department
uniform in the prescribed manner except when working a plain-clothes assignment. Uniformed employees have the discretion of wearing either the warm weather or cold weather uniform.

2. Issued uniforms and equipment remain the property of the city of Centralia and will be returned upon separation from employment.

3. Uniform and Equipment Specifications

a. Cold weather uniforms consist of dark navy, long sleeve uniform shirts and trousers, approved footwear, outerwear, and optional uniform parts when authorized. Gun belts and accessories will be black nylon gear. Dark blue or black crew neck t-shirts or turtleneck shirts will be worn under long sleeve uniform shirts for routine patrol duty. When worn as a class A uniform for court, funerals and other formal occasions, the cold weather uniform is worn with a tie of matching color.

b. Warm weather uniforms are the same as the cold weather uniform except short sleeve shirts are worn. Dark blue or black crew neck t-shirts will be worn under short sleeve uniform shirts. Ties or turtleneck shirts are never worn with short sleeve shirts.

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

1) Centralia Police Department patches shall be worn on both shoulders of shirts and jackets centered on the sleeve and 1/2" below the shoulder seam.

2) Longevity stripes are authorized for each three years of full time Centralia PD service. They are worn on the left sleeve on the long sleeve shirt only, approximately 1" from the cuff seam, along the outside edge of the sleeve crease.

3) Specialty patches are worn on the right sleeve 1" below the Department patch, centered on the sleeve. These insignia are to be worn only by officers active in the specialty.

4) CPD badges are of a design specified by the Chief of Police and worn above the left pocket of shirts and jackets. Badges are worn on the outermost garments; cloth badges approved by the Chief of Police may be worn on uniform outerwear and utility uniforms.

5) Rank insignia are worn on uniform shirts and jackets. Insignia are gold color and worn with the edge approximately 1" in from the shoulder seam towards the neck on top of the epaulets of uniform outerwear, and on both collars of uniform shirts.

6) Name bars are worn above the right shirt pocket with the bar centered between the seams above the top of the pocket flap. Approved name tapes are worn on utility uniforms and jackets.
7) Award ribbon bars are worn on Class A uniform shirts approximately 1/4" above the name bar, centered over the right shirt pocket. Multiple awards will be worn with the most distinguished award on top. Multiple awards of the same class will be worn side-by-side and centered above the pocket.

d. Eight point hats are worn with Class A uniforms; an approved hat badge is affixed to the center of the front of the cap. Officers will wear silver colored expandable bands on their hats; Sergeants and above will wear gold colored expandable bands.

e. Department approved dark blue caps with embroidered patches on the front are authorized for wear with utility uniforms and for patrol. Other types of hats are prohibited.

f. Uniform jackets shall be of a design approved by the Chief of Police.

g. Uniform shoes and boots shall be black, low heeled, plain toed, capable of accepting a shine, and present a neat, professional appearance. Boots shall be laced style and may include zippers. Socks shall be black or dark blue.

h. Black uniform gloves are authorized for wear when needed to protect officers' hands from cold weather, abrasion, or as required for a special assignment.

i. Optional wear includes utility uniforms, approved jumpsuits, stocking caps, uniform raincoats and sweaters of a style approved by the Chief of Police.

j. All officers shall carry issued ID and an approved badge while on duty. Badges and ID shall be prominently displayed whenever the identity of an officer acting in an official capacity is in question.

k. Any officer whose badge, official identification or any uniform parts or equipment that might allow impersonation of an officer is lost or stolen shall immediately notify the Chief of Police in writing through the chain of command.

l. Command officers are authorized to wear dress uniforms of a design, color and material specified by the Chief of Police for formal functions and funerals. White uniform shirts are authorized for command officers.

m. The supervisor or commander may limit wearing of jewelry when it appears to pose a threat to the safety of the officer or others or looks unprofessional.

n. Loss, damage, or waste of Department property or equipment through negligence or improper use by any employee will be grounds for disciplinary action. The employee responsible may be charged for the property in question.
I. PURPOSE

The purpose of this policy is to maintain a healthy work environment in which all individuals are treated with respect and dignity, to provide procedures for reporting, investigating and resolving complaints of harassment and discrimination, and to prevent discriminatory and/or harassing practices and ensure conformance with Title VII of the Civil Rights Act of 1964. All members of the department must be aware that they may not engage in any acts that discriminate against, threaten, intimidate, harass, demean or torment fellow employees irrespective of whether the employee is a member of a protected class.

II. POLICY

It is the policy of the Centralia Police Department that all its members have the right to work in an environment free of all forms of harassment and discrimination, whether sworn, civilian or volunteer, or non-employees who conduct business with this agency. This agency considers harassment and discrimination of others serious employee misconduct.

III. DEFINITIONS

Harassment: Any form of conduct that is objectively unreasonable or offensive and that could result in a hostile or intimidating working environment.

Discrimination: A failure to treat all persons equally where no reasonable distinction can be found between those favored and those not favored.

Professional Standards Function (PS): The agency unit/function responsible for monitoring adherence of employees to agency policy, procedures and rules and for conducting investigations of allegations of employee misconduct.

Whistleblower - an employee, former employee, or member who reports misconduct to people or entities that have the power and presumed willingness to take corrective action. Generally, the misconduct involved is a violation of law, rule, regulation and/or a direct threat to public interest, such as fraud, health/safety violations, and corruption. RCW Chapter 42.41 specifies local government whistleblower protection available under Washington State Law.

IV. PROCEDURE

A. Individuals covered under this policy include agency members defined as employees and applicants for employment with the agency, whether sworn, regular, reserve, or civilian, and all volunteers.

B. Prohibited activity under this policy includes but is not limited to the following:
1. No department member shall harass or discriminate against any person.

2. No department member shall either explicitly or implicitly ridicule, mock, deride or belittle any person.

3. Department members shall not make offensive or derogatory comments to any person, either directly or indirectly.

4. No department member shall engage in activity such as slander, sabotage, ostracism, badgering, withholding resources, disruptive treatment and/or conduct that intimidates or is hostile, whether this conduct is of a sexual nature or not. Nor shall any employee allow non-employees who conduct business with this police agency to engage in such activity. All prohibited acts of these types will be judged on the basis of conduct that is “objectively reasonable.”

5. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

   a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or

   b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or

   c. Such conduct is objectively unreasonable even though it may not interfere with an employee’s work performance or create an intimidating, hostile or offensive working environment to any employee.

   d. No employee may perform an objectively unreasonable act upon any employee based upon that person’s race, sex, religion, national origin, color, sexual orientation, age or disability.

C. Supervisors’ Responsibilities

1. Although all employees shall be responsible for preventing harassment and/or discrimination, supervisors shall be responsible for:

   a. Advising employees on the types of behavior prohibited and the agency procedures for reporting and resolving complaints of harassment and discrimination;

   b. Monitoring the work environment on a daily basis for signs that harassment and discrimination may be occurring;

   c. Stopping any observed acts that may be considered harassment and discrimination, and taking appropriate steps to intervene, whether or not the involved employees are within his/her line of supervision; and
d. A supervisor shall utilize all reasonable means to prevent a prohibited act from occurring when he or she knows or should know that an employee will or may perform such an activity.

e. Not making any employment decision that affects the terms, conditions, or privileges of an individual's employment based on the basis of that person's race, sex, religion, national origin, color, sexual orientation, age or disability.

f. Taking immediate action to prevent retaliation towards the complaining party and to eliminate the hostile work environment where there has been a complaint of harassment and/or discrimination. If a situation requires separation of the parties, care should be taken to avoid action that punishes or appears to punish the complainant. Transfer or reassignment of any of the parties involved should be voluntary if possible and, if non-voluntary, should be temporary pending the outcome of the investigation.

2. Any proscribed conduct covered by this policy that comes to the attention of a supervisor shall result in an investigation.

3. Each supervisor has the responsibility to assist any member of this department who comes to that supervisor with a complaint of harassment and discrimination in documenting and filing a professional standards complaint.

D. Employee Responsibilities

1. Each member of this department is responsible for assisting in the prevention of harassment and discrimination by:

   a. refraining from participation in or encouragement of action that could be perceived as harassment and discrimination;

   b. reporting observed acts of harassment and discrimination to a supervisor; and

   c. encouraging any member who confides that he or she is being harassed or discriminated against to report these acts to a supervisor.

2. Failure of any member to carry out their responsibilities as defined in this policy will be considered in any performance evaluation or promotional decision and may be grounds for discipline.

E. Reporting Procedures

1. Any member encountering harassment and/or discrimination is encouraged to inform the person that his or her actions are unwelcome and offensive. The employee is encouraged to document all incidents of harassment and discrimination in order to provide the fullest basis for investigation. The employee should be advised that he or she must report such acts.

2. Any member who believes that he or she is being harassed or discriminated against shall report the incident(s) as soon as possible so that steps may be taken to protect
the employee from further harassment and discrimination and so that appropriate investigative and disciplinary measures may be initiated.

a. Where a supervisor is involved in the harassment and/or discrimination, the member may waive filing a complaint with that supervisor and proceed to a supervisor higher in the chain of command.

b. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment and discrimination, any witnesses to the incident(s) and the date(s) on which it occurred.

c. That employee taking the complaint shall promptly submit a confidential memorandum documenting the complaint to the Professional Standards function (PS).

3. The CPD professional standards function (PS) shall be responsible for investigating any complaint alleging harassment and/or discrimination.

a. PS shall immediately notify the Chief of police if the complaint contains evidence of criminal activity, such as battery, rape, or attempted rape.

b. The investigator shall include a determination as to whether other employees are being harassed or discriminated against by the person and whether other agency members participated in or encouraged the harassment or discrimination.

c. PS shall inform the parties involved of the outcome of the investigation.

d. A file of harassment and discrimination complaints shall be maintained in a secure location. The Chief of Police shall be provided with an annual summary of these complaints.

4. The complaining party’s confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

5. Complainants or employees accused of harassment and/or discrimination may file a grievance/appeal in accordance with agency procedures when they disagree with the investigation or disposition of a harassment and/or discrimination claim.

6. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

F. Retaliation – Whistleblower Protection

1. Retaliation against any employee for filing a harassment or discrimination complaint or for assisting, testifying, or participating in the investigation of such a complaint is prohibited by City of Centralia Personnel Policy 8.14 and may constitute a violation of whistleblower protection specified in RCW Chapter 42.41.
2. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints.

3. Monitoring to ensure that retaliation does not occur is the responsibility of the Chief of Police, commanders, and supervisors.

G. Training

This Centralia Police Department shall provide periodic and refresher training concerning the nature of harassment and discrimination in the workplace and prohibitions on such actions defined in the policy.
13.1.3 Biased-Based Policing Prohibition

I. PURPOSE

The purpose of this directive is to reaffirm this department’s commitment to unbiased policing and to reinforce procedures that serve to ensure the public that we are providing service and enforcing laws in a fair and equitable manner.

II. POLICY

Maintenance of public trust and confidence in the police department is critical to effective policing and is achieved largely through fair and equitable treatment of the public. This is a basic requirement of law enforcement and the right of all persons in our society. All persons having contact with members of this department shall be treated in an equitable and objective manner, in accordance with law, and without consideration of their race, color, national origin, or other individual characteristics or distinctions as defined in this policy.

III. DEFINITIONS

Biased Policing - Discrimination in the performance of law enforcement duties or delivery of police services based on personal prejudices or partiality of officers that interferes with their professional judgment, or training, departmental policy, or adherence to law. Bias-based policing also referred to in some instances as “profiling,” includes but is not limited to prejudicial decisions affecting individuals in classes protected by federal and state law. It also includes, for example, persons with whom officers have such “personal involvement” that they cannot act impartially, as defined herein.

Equal Treatment - Persons, irrespective of race or other distinction, shall be treated in the same basic manner under the same or similar circumstances. This does not mean that all persons in the same or similar circumstances can or must be treated identically in all cases. Reasonable concessions and accommodations may be, and sometimes should be made, when dealing with individuals with physical or mental disabilities, injury, illness, infirmity, or similar conditions, or when information about them necessitates different treatment.

Police Service Functions - Sometimes referred to as community caretaking functions, these are actions and activities that may not directly include enforcement of the law but that contribute to the overall well-being and safety of the public. These include but are not limited to such tasks as assistance at fire scenes, traffic accidents, and medical emergencies, lifesaving services, crime prevention, preventive patrol, traffic control, public information, education, assistance, and similar activities.

Racial Profiling - is defined as when police officers stop, detain, cite or arrest a person based upon that person’s racial, ethnic, cultural, gender, or age characteristics when there is no reasonable suspicion or probable cause to believe that the person has or is about to commit any crime or infraction.
Motorcycle Profiling - is defined as the illegal use of the fact that a person rides a motorcycle or wears motorcycle-related paraphernalia as a factor in deciding to stop and question, take enforcement action, arrest, or search a person or vehicle with or without legal basis under the United States Constitution or the Washington Constitution.

IV. PROCEDURE

A. Fair and Equal Treatment

1. Bias-based policing is prohibited both in enforcement of the law and the delivery of police services. Police officers who engage in improper bias / racial / motorcycle profiling are subject to discipline.

2. Officers may not use race, ethnic background, gender, gender identity, sexual orientation, religion, economic status, age, or cultural group as the sole criteria for determining when or how to take enforcement action or provide police services.

3. Officers must be able to articulate specific facts and inferences drawn from those facts that establish reasonable suspicion or probable cause to take any enforcement action.

4. Officers shall take equivalent enforcement actions and provide equivalent services to all persons in the same or similar circumstances.

5. Officers who cannot make objective judgments uninfluenced by prejudicial views or attitudes, intolerance to or preference for certain individuals that are unrelated to the situation at hand shall, as soon as reasonably possible, request that another officer assume responsibility for the matter.

6. Unless exigent circumstances exist, officers shall not engage in a law enforcement matter when it involves a family member, friend, relative or other person such that the officer's objectivity may be, or may appear to be, compromised.

7. Nothing in this policy prohibits officers from using the traits and characteristics of persons, such as race, ethnicity, or national origin in combination with other facts to assist in establishing reasonable suspicion or probable cause in the same manner that officers would use hair color, height, weight, or gender for such purposes.

8. Stopping, detaining, citing and/or arresting a person based, in part, on that person's racial, ethnic, gender, cultural, or age characteristics is not prohibited when a reliable witness to a crime or victim of a crime describes such characteristics as belonging to the perpetrator of a crime or when other forensic evidence reasonably suggests that such a characteristic belongs to the perpetrator of a specific crime or when there is credible evidence that a person or persons bearing such characteristics are criminally conspiring to commit a crime in the future. In these circumstances, reliance upon reliable descriptions of racial, ethnic, gender, cultural, or age characteristics may be regarded as legitimate and necessary profiling activity by police to apprehend specific criminals.
B. Preventing Perceptions of Biased Policing

In an effort to prevent perceptions of biased law enforcement, officers shall utilize the following strategies when conducting investigative detentions, traffic stops, arrests, searches and seizures of property:

1. Be courteous, polite, and professional.

2. Introduce themselves and explain to the person the reason for the stop as soon as practical, unless providing this information will compromise the investigation of the safety of officers or other persons.

3. Ensure that the length of the detention is no longer than necessary to take appropriate action for the known or suspected offense.

4. Answer any questions the person may have, including explaining options for the disposition of the traffic citation, if relevant.

5. Provide your name and badge number when requested, in writing or on a business card.

C. Supervision and Accountability

Supervisors shall ensure all personnel under their command are familiar with the content of this policy and are operating in compliance.

D. Complaints

1. Officers who witness or who are aware of instances of bias-based policing shall report the incident to their supervisor.

2. The department takes seriously allegations of bias-based policing whether from inside or outside the agency. All such complaints shall be forwarded to the department's professional standards function for investigation in accordance with CPD Policy 14.1.1 IV B.

E. Training

All officers will receive basic and in-service training and, where deemed necessary, remedial training as defined by the training authority on subjects related to police ethics, cultural diversity, police-citizen interaction, standards of conduct, conducting motor vehicle stops, this policy, and related topics suitable for preventing incidents of biased policing.
I. PURPOSE

The purpose of this directive is to establish clear procedures, protocols and actions for investigating, reporting and responding to domestic violence involving Department employees and/or law enforcement officers from other agencies and to thereby discourage and reduce acts of domestic violence by sworn law enforcement employees.

II. 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, the Department will:

- Promptly respond to allegations of domestic violence by an employee according to this policy and all applicable laws.
- Give primary consideration to protection of the victim of domestic violence and enforcement of the laws.
- Respect the due process rights of all employees, according to applicable legal precedent and collective bargaining agreements.
- Expeditiously report and conduct thorough investigations into any allegation of a law enforcement employee involved in domestic violence.
- Train employees and seek to educate their families about intimate violence and avenues for assistance.

III. DEFINITIONS

**Command Officer** - The Chief of Police or a Commander.

**Department** - The Centralia Police Department.

**Domestic dispute** - An incident involving a relationship defined in RCW 10.99.020(3) where there was no criminal action.

**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).

**Domestic violence specialist** - An individual with professional credentials in the dynamics of battering, advocacy and victim safety. The specialist may be associated the agency of jurisdiction, employing agency or by partnership with another agency.

**Domestic violence treatment provider** - A treatment provider certified by the State of Washington as a batterer’s treatment provider as defined in RCW 26.50.150.
**Employee** - Any person currently employed with an agency.

**Sworn employee** - 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.

### IV. PROCEDURE

#### A. Actions

1. **Department: Actions**
   
   a. Conduct pre-hire screening 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 community.

   c. Provide training to agency employees on the dynamics of interpersonal violence.

   d. Provide information on programs under RCW 26.50.150 in response to observed behavior or at the request of an employee, 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. Require that any employee who becomes aware of domestic violence committed by a sworn employee must immediately report that allegation to their supervisor.

   f. Recognize that 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 from another agency.

   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 Department 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 Department 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 Department 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.

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 Department’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 Department’s professional standards function within 24 hours.

e. Employees are expected to fully cooperate with the investigation of allegations under this chapter as required 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 Department’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.

3. Supervisor Actions

a. 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.

b. All Department supervisors are required to ensure that domestic violence incidents are properly recorded and processed according to this policy.

B. Incident Response Protocols

1. General Guidelines:

a. Notification of an incident of domestic violence involving any law enforcement officer requires:

   1) A prompt response
   2) Full investigation
   3) A complete written report by this Department, and
   4) Notification to the employing agency.

b. The Chief of Police 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.

c. 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.

2. Radio

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. Communications will prepare and preserve documentation of the facts of the call, including the 911 tape.

3. Patrol

a. A patrol officer responding to an incident described as domestic violence involving a law enforcement officer will request a supervisory response to the scene.

b. The primary officer will conduct a thorough investigation, including, but not limited to:

1) Photographs of the crime scene & any visible injuries
2) Statements from all witnesses, including children, if any
3) 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 officer will complete the report as soon as possible, but prior to the completion of their shift.

e. A copy of the report shall be forwarded to the Department's professional standards function. Access to the report will 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.

4. Patrol Supervisor Response

a. A patrol supervisor shall 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 supervisor shall coordinate the 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 a Centralia Police officer is arrested, the on-scene supervisor will contact the Chief of Police who will order the surrender of the officer’s department-issued weapons and identification. Consideration should be given to other Centralia Police Department equipment and inquiries made about voluntary surrender of personal weapons that may be secured for safekeeping.

e. If an officer from another law enforcement 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 make 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. The supervisor will 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.

5. 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. The domestic violence specialist will 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.

6. Command Officer

   a. The command officer notified of an incident covered by this policy will ensure that the agency head is notified promptly of such incident.

   b. For incidents involving Department employees, the command officer:

      1) Should respond to the scene if the involved employee is a Sergeant or above or if the situation dictates command presence.

      2) 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) Will issue an administrative order prohibiting contact with the victim if appropriate.

      4) Will forward the administrative order through the professional standards function and/or the Chief of Police for review and further action.

   c. For incidents involving employees of other law enforcement agencies, the command officer will:

      1) Verify command notification of the employing agency.

      2) Verify the supervisor has offered assistance with removing weapons, police powers, etc.

      3) Ensure that the Department provides appropriate reports and any other requested documentation to the employing agency.

7. Victim Safety & Notifications

   a. Working with community resources and domestic violence advocacy agencies, the Department shall make available to the victim:

      1) Information on how to obtain protective orders and/or removal of weapons from his or her home.

      2) Assistance with obtaining such orders in coordination with domestic violence victim advocates.

      3) A copy of this policy and other agency policies referencing victim confidentiality.
4) Information about public and private domestic violence advocacy resources to include the Washington State Domestic Violence Hotline.

b. The Department will coordinate victim notification regarding criminal and administrative investigative processes through the designated agency liaison in order to assist with victim safety.

8. Administrative Process

a. The Department will observe all other policies and procedures generally applicable to investigation of alleged officer misconduct while respecting the rights of the accused employee under collective bargaining agreements and case law.

b. Administrative investigations will be conducted through the Department professional standards function or by an outside agency as directed by the Chief of Police.

c. Where sufficient information exists, the agency will make appropriate restrictions to assignments, law enforcement powers, building and records access and administrative reassignment and/or leave.

d. In determining the proper course of administrative action, the Department may consider consulting with treatment professionals and reviewing such factors as the employee’s past conduct and history of complying with agency rules.

e. Department employees may be ordered to undergo fitness for duty evaluations or assessment by a domestic violence treatment provider prior to any disposition, depending on circumstances and in accordance with administrative policy, applicable collective bargaining agreements and civil service standards.
13.1.5 Safety Restraint/Seat Belt Requirement

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I. PURPOSE

The purpose of this directive is to establish regulations requiring the use of safety restraint/seat belts while operating City-owned vehicles.

II. POLICY

Motor vehicles purchased by the City of Centralia for use by police department personnel are equipped with safety belts in compliance with federal motor vehicle standards. All Centralia Police Department personnel are required to use safety restraint/seat belts while operating or riding as passengers in agency vehicles.

III. PROCEDURE

A. All personnel shall utilize safety restraint equipment while driving or riding as a passenger in any City-owned vehicle.

B. When arriving at an emergency call, officers may remove restraint devices prior to stopping to facilitate a quick exit.

C. Officers may remove safety restraint devices prior to coming to a stop for a vehicle/traffic stop. Caution should be exercised to insure the violator is in fact going to stop to avoid becoming involved in a pursuit without the protection of a safety restraint device.

D. Officers shall restrain prisoners in the rear seat of vehicles using the restraints provided. EXCEPTION: If a prisoner is so combative as to create a potential for injury for the officer or prisoner, the belt need not be used until the prisoner can be restrained safely.
I. PURPOSE

The purpose of this directive is to set forth guidelines to govern secondary employment by members of this law enforcement agency.

II. POLICY

This policy of the Centralia Police Department provides guidelines to law enforcement employees to inform them of the types of secondary employment that are appropriate and to establish procedures to maintain accountability for the welfare of the agency. These requirements are essential for the efficient operation of the agency and for the protection of officers, the agency, and the community. In any decision relating to extra duty employment or regular off duty employment, the needs of the department shall be paramount and considered first.

III. DEFINITIONS

Employment - The provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer work for charitable organizations.

Extra-Duty Employment - Any employment that is conditioned on the actual or potential use of law enforcement powers by the police officer employee.

Regular Off-Duty Employment - Any employment that will not require the use or potential use of law enforcement powers by the off-duty employee.

IV. PROCEDURES

A. Regular Off-Duty Employment

Employees may engage in regular off-duty employment or self employment provided that he or she obtains prior written approval from the Police Chief. Such off duty employment must meet the following criteria:

1. An employee seeking permission to either perform outside employment or change that employment shall apply in writing to the Police Chief for approval. Such application shall be approved or denied within a reasonable time.

2. Employment of a non-police nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.
3. Employment that presents no potential conflict of interest between duties as a law enforcement officer and duties for the secondary employer. Some examples of employment representing a conflict of interest and should be denied include, but are not limited to, the following:

a. Employment as a process server, repossessor, bill collector; towing of vehicles; or any other employment which may involve use of the Centralia police commission for private purposes.

b. Work involving personnel investigations for the private sector or any employment that might require the police officer to have access to government information, files, records, equipment, resources or services as a condition of employment.

c. Employment using the police uniform in the performance of tasks other than those of a police nature.

d. Employment that assists (in any manner) the case preparation for the defense in any criminal action or for either side in any civil action or proceeding.

e. Employment by a business or labor group that is on strike.

f. Employment in occupations that are regulated by, or that must be licensed through, the police agency.

4. Employment that does not constitute a threat to the status or dignity of law enforcement as a professional occupation. Examples of employment that constitutes such a threat and should be denied include, but are not limited to:

a. Establishments that sell pornographic books or magazines, sexual devices or videos, or that otherwise provide entertainment or services of a sexual nature.

b. Any employment involving the sale, manufacture, or transport of alcoholic beverages as the principal business.

c. Any gambling establishment.

B. Extra-Duty Employment

Police officers may engage in extra-duty employment as follows:

1. Where a government, profit-making, or not-for-profit entity has an agreement with the Centralia Police Department for police officers in uniform who are able to exercise their police duties.

2. Types of extra-duty services that may be considered for contracting are as follows:

a. Traffic control and pedestrian safety

b. Crowd control

c. Security and protection of life and property
d. Routine law enforcement for public authorities

e. Plainclothes assignments

C. Limitations on regular off-duty employment and extra-duty employment are as follows:

1. In order to be eligible for off-duty employment, a police employee must be in good standing with the agency. Continued agency approval of a police employee’s off-duty employment is contingent on such good standing.

2. Those officers who have not completed their probationary period or who are on medical or other leave due to sickness, temporary disability, or an on-duty injury are not eligible to engage in off-duty or extra-duty employment.

3. Prior to obtaining off-duty employment, a police employee shall comply with agency procedures for granting approval of such employment or registration for extra-duty employment.

4. A police officer may work a maximum of 24 hours of off-duty-regular or extra-duty employment, or a total of 68 hours in combination with regular duty in each calendar week.

5. Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the police employee’s performance of duty.

6. A police officer engaged in any off-duty employment is subject to call-out in case of emergency, and may be expected to leave his off-duty or extra-duty employment in such situations.

7. Permission for a police employee to engage in outside employment may be revoked where it is determined that such outside employment is not in the best interests of the agency.

8. The employee shall receive at least fourteen (14) calendar days’ advance written notice of such revocation.
13.1.7 Off Duty Conduct - Arrests

I. PURPOSE

The purpose of this policy is to provide guidelines to police officers regarding acceptable criteria for effecting an off-duty arrest.

II. POLICY

Off-duty officers are often faced with situations involving criminal conduct that they are neither equipped nor prepared to handle in the same manner as if they were on duty. This may lead to unnecessary injuries to off-duty officers, and confusion for those on-duty officers arriving at the scene trying to correctly assess the facts. In order to promote safety and efficiency, it is the policy of this police department to determine and regulate those situations and locations within which a sworn member is permitted to make an arrest while off-duty.

III. DEFINITIONS

Personally involved: An officer is deemed personally involved where the off-duty officer, a family member, neighbor, or a friend becomes engaged in a dispute or incident involving a personal matter with the person to be arrested or any other person connected with the incident. This does not apply to situations where the police officer is the victim of a crime.

IV. PROCEDURES

A. Liability Protection

Officers of this agency have liability protection for the on and off-duty performance of official duties. This protection does not extend to acts intended to cause injury or damage, or to those actions that the police officer knew, or reasonably should have known, were in conflict with the law or the established policies of this department. This protection also does not extend to reckless conduct or acts beyond the scope of the officer’s employment.

B. Permitted Off-Duty Arrests

When off-duty and within the legal jurisdiction of this law enforcement agency, an officer may make an arrest only when:

1. The arresting officer is not personally involved in the incident underlying the arrest; and

2. There is an immediate need to prevent a crime or apprehend a suspect; and
3. The crime would require, or meet the criteria for, a full custodial arrest; and

4. The arresting officer possesses appropriate police identification.

C. Off-Duty Responsibilities

1. While off-duty, the police officer is responsible for immediately reporting any suspected or observed criminal activities to on-duty authorities.

2. Except as allowed by department policy, off-duty officers should not enforce minor violations such as traffic infractions, disorderly conduct, or other nuisance offenses. On-duty personnel shall be contacted to respond to the situation where an off-duty officer becomes aware of such violations.

3. When an arrest is necessary, the off-duty arresting officer shall abide by all departmental policies and procedures.

D. Prohibited Off-Duty Arrests

Officers of this agency may not make an arrest off-duty in the following circumstances:

1. When the arresting officer is personally involved in the incident underlying the arrest. Officers shall not use their police powers to resolve personal grievances (e.g., those involving the officer, family members, relatives, or friends) except under circumstances that would justify the use of self-defense, action is necessary to prevent injury to another person, or when a serious offense has been committed that requires an arrest. In all other cases, officers shall summon on-duty police personnel and a supervisor in cases where there is personal involvement that would reasonably require law enforcement intervention.

2. When engaged in off-duty employment of a non-police nature, and the officer’s actions are only in furtherance of the interests of the private employer.
I. PURPOSE

It is the purpose of this policy to provide officers with guidelines for scheduling, preparing for, and testifying in criminal court cases.

II. POLICY

The success of a criminal prosecution is determined not solely by the quality and quantity of evidence but by the manner in which it is presented by law enforcement officers in a court of law. An officer’s appearance, demeanor, attitude, and ability to accurately convey evidence in a fair and professional manner are essential in efforts to bring a criminal prosecution to a just conclusion. Therefore, it is the policy of this agency that officers adhere to court scheduling, preparation, appearance, and testimonial guidelines provided herein.

III. PROCEDURES

A. Subpoenas

1. All officers shall accept subpoenas and shall appear in the designated place at the time required. Avoidance of service is strictly prohibited, and offending officers are subject to disciplinary action.

2. This agency shall establish a system of accountability for subpoenas from point of receipt from the court to point of officer testimony. This includes but is not limited to

   a. recording the receipt of subpoenas to include date received, court date and time, defendant’s name, officer’s name, and date executed and returned to the court;

   b. recording the service of subpoenas to named officers by shift supervisors or other designated personnel noting dates received, served, and returned to the court authority; and

   c. ensuring that notification is made as soon as possible to the designated court authority when officers cannot be served in accordance with established time frames or cannot appear on the designated court date.

3. Officers served subpoenas or given other official notice to appear before a criminal court by means other than the foregoing are responsible for complying with this directive and for providing agency notification as soon as possible of the need for appearance. Such subpoenas shall be recorded in a manner consistent with this policy.

B. Preparation for Trial
1. Officers shall fully cooperate with requests from the prosecutor in preparation of cases for trial and may seek pre-trial conferences whenever the seriousness of charges or complexity of cases dictates.

2. Officers shall be familiar with the basic rules of evidence and shall seek clarification of any legal issues that may arise during the trial prior to court appearance.

3. Prior to trial, arresting or other officers designated for court appearance shall review case documentation to ensure that they are completely familiar with the facts involved. In addition, officers shall provide all reasonable assistance necessary to or requested by the prosecution to ensure that:
   a. Necessary evidence will be available at trial;
   b. Witnesses have been notified of the date, time, and place of trial and have adequate means of transportation;
   c. Witnesses have been adequately informed of what is and can be expected of them during testimony, that they have been advised not to offer personal opinions or conjecture, and to respond to all questions accurately and truthfully; and
   d. That any legal questions of witnesses are referred to the prosecutor for clarification when appropriate.

4. In pretrial conferences with the prosecutor, officers are responsible for providing all information relevant to the case even though it may appear beneficial to the defendant. No detail should be considered too inconsequential to reveal or discuss.

5. There shall be no communication between officers and defense attorneys with regard to pending criminal cases without express approval of the prosecutor’s office.

6. Officers shall not testify for a defendant in any criminal case without being legally summoned to appear, prior knowledge of the agency chief executive, and written authorization of the prosecutor’s office.

C. Appearance in Court

1. Officers shall receive compensation for appearance in court during off-duty hours at the rate designated by this agency and in accordance with established means of calculation. Compensation shall be paid only when officers comply with procedures established by this agency for court appearance, to include but not limited to supervisory notification/approval and adherence to documentation procedures for overtime pay.

2. Officers who are late for or unable to appear on a court date shall notify the appropriate court authority as soon as possible, providing name, defendant’s name, court designation, and reason for absence or tardiness. The reason for absence or tardiness shall be reviewed by the officer's commander and may be referred for disciplinary review.
3. Officers’ physical appearance, personal conduct, and manner shall conform to the highest professional police standards.

4. Class A uniforms are the standard, with business dress as an alternative. Officers appearing during or immediately before or after their regular work hours are permitted to attend in the uniform of the day.

5. When testifying, officers shall
   a. restrict remarks to that which is known or believed to be the truth;
   b. respond directly but only to questions asked and avoid volunteering information or going beyond the scope of the question;
   c. speak naturally and calmly in a clearly audible tone of voice;
   d. use plain, clearly understood language and avoid using police terminology, slang, or technical terms; and display a courteous attitude and maintain self-control and composure.
I. PURPOSE

This policy addresses potential impeachment disclosure information that may be in the possession of law enforcement agencies. It sets forth law enforcement duties and procedures regarding disclosure of information about law enforcement employee/officer witnesses pursuant to the *Brady* rule (*Brady v. Maryland 373US83 (1963)*). It is intended to meet prosecutorial obligations and preserve the constitutional due process rights of defendants, while permitting efficient and effective law enforcement investigation and prosecution of criminal cases. This policy is intended to function in conjunction with established *Brady* policies/procedures applicable to prosecutors.

II. POLICY

It is the policy of the Centralia Police Department to collect, retain, and disseminate potential impeachment or exculpatory information in accordance with applicable federal and state laws, and local ordinances and guidelines pertaining to the employees of this department.

III. DEFINITIONS

**Recurring Government Witness:** Recurring government witness are those law enforcement employees/officers for whom it is reasonable to believe will or may be called to testify more than once or on a regular basis.

**Exculpatory Evidence:** Evidence is exculpatory if it is evidence that is favorable to the defendant, is material to the guilt, innocence, or punishment of the defendant, and impeachment evidence that may impact the credibility of a government witness, including a police officer. Exculpatory evidence must be disclosed.

**Materiality:** Evidence is material only if there is a reasonable probability that had the evidence been disclosed to the defense the result of the proceeding would have been different. A “reasonable probability” is established when the failure to disclose the evidence could reasonably be taken to put the whole case in such a different light as to undermine confidence in the verdict. Such evidence must have a specific, plausible connection to the case, and must demonstrate more than minor inaccuracies. Evidence is material if it is readily apparent as exculpatory.

**Impeachment Evidence:** Evidence that might be used to impeach a witness is exculpatory evidence and must be disclosed to the defense by the prosecutor. Impeachment evidence is evidence that demonstrates that a witness is biased or prejudiced against a party, has some other motive to fabricate testimony, has a poor reputation for truthfulness or has past specific incidents that are probative of the witness’ truthfulness or untruthfulness. Prior
inconsistent statements are impeachment evidence. Impeachment evidence that is merely cumulative (i.e. duplicative to evidence already provided or presented) or impeaches on a collateral issue need not be disclosed. Admissibility of impeachment evidence is determined on a case by case basis by the courts. Therefore even evidence that is likely to be inadmissible can still be considered potential impeachment evidence information, and thus be required to be submitted to the prosecutor.

IV. PROCEDURE

A. Police Department Responsibilities

1. Generally - Centralia Police officers must collect and document exculpatory and impeachment information discovered pursuant to administrative and criminal investigations and provide the same to the prosecution. Information that could impeach any non-law enforcement witness must be provided to the prosecution as well.

2. Training - All employees must be properly trained on the department’s obligation to disclose potential impeachment information. For the purposes of this policy, employee means anyone employed by the Centralia Police Department who may be called to testify under oath. However, the existence of the policy and a copy should be made known and available to all employees.

3. Employer / Employee Agreements regarding Law Enforcement Conduct – The department shall investigate all complaints regarding their officers in accordance with established policies. If an agreement, settlement or other understanding is reached between the department and an employee regarding a complaint, investigation or response, the department shall consider the impact of the subject matter of the complaint, investigation or response on the employee’s ability to serve as a witness in any criminal proceeding for any jurisdiction.

B. Response to Potential Impeachment Information Request

1. Information Request—Categories of Evidence and Procedures

a. The department will review all their internal investigation files to determine if any possible potential impeachment information exists on any of their employees who may be called as witnesses by the prosecution. If such information exists, it must be submitted to the prosecutor.

b. If the department receives a request from a prosecutor for possible potential impeachment information on an employee/officer the law enforcement agency shall comply with the request as soon as practicable and according to the policies and procedures below:

   I. Substantiated/Sustained Findings of Misconduct Related to Dishonesty
      The department shall disclose to the prosecution as potential impeachment material information regarding any final determination by the Chief of Police of a substantiated or sustained finding related to an employee’s/officer’s dishonesty or untruthfulness, regardless of whether or not discipline was given.
II. **Criminal Convictions**
   The department shall disclose to the prosecution as potential impeachment material information regarding criminal convictions of an employee/officer related to dishonesty or untruthfulness, if known.

III. **Unsubstantiated Finding**
   There is no requirement that the department provide prosecutors with information concerning unsubstantiated findings about an employee.

IV. **In-Lieu-of Actions/Agreements**
   Actions/agreements such as resignation, demotion, retirement or separation from service of an employee/officer in lieu of disciplinary action do not control whether information is potential impeachment information.

V. **Current or Ongoing Investigations**
   Pending criminal or administrative investigations are considered preliminary in nature, and the prosecution should be notified of their existence. Law enforcement has an obligation to communicate confirmed or acknowledged Brady information which occurs during the course of a criminal or administrative investigation. (*U.S. v. Olsen*, 704F.3d1172 (2013)).

VI. **Expert Witnesses**
   Law enforcement information regarding agency employee expert witnesses may be considered potential impeachment evidence. Any final departmental determination of a substantiated or sustained finding related to an expert witness’s unsatisfactory employment performance that compromises the expert’s conclusions or ability to serve as an expert witness, regardless of whether or not discipline was given, must be turned over to the prosecution.

VII. **Other Potential Impeachment or Relevant Information**
   The Chief of Police shall consult with appropriate legal counsel in making a determination if evidence not related to substantiated or sustained findings of dishonesty or untruthfulness is potential impeachment information. This may include evidence related to current or ongoing investigations, disciplinary actions, in-lieu-of actions, and employment agreements or when the chief is uncertain regarding what action to take.

2. **Information that is Not Considered Potential Impeachment Information:**
   a. Allegations that are not substantiated, or
   b. Allegations that are not credible, or
   c. Allegations that are without merit, false or
   d. Allegations that are have been determined to be unfounded

3. **Notification to Subject Employee/Officer**
a. If potential impeachment information is found in departmental files, the department shall notify the employee/officer who is the subject of the potential impeachment information, consistent with agency policy.

b. The employee/officer notification shall include the opportunity to review the information that has been presented to the prosecutor. The notification shall comply with all policies and procedures, collective bargaining agreements and other regulations applicable to the agency and employee/officer.

c. If the possible potential impeachment information identifies any other individual who may have privacy rights to the information, the department shall notify that person, consistent with department policy, of the provision of the information to the prosecutor and/or court.

4. Record Keeping

a. If the information is provided to the prosecutor and determined to be potential impeachment information, the department shall note in the employee/officer file that such information was subject to disclosure.

b. In cases where a court determines that information must be disclosed to the prosecution and defense, the department shall note in the file that the information was subject to disclosure and maintain a copy of the court order with the information in the file.

c. If the court determines that the information should not be disclosed to the prosecution and defense, the department shall note in the file that the information was not subject to disclosure and include a copy of the court's finding in the file.
CHAPTER 14: INTERNAL AFFAIRS

14.1.1 Documentation and Investigation of Complaints

I. PURPOSE

The purpose of this directive is to inform all employees and the public of procedures for accepting, processing and investigating complaints concerning allegations of employee misconduct. This policy defines provisions applicable to the investigation and disposition of allegations of administrative misconduct and alleged violations of criminal law.

II. POLICY

Establishment of procedures for investigating complaints and allegations of employee misconduct is crucial to demonstrate and protect this agency's integrity. This agency shall accept and investigate fairly and impartially all complaints of employee conduct to determine the validity of allegations and to impose any disciplinary actions that may be justified in a timely and consistent manner.

III. DEFINITIONS

Professional Standards Function (PS) - The designated employee with primary responsibility for conducting investigations of employee misconduct allegations is the Operations Commander.

IV. PROCEDURE

A. Basis for Discipline

1. Employees are subject to discipline for violations of law or agency policy, rules or regulations.

2. All disciplinary actions taken under this policy are subject to, and shall be consistent with, applicable federal and state law, local ordinances, administrative rulings and collective bargaining agreements.

3. Employees who withhold information from, or fail to cooperate with internal investigations are subject to disciplinary action in addition to any other disciplinary action that may result from the investigation.

B. Acceptance /Filing of Complaints
1. Information about filing personnel complaints shall be made available to the public through police supervisors.

2. Complaints may be received by supervisory members of this agency either in person, over the telephone, electronically, or in writing, and may be lodged anonymously or by any other means.

3. Employees shall provide assistance to those who express the desire to lodge complaints against any employee(s) of this agency. This includes but is not limited to:
   a. Calling a supervisor to the scene to document the complaint,
   b. Explaining the agency's complaint procedures,
   c. Providing referrals to individuals, and
   d. Explaining alternative means for lodging complaints, such as by phone, mail, or the department's website.

C. Investigation of Professional Standards Complaints - Operations Commander Responsibility

1. The Operations Commander has primary responsibility for review and investigation of all complaints against employees, whether initiated by the public or by a member of the department.

2. The Operations Commander will notify the Chief of Police of all formal Professional Standards complaints and all allegations of criminal conduct. In cases involving alleged criminal activity, the investigation of administrative misconduct will typically be held in abeyance while a criminal investigation is conducted.

3. The Chief of Police may direct allegations of criminal misconduct be investigated or reviewed by Centralia Police Detectives or an outside agency.

4. The Operations Commander may assume primary responsibility for a supervisor's complaint investigation at any stage in the investigative process upon notification of the supervisor involved. The Operations Commander may also initiate an investigation of alleged employee misconduct, with or without a formal complaint, with prior knowledge and approval of the Chief of Police or his/her designee.

5. The Operations Commander shall have the following additional responsibilities:
   a. Conduct a regular review of complaints to ascertain the need for changes in training or policy; and
   b. Track complaints against individual employees to assist in employee risk analysis.

D. Criminal Investigations, Interviews, and Procedures
1. Criminal investigation interviews shall be conducted by an appropriate police agency or sheriff’s office.

   a. The accused member shall not be ordered to meet with any criminal investigator and/or give a statement during any criminal investigation.

   b. Before interviewing the accused, he/she shall be advised that he/she is suspected of committing a criminal offense and afforded all his/her constitutional rights.

   c. An employee may be compelled to answer questions that are related to his/her duties, fitness for duty, or that concern the subject matter of the Administrative or Internal Affairs Investigation. Failure to answer such questions may be the basis for disciplinary action and may result in dismissal from the Department. The answers given during the investigation of an administrative matter will not be used against the employee in any criminal proceeding. The answers given do not constitute a waiver of the privilege against self-incrimination as in criminal matters.

E. Administrative Interviews and Procedures

1. Prior to an employee being interviewed regarding non-criminal matters which may lead to disciplinary action, an employee shall receive written notification providing the following information:

   a. The basis of the alleged inquiry and the policies alleged to have been violated; and

   b. Notice of his or her right to have a Union representation present at the interview; and

   c. A copy of the original written complaint that caused the inquiry to be initiated.

2. All interviews will be conducted while the employee is on duty, unless the urgency of the inquiry dictates otherwise or unless a more convenient time is agreed upon between the employee and the Employer.

3. The complete interview may be recorded and transcribed.

4. The employee shall be given the following admonitions:

   a. You are being interviewed pursuant to an administrative investigation, not a criminal investigation.

   b. You will be ordered to answer questions that are specifically directed and narrowly related to your duties or fitness for duty.

   c. If you refuse to answer questions, you will be subject to discipline, including termination, for insubordination for refusing to answer questions. You may also be subject to discipline for knowingly giving false statements.
d. You have the right to talk to a union representative and have him/her present with you while you are being questioned.

5. Union Representative at Interview

a. Employees may have a union representative with them during any internal investigative interview.

b. The employee representative's role is primarily that of observer. When present at the interview, the union representative may ask questions to bring out additional facts and may counsel the employee under investigation; provided that the employee may be ordered to give an initial statement of events in question.

F. Examinations and Searches

1. The Chief of Police or designee may direct that the employee undergo a breathalyzer, blood, urine, psychological, polygraph, medical examination or any other exam not prohibited by law if it is believed that such an examination is pertinent to the investigation.

2. An on-duty supervisor may direct an employee to submit to a breath, blood or urine test when there is reasonable suspicion that alcohol and/or drug usage is suspected as the factor directly related to allegations of misconduct.

3. Property belonging to the Centralia Police Department is subject to inspection for investigative purposes.

G. Disposition

1. The Operations Commander shall review the complaint report and investigative findings once deemed complete and compile a report of findings and provide a disposition recommendation for each charge as follows:

a. Sustained - Evidence sufficient to prove allegations.

b. Not sustained - Insufficient evidence to either prove or disprove allegations.

c. Exonerated - Incident occurred but was lawful.

d. Unfounded - Allegation is false or not factual or the employee was not involved.

2. The findings and recommendations shall be submitted to the Chief of Police.

3. The Chief of Police will review the investigative report and supporting documents and may:

a. Accept the findings and recommendations,

b. Remand the case for additional investigation in all or in part,

c. Send to an outside agency or peer for additional review, or
d. Reject the findings and recommendations and draw an alternate conclusion.

4. If the complaint is sustained, and the Chief of Police determines that formal discipline will be imposed, the Chief of Police, or his/her designee, will prepare a letter notifying the subject employee. The letter will provide:

a. Nature of the charges,

b. A copy of the investigative file, and

c. The date and time the Chief of Police will meet with the employee.

5. During that hearing, the employee may offer additional information or evidence on his / her own behalf either verbally or as a written response to the charges. The Chief of Police shall determine an appropriate disposition of the charges or may remand the case for further investigation or related actions.

6. The disposition shall be returned from the Chief of Police to the employee.

7. The employee may appeal the disposition as provided by law, ordinance, collective bargaining agreement, or civil service procedure.

8. Following final disposition of the complaint, a letter shall be sent to the complainant from the Chief of Police or his/her designee explaining the final disposition in accordance with CPD Policy # 14.1.4.

9. The Operations Commander shall be informed of all final disciplinary decisions.

10. Whenever reasonably possible, the investigation of complaints should be completed within 45 days from receipt of the complaint to its disposition.

H. Records and Confidentiality

1. The Services Bureau Commander or Administrative Assistant will

   a. Maintain a complaint log by calendar year; and

   b. Maintain a central file for pending and sustained complaints in a secured area and in conformity with records retention requirements of state law.

2. Upon initial acceptance of a formal complaint, the Operations Commander will forward the complaint package to the Services Commander who will enter it into the Complaint log and assign it a sequential control number.

3. The Services Commander will return the package to the Operations Commander for completion of the investigation as appropriate.

4. Upon completion of the investigation, the Operations Commander shall forward a copy of all final disciplinary decisions to the agency’s central personnel authority.
5. Professional Standards information is considered confidential and will be retained under secure conditions by the Services Commander.

a. Professional Standards case files and personnel dispositions may not be released to any source without prior approval of the Chief of Police unless otherwise provided by law.

b. Case investigation files documenting SUSTAINED allegations shall be retained according to the general retention schedule.

c. Case investigation files containing allegations of misconduct that were determined to be NOT SUSTAINED, EXONERATED, or UNFOUNDED shall be retained for a period of no less than three years.

d. Any case investigation file may be retained beyond these guidelines at the direction of the Chief of Police.
I. PURPOSE

The purpose of this directive is to establish guidelines to identify which complaints supervisors investigate and which types of complaints are investigated by the Professional Standards (PS) function.

II. POLICY

It is the policy of the Centralia Police Department that the initial responsibility for maintaining and reinforcing employee conformance with the standards of conduct of this Department shall be with first-line supervisors.

III. DEFINITIONS

**Summary Action** – An informal non-disciplinary corrective intervention initiated by a supervisor. Summary action may be taken by supervisory personnel for lesser violations of rules, policies or procedures.

**Administrative Investigation** – Any formal internal investigation of alleged non-criminal violation of rules, orders, or written directives of the Centralia Police Department.

**Citizen Inquiry** – Questions from the public, most often due to unfamiliarity with policies and procedures. These may include issues such as why a suspect was handcuffed, why a citation was written, or why a patrol car did or did not have emergency equipment activated.

IV. PROCEDURE

A. The current Collective Bargaining Agreement for commissioned personnel limits the investigation of officer misconduct as follows:

   Non-criminal internal investigations shall be conducted either by a non union employee of the department or in the alternative, by a detective sergeant or administrative sergeant. In no case shall a union employee, other than a detective sergeant or administrative sergeant, be assigned to conduct non-criminal internal investigations on behalf of the Employer.

B. Non-disciplinary corrective measures (summary action) available to supervisors include, but are not limited to, coaching and counseling, special performance reviews, correction notices, and additional or remedial training assignments.

C. Summary action may be an appropriate corrective measure for on-view minor policy violations.
D. All corrective measures taken as summary action shall be documented and copies of the allegations or unsatisfactory performance and disposition provided to the subject employee and incorporated in the employee's side file.

E. Supervisors shall familiarize themselves with the employees in their unit and closely observe their general conduct and appearance on a daily basis.

F. Supervisors should remain alert to indications of behavioral problems or changes that may affect an employee's normal job performance and document such information where deemed relevant.

G. Where a supervisor perceives that an employee may be having or causing problems, the supervisor should assess the situation and determine the most appropriate action. Supervisors should consider referring employees to the City of Centralia employee assistance program (EAP) for advice and counseling on a wide variety of issues and problems that an employee may be experiencing.

H. A supervisor may recommend additional training to refresh and reinforce an employee's skills, abilities or understanding of agency policy, rules and regulations.

I. Counseling may be used by the supervisor to determine the extent of any personal or job problems that may be affecting performance, and to offer assistance and guidance.

J. Investigation of Complaints—Supervisor's Role/Responsibility

1. Complaints against the Centralia Police Department or its employees will be referred to the on-duty supervisor.

2. The complainant will complete the citizen complaint form, unless conditions dictate otherwise.

3. Whether the allegation of misconduct is received in person, by telephone, or by any other means, the form will be made available to the complainant for signature. If the complainant 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.

4. Supervisory personnel shall cause a preliminary inquiry to be conducted to determine if grounds exist to conduct an administrative investigation or if other action is appropriate.

   a. If the inquiry finds that agency policy and procedures have been followed, the supervisor will explain to the complainant the action that was taken by the agency. If appropriate, the supervisor may explain agency procedures, a misunderstanding of which may have precipitated the complaint.

   b. The allegation shall be documented and forwarded to the Operations Commander.
5. Complaints or allegations of misconduct made from within the Department will be in writing and forwarded to the Chief of Police via the chain of command.

6. If the supervisor’s preliminary inquiry identifies grounds that may support an administrative investigation, the supervisor shall refer the matter to the appropriate Commander.

7. Should an investigation at any time reveal evidence of criminal conduct, all available information shall be forwarded to the appropriate commander as soon as possible. The commander will notify the Chief of Police, who will assign the matter for investigation. Consideration will be given to the use of investigators from outside agencies.

8. Citizen inquiries that merely amount to a dispute or misunderstanding regarding the factual support for an arrest, citation, or the appropriateness of an established Department policy or procedure as will not ordinarily be considered a public complaint.

   a. These inquiries will not be subject to the public complaint reporting requirements of this section. However, people with inquiries of this nature should be given an explanation of the Department policy, procedure, or issues involved.

   b. If further explanation appears necessary, the person should be referred to a supervisor or the Department unit generally responsible for the subject matter of the inquiry.

   c. Employees are encouraged to document constructive public inquiries and suggestions and forward them through their chain of command.
14.1.3 Relief from Duty

I. PURPOSE

The purpose of this directive is to establish regulations for procedures for relieving a member from duty during an internal investigation.

II. POLICY

It is the policy of the Centralia Police Department that any member may be placed on administrative leave for the pendency of an internal investigation.

III. DEFINITIONS

Administrative Leave — as defined in the current collective bargaining agreement, “On a case-by-case basis, the Employer may place an employee on administrative leave with pay for an indefinite period of time, as determined by the City Manager to be in the best interests of the Employer during the pendency of an investigation or other administrative proceeding. Administrative Leave with pay shall not be considered “discipline” and, as such, may not be grieved under the grievance procedure of this agreement.”

IV. PROCEDURE

A. Any member of the Department may be temporarily relieved from duty by a superior command officer.

B. Administrative leave is by definition non-disciplinary.

C. The Chief of Police or her/his designee will provide an employee placed on administrative leave with a written notification within three business days of the reason for placing the employee on administrative leave.

D. The Chief of Police or her/his designee will provide an employee on administrative leave with a written notification at the conclusion of the investigation to inform the employee if he/she will be permitted to return to duty and the reporting date and time.
I. PURPOSE

The purpose of this directive is to establish regulations for providing complainants with written notification concerning the conclusion of fact and disposition of their complaint.

II. POLICY

It is the policy of the Centralia Police Department that complainants who file written complaints against this agency or its employees will be provided written notification of the disposition of their complaints.

III. PROCEDURE

A. The Chief of Police or his/her designee will notify the complainant by letter that the investigation has concluded, and briefly inform the complainant of the facts to indicate that the allegation was investigated.

B. This letter will indicate that appropriate action has been taken to correct a situation if warranted. Specific disciplinary action will not be included or disclosed.
14.1.5 Records of Complaints/Dispositions

I. PURPOSE

The purpose of this directive is to establish regulations for record keeping regarding complaints against the agency and its employees and the dispositions of those complaints.

II. POLICY

It is the policy of the Centralia Police Department that a log of all documented complaints against the agency and its employees and the dispositions of those complaints will be maintained.

III. PROCEDURE

The Services Commander will maintain a log of all documented complaints against the Centralia Police Department and its employees.
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15.1.1 Response to Emergencies on a 24-Hour Basis

I. PURPOSE

The purpose of this directive is to establish regulations for response to emergencies on a twenty-four hour basis.

II. POLICY

It is the policy of the Centralia Police Department to maintain staffing and scheduling sufficient to allow for response to emergency events by a sworn officer certified by the Washington State Criminal Justice Training Commission on a twenty-four hours per day, seven days a week basis.
15.1.2 Emergency and Non-Emergent Responses

I. PURPOSE

The purpose of this directive is to provide guidelines for response to calls for service, and to ensure that agency responses conform to state law.

II. POLICY

It is the policy of the Centralia Police Department that response to emergency and non-emergency calls will conform to Washington State legal requirements and this directive.

III. DEFINITIONS

A routine response - As defined by this Department includes all vehicle operation except urgent response, emergency response and pursuit situations. This includes the use of any vehicle for transportation purposes, or general patrol driving.

An urgent response - Is used when responding to calls that, although they may not be life threatening, a quick response would enhance the likelihood of apprehension of a suspect. This response allows for the use of emergency equipment when necessary to improve the response time, provided officers exercise the care and caution required under Washington State Law.

Emergency response - Shall include all vehicle operations by Department personnel responding to situations of an emergency nature which would justify invoking the privileges set forth in RCW 46.61.035 applicable to "emergency calls." Calls for service, regardless of origin, may justify emergency response if it is reasonably believed that any of the following elements are present:

- A suspected crime of violence in progress,
- Response may result in the prevention of a suspected crime of violence,
- A medical emergency,
- A serious public hazard,
- The preservation of life, or
- A call for emergency assistance from another officer.
IV. PROCEDURE

A. All personnel will be familiar with and observe the subsection of RCW 46.61.035 that states, "the foregoing 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 the consequences of reckless disregard for the safety of others."

1. The basic speed law (RCW 46.61.400) shall be observed at all times; "No person shall drive a vehicle on a highway or street at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. In every event speed shall be so controlled as may be necessary to avoid colliding with any person, vehicle, or other conveyance on or entering the highway in compliance with legal requirements and the duty of all persons to use due care."

2. Immediately upon initiating an emergency response, officers shall activate the vehicle's emergency equipment (emergency lights and audible signal) and should keep said equipment activated continuously throughout the response; the audible signal should not be activated intermittently as personnel proceed to the scene of the incident. In no case shall officers use audible signals while parked or standing.

3. Silent Response

   If an emergency call involves a response to an incident in which it would not be advisable to sound an audible signal or display emergency lights, personnel may discontinue use of such equipment at an appropriate distance and then operate the police vehicle under routine vehicle operation procedures.

4. No more than two police vehicles should proceed in emergency response status to the location of an incident without specific authorization of the shift supervisor or other supervisor. It shall be the responsibility of the secondary unit to determine relative approaches and to avoid conflict with the approach of the primary unit.

5. Before driving in an emergency response mode, officers shall have documented current training in emergency response driving (EVOC).

6. Emergency responses shall, whenever reasonably possible, have prior supervisor approval and the officer should notify dispatch of the start of any emergency run and remain in radio contact to advise of the route being taken and/or the discontinuance of the emergency response.
I. PURPOSE

The purpose of this directive is to document that the Centralia Police Department provides 24-hour, two-way radio capabilities for continuous communications between a communications center and all officers on duty.

II. POLICY

It is the policy of the Centralia Police Department that the agency maintains 24-hour, two-way radio capability providing continuous communication between Lewis County Central Communications (Dispatch) and the officer(s) on duty. It is the policy of the Centralia Police Department to adhere to the Lewis County Radio Procedures Manual.

III. PROCEDURE

A. The Centralia Police Department maintains full-time operation communications through participation in Lewis County Communications, a centralized communication system.

B. All Centralia Police Department personnel are authorized to use the radio communication system. Radio traffic is restricted to official business only. Radio communications will be conducted in a clear, concise, business-like manner using proper procedures.

C. Patrol officers will keep Dispatch informed of their "in service" and "out of service" status. Officers will promptly answer all radio calls from dispatchers and advise Central Dispatch when they arrive and when they clear locations to which they are dispatched.

D. Patrol officers will inform Dispatch of their location, the nature of the situation, and other important details in on-view situations.

E. All Centralia Police Officers have the capability to communicate within the CPD system and, on an emergency basis, with the systems of contiguous jurisdictions. Mobile and portable radios used by officers are equipped with the Law Enforcement Radio Network (LERN) frequency.

F. The Centralia Police Department radio system is capable of providing adequate communication between field units and the dispatch center in more than 95% of the City.

G. Common Procedure

1. Communications between Dispatch and field units will be conducted in a businesslike manner, using proper language and radio procedures as specified in the Lewis County Radio Procedures Manual (LCRPM) and Department directives.
2. Unauthorized/Unnecessary Traffic – The following types of traffic are forbidden: disparaging language about any person, agency etc., personal messages, first names, nicknames, superfluous verbiage, e.g., please, thank you, will do, etc., and attempts at humor. Radio broadcast of criminal history, booking, and citation information is prohibited.

3. Full reciprocal cooperation between the radio dispatcher and all units, regardless of rank, shall be exercised by the personnel of this department. The individual having the most information available must make decisions regarding deployment of personnel and resources with continuity and rapidity. While on-scene supervisors are concerned with the single incident at hand, Dispatch is concerned with multiple, simultaneous events.

4. Should the shift supervisor or his/her designee choose to override the dispatcher's decision, the shift supervisor shall assume full responsibility for the response to all incidents within the affected area until control reverts to the dispatcher. Responsibility for the selection of methods and tactics to be used in the resolution of any single incident remains with the individual field officers and supervisors.

5. Violations of proper radio procedure or other on-air conduct generating a cause for complaint by dispatchers or officers shall be reported to the complainant’s supervisor and processed as personnel complaints. Supervisors are responsible for ensuring that all complaints and violations noted are properly processed.
15.1.4 Play-Back of Recorded Communications

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I. PURPOSE

The purpose of this directive is to establish that Lewis County Central Communications has the capability to immediately access and play back continuously recorded emergency telephone and radio traffic.

II. POLICY

It is the policy of the Centralia Police Department that it will maintain the means to access recorded emergency telephone and radio communications.

III. PROCEDURE

A. Lewis County Central Communications has the capability for recording and immediate playback of all radio communications and all incoming emergency telephone calls.

B. Lewis County Central Communications Policy establishes the criteria and procedures for the review and release of information recorded within the communication system. When Centralia Police Department operations require that recordings be obtained from Central Communications, CPD supervisors requesting the recordings will comply with Central Communications policy.
15.1.5 Authorized Emergency Equipment

I. PURPOSE
The purpose of this policy is to establish guidelines for the use of emergency vehicular warning devices.

II. POLICY
It is the policy of the Centralia Police Department to ensure that all members of this law enforcement agency adhere to statutory restrictions on the use of emergency warning devices and that such devices are employed only in prescribed conditions and circumstances and in ways that will minimize the risk of accidents or injuries to employees or the public.

III. DEFINITIONS

Emergency Vehicle - An authorized law enforcement vehicle equipped with emergency lights (red/blue/white), siren, and other emergency warning devices required by law and used for emergency response situations.

Emergency Warning Devices - Devices placed in/on each agency emergency vehicle that emit audible or visual signals in order to warn others that law enforcement services are in the process of being delivered.

IV. PROCEDURES

A. Assigning/Determining Response Modes to Calls for Assistance.
  1. Field supervisors shall authorize which response mode will be utilized.
  2. Field supervisors and/or the commanding officer are responsible for monitoring response modes for calls for assistance and shall have the authority to upgrade or downgrade assigned response modes.
  3. In instances where a field officer wishes to initiate an emergency vehicular response under circumstances unknown to Central Communications personnel, field supervisors, or the commanding officer, or to upgrade a routine response assignment, the field unit shall inform communications personnel as soon as possible of the following information.
     a. The nature of the situation, and
     b. The location and destination of the field unit.
B. Use of Emergency Warning Devices While in Emergency Response Mode.

1. All officers receive training in the use of emergency equipment as part of the FTO training program prior to working independently. The use of emergency equipment by employees of the Centralia Police Department shall be in compliance with RCW 46.61.035 and this policy.

2. During an emergency response, emergency lights and/or siren and other emergency signal devices shall be activated as required by law.

3. When responding in the emergency mode, the headlights of the emergency vehicle shall be activated to augment the emergency vehicle’s visibility.

4. During an emergency response, four-way flashers shall not be used when the emergency vehicle is in motion because they may interfere with brake lights and turn signals.

5. The spotlight configured with a clear lens is primarily utilized to facilitate building and stationary vehicle checks and shall at no time be directed at the windshield or vision of oncoming traffic. When stopping traffic violators, such spotlights may be used for illumination of the violator’s vehicle, after the violator has come to a complete stop.

6. When operating in an emergency response mode, emergency signal devices may be deactivated at a distance from the scene (to be determined by the vehicle operator) so as not to alert subjects to law enforcement proximity.

7. When emergency signal devices are deactivated, the operator of the emergency vehicle shall comply with posted speed limits, obey all traffic control devices and signals, and proceed in a manner consistent with normal traffic flow.

C. Use of Emergency Warning Devices While Conducting Vehicle Stops.

1. Audible and/or visible warning devices shall be used to make adequate notice of intent to stop a motor vehicle and to provide a safe environment for the vehicle operator, officer, and public.

2. Overhead emergency lights and/or hazard lights will be activated to signal a driver to stop and will normally be left on during a traffic stop. Consideration should be given to deactivating rotating beacons during hours of darkness after a violator’s vehicle has come to a stop to avoid blinding back up units and possibly interfering with sobriety tests for suspected DUI violators. All emergency lighting will be activated during pursuits and emergency responses.

3. Sirens may be used to get a driver’s attention if he/she appears to not notice the overhead emergency and/or hazard lights. Sirens will be continuously activated during pursuits and when operating a vehicle in the emergency response mode.

D. Discretionary Use of Emergency Warning Devices.

1. Officers may activate emergency signal devices when required to assist in handling any perceived emergency situation. The officer shall advise communications
2. In other than emergency situations, when expediency is required to effectively eliminate a potential hazard to the public or fellow officers, law enforcement officers may activate emergency warning devices to allow orderly and safe transit through heavily congested roadways. Examples of permissible uses of emergency warning devices during non-emergency response situations include, but are not limited to:

a. Using emergency lights as “beacons” to protect disabled motorists, or

b. Using emergency lights when it is necessary to use agency vehicles as protective barriers.

c. Operators of emergency vehicles shall deactivate emergency warning devices as soon as practical and necessary.
15.1.6 Motor Vehicle Pursuits

I. PURPOSE

In compliance with RCWs 43.101.225 and 43.101.226, this policy establishes guidelines and parameters for law enforcement officers, law enforcement supervisors and communications personnel in the event of a motor vehicle pursuit. There are many factors to be considered before deciding to initiate, continue, or terminate a pursuit. The ultimate decision to initiate a pursuit must be balanced against the greater concern for the safety of the community and public safety employees.

II. POLICY

Vehicular pursuit of fleeing suspects can present a danger to the lives of the public, officers, and suspects involved in the pursuit. It is the responsibility of the agency to assist officers in the safe performance of their duties. To fulfill these obligations, it shall be the policy of this law enforcement agency to regulate the manner in which vehicular pursuits are undertaken and performed.

A law enforcement officer has the right at all times, to attempt to stop any persons suspected of having committed any criminal offense or traffic violation. It is clear that while it is the officer who initiates the stop, it is the violator who initiates the pursuit. The officer’s decision to enter the pursuit should always be undertaken with an awareness of the degree of risk to which the law enforcement officer and others are exposed. The officer must weigh the need for immediate apprehension against the risk created by the pursuit.

III. DEFINITIONS

**Vehicular Pursuit** - An active attempt by a uniformed, law enforcement officer in an officially marked patrol vehicle to stop a moving vehicle where the driver of such vehicle is aware that the officer is signaling the vehicle to stop and is resisting the stop by increasing vehicle speed, making evasive maneuvers, or operating the vehicle in a manner that endangers the safety of the community or the officer by ignoring the officer’s attempt to stop the vehicle.

**Officially Marked Patrol Vehicle** - An officially marked patrol vehicle is equipped with emergency lights and siren and operated by a uniformed, law enforcement officer.

**Pursuit Rated** - Also called “Police Package”, indicates that the vehicle has been equipped for the rigors of police work and specifically for pursuits. The pursuit “rating” means that the vehicle has been built by the manufacturer to meet the standards of the National Institutes of Justice, the Michigan State Police, and the Los Angeles County Sheriff’s Department Police Vehicle Testing Programs. While both agencies test numerous vehicles, the “pursuit rating” is only given to the vehicles that pass a stringent set of nationally recognized standards.

**Attempting to Elude** - (refer to RCW 46.61.024)
**Supervising Officer** - A supervising officer shall be an officer of a law enforcement agency with the rank of Sergeant or above. In the absence of an officer with rank, an officer may be designated as the supervising officer by the Chief or Sheriff of a law enforcement agency.

**Primary Unit** - The primary unit is the officer engaged in the pursuit who is closest in proximity to the fleeing vehicle.

**Secondary Unit** - The second officer to engage in a pursuit may be at the request of the primary unit or at the direction of a supervisor.

**Backup Units** – Are other officers in the area that may become directly involved, if requested by the primary unit, or directed by a supervisor. If a pursuit continues into another jurisdiction, officers from that jurisdiction may participate as they deem appropriate.

### IV. PROCEDURE

The following guidelines are intended to assist officers in making sound decisions regarding pursuits.

A. When a decision is made to pursue a vehicle, the officer initiating the pursuit must have reasonable suspicion to believe that the driver or the occupants of the vehicle have committed or are about to commit a felony crime, or that the violator poses an immediate or future threat of death or serious bodily injury to officers or the public.

B. The conditions during a pursuit should continuously be evaluated to ensure that the risk of non-pursuit clearly outweighs the risk of pursuit.

1. No more than two patrol units should be engaged in a pursuit unless the primary unit or supervisor specifically requests a backup unit.

2. Only officially marked patrol vehicles should engage in pursuits, and emergency equipment shall be in operation throughout the entire pursuit.

3. If available, aircraft should be utilized to maintain visual contact with the fleeing vehicle.

4. Any officer involved in a pursuit may discontinue their involvement at any time during the course of the pursuit.

5. An officer should consider the following when deciding to initiate, sustain, or terminate a pursuit:

   a. Seriousness of the offense.

   b. Safety to the public.

   c. Safety to the officer.

   d. Likelihood of successful apprehension.

   e. Time of day.
f. Traffic volume.

g. Pedestrian traffic.

h. Road and weather conditions.

i. Visibility and illumination.

j. Capabilities of the officer and their police vehicles.

k. Officer’s familiarity with surroundings and geographic area.

l. Suspect’s threat to the life of others.

m. Speeds involved.

n. Identification of the pursued driver or vehicle registration making later apprehension possible.

o. Safety of passengers in the suspect’s vehicle.

C. Primary Unit Responsibilities

It is the responsibility of the primary unit to advise the communications center and/or responding units of the following information:

1. Officer identification.

2. Location, direction of travel, speed, and traffic volume on a continuous basis during the pursuit.

3. Description of the fleeing vehicle and license number if known.

4. Description of the suspect driver and occupants, if available.

5. Reason for the pursuit, including the crime, or circumstances for which the pursuit was initiated.

6. Pursuits involving any specialty vehicles, such as motorcycles, trucks, SUVs, prisoner vans, investigative unit or any other non-pursuit rated vehicles should be undertaken only under extraordinary circumstances. However, when initiated, the motorcycle officer or driver of a non-pursuit rated vehicle shall relinquish the pursuit as soon as a marked/pursuit rated vehicle is in position to take over the pursuit.

D. Secondary Unit Responsibilities

The secondary unit, upon joining the pursuit, should advise the communications center of their involvement. It is recommended that the secondary unit assume responsibility for primary radio communication. The secondary unit shall replace the primary unit should it become necessary.
E. Backup Units’ Responsibilities

1. Other officers in the area of the pursuit shall monitor the progress of the pursuit.

2. They should not engage in the pursuit unless requested to do so by the primary or secondary unit or the supervisor.

3. They should be available in case they are needed to help provide resources that may be needed to terminate the pursuit and assist in the apprehension of the suspects after the pursuit has been terminated.

4. Paralleling a pursuit is prohibited. Exception: only K-9 units directed to do so by the supervisor may parallel pursuits.

F. Supervising Officers Responsibilities

1. Upon notification of a pursuit, the supervisor shall assume supervisory command of the pursuit and will direct or change the tactics of the pursuit as needed. The supervisor in command of the pursuit shall be responsible to coordinate the resources necessary to end the pursuit as quickly as possible and by the most safe and effective means available.

2. Where possible, a supervisory officer shall respond to the location where a vehicle has been stopped following a pursuit.

3. A supervisor or command authority may order the termination of a pursuit at any time. Supervision of a pursuit that leads from one jurisdiction to another should be transferred to a supervisor from that jurisdiction, if a supervisor is available.

G. Inter and intra-jurisdictional Pursuits

1. When other agencies pursue vehicles into the jurisdiction of this Department, the following shall govern involvement of Centralia officers:

   a. Centralia PD officers will not assist in active pursuit unless requested by the pursuing agency and the Centralia PD supervisor approves such assistance.

   b. At no time will Centralia PD units become actively engaged in a pursuit if two vehicles from another agency are already in active pursuit, unless otherwise directed by a Centralia PD supervisor.

   c. If Centralia units join the pursuing agency and the agency’s backup unit arrives to assist, Centralia units will terminate active pursuit and cease emergency operations unless otherwise instructed by a supervisor.

2. When Centralia pursuits leave the City and enter other jurisdictions:

   a. The primary officer will advise dispatch that the pursuit is leaving the jurisdiction.
b. The supervisor handling the pursuit will evaluate the entire incident and make the decision to continue or terminate the pursuit.

c. Dispatch will advise the involved jurisdiction.

d. If the agency with jurisdictional authority takes over the pursuit, the Centralia backup unit will discontinue pursuit and cease emergency operations.

3. When other agencies become involved in Centralia pursuits within the City, the following shall apply:

a. If units from another agency become involved in the immediate pursuit, the Centralia secondary unit will terminate emergency operations, unless otherwise directed by the supervisor.

b. The primary unit will, if possible, advise dispatch of the identity of the other agencies involved so that radio contact can be made.

c. All units involved in a pursuit situation will attempt to utilize a common radio frequency, usually LERN. Due to limited radio communications with other agencies, the assigned supervisor shall re-evaluate the pursuit and terminate if necessary.

H. Communications

1. Communications should immediately broadcast available information concerning a pursuit to local patrol units and law enforcement jurisdictions, and should designate the specific frequency to be used during the pursuit.

2. Communications should also advise the appropriate supervisor or commanding officer of the pursuit. Initiation or any change of supervisory command should be communicated to all involved units. Communications shall also attempt to obtain any information concerning the identity of the driver, occupants, or vehicle owner. All jurisdictions that may be affected by the pursuit should be notified as soon as practical.

I. Wrong-Way Pursuits

Officers should not pursue vehicles that proceed the wrong way on a divided highway, freeway, freeway access, or one-way street unless specifically authorized by a supervisor. Officers may attempt to stop the vehicle from legally available lanes of travel.

J. Termination of a Pursuit

The decision to terminate a pursuit can be made by the primary officer or ordered by the supervisor at any time during the pursuit. Those making the decisions should consider the nature of the offense, the time of day, the evaluation of the weather, traffic conditions, geographies, familiarity with the area, the types of patrol vehicles involved, and the actions of the fleeing driver. A pursuit should be terminated when:
1. The officer or the supervisor believes the danger to the public outweighs the need for immediate apprehension of the suspect.

2. The violator’s identity is established to the point where later apprehension may be accomplished.

3. A supervisor orders the pursuit to be terminated.

4. The officer loses visual contact with the fleeing vehicle.

K. Methods of Forcible Stop

1. Tactical Vehicle Intervention (TVI) is the deliberate act of hitting another vehicle with the patrol vehicle for the purpose of functionally disabling or forcing the other vehicle off of the roadway. TVI is considered an application of deadly force.

2. Roadblocks/Blockades: A roadblock is a barricade using vehicles or other obstruction (excluding hollow spike strips) across a roadway set up to stop or prevent escape of a fleeing vehicle. Supervisory approval is required prior to setting a roadblock/blockade, and an escape route must always be left available.

3. Hollow Spike Strip Tire Deflation Device: All law enforcement officers must have received training in the use of the spike strip before utilization.

4. Pursuit Immobilization Technique (PIT): The PIT is a method to reduce the risks in bringing pursuits to a conclusion. PIT is a forced rotational vehicle stop of a noncompliant suspect in an effort to end the suspect’s flight. Officers must have received training in the utilization of the PIT maneuver before using the technique.

5. Boxing-in, blocking, or pushing a stopped or slow-moving (under five miles per hour) suspect vehicle with police vehicles is an approved method for preventing the escape of a suspect when this can be done without unreasonably endangering the suspect, officers, or bystanders.

L. After Action Reports/Critique/Maintenance

1. Whenever an officer engages in a pursuit, the officer shall file a written report on the appropriate form detailing the circumstances.

2. After every pursuit, the duty supervisor shall complete a Pursuit Critique Report and forward it to the Operations Commander.

3. The Operations Commander or designee is responsible for holding an after action critique for all pursuits. The Operations Commander is responsible for storing the pursuit reports and compiling statistical reports for review.

4. Department vehicles involved in lengthy pursuits shall be taken out of service as soon as practicable following pursuit termination and shall not be placed back in active service until inspected by mechanics.

M. Training
All officers receive annual in-service training in vehicular pursuit, including knowledge of applicable statutes, familiarization with statewide police pursuit policy, applicable Departmental procedures and policy, and decision-making skills. Officers assigned to vehicles other than pursuit rated vehicles shall drive a current CPD pursuit rated vehicle for qualification at annual EVOC. Those same officers will drive their non-pursuit rated vehicles for familiarization and to understand the vehicle’s limitations and driving characteristics.
15.1.7 Domestic Violence Investigations

I. PURPOSE

It is the purpose of this directive to prescribe preliminary courses of action police officers should take in response to domestic violence incidents.

II. POLICY

The Centralia Police Department recognizes that the nature and seriousness of crimes committed between family and household members are not mitigated solely because of the relationships and living arrangements of those involved. It is the policy of this agency that domestic violence be treated with the same consideration as violence in other enforcement contexts and, consistent with this policy, that officers combine the use of appropriate community services with enforcement of the law to (1) break the cycle of domestic violence by preventing future incidents or reducing the frequency and/or seriousness of such incidents, (2) protect victims of domestic violence and provide them with support, and (3) promote officer safety when dealing with domestic abuse situations.

III. DEFINITIONS

**Dating relationship** - means a social relationship of a romantic nature. Factors that the court may consider in making this determination include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.

**Domestic violence** - means (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.

**Family or household members** - means 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 stepparents and stepchildren and grandparents and grandchildren.

**Domestic violence Crimes** - include but are not limited to any of the following crimes listed in RCW 10.99.020 (5) when committed by one family or household member against another:
- Assault in the first degree (RCW 9A.36.011); Assault in the second degree (RCW 9A.36.021); Assault in the third degree (RCW 9A.36.031); Assault in the fourth degree (RCW 9A.36.041);
- Burglary in the first degree (RCW 9A.52.020); Burglary in the second degree (RCW 9A.52.030); Residential burglary (RCW 9A.52.025);
- Coercion (RCW 9A.36.070);
- Criminal trespass in the first degree (RCW 9A.52.070); Criminal trespass in the second degree (RCW 9A.52.080);
- Drive-by shooting (RCW 9A.36.045);
- Interference with the reporting of domestic violence (RCW 9A.36.150).
- Kidnapping in the first degree (RCW 9A.40.020); Kidnapping in the second degree (RCW 9A.40.030);
- Malicious mischief in the first degree (RCW 9A.48.070); Malicious mischief in the second degree (RCW 9A.48.080); Malicious mischief in the third degree (RCW 9A.48.090);
- Rape in the first degree (RCW 9A.44.040); Rape in the second degree (RCW 9A.44.050);
- Reckless endangerment (RCW 9A.36.050);
- Stalking (RCW 9A.46.110)
- Unlawful imprisonment (RCW 9A.40.040);
- Violation of the provisions of a restraining order, no-contact order, or protection order restraining or enjoining the person or restraining the person from going onto the grounds of or entering a residence, workplace, school, or day care, or prohibiting the person from knowingly coming within, or knowingly remaining within, a specified distance of a location (RCW 10.99.040, 10.99.050, 26.09.300, 26.10.220, 26.26.138, 26.44.063, 26.44.150, 26.50.060, 26.50.070, 26.50.130, 26.52.070, or 74.34.145);

IV. PROCEDURE

A. Dispatch

1. The dispatcher who receives a domestic violence call can provide the responding officers with vital information that could save the victim’s and the officers’ lives. The dispatcher will give a domestic violence call the same priority as any other life-threatening call and will, whenever possible, dispatch at least two officers to every incident.

2. In addition to information normally gathered, an effort should be made to determine and relay the following to responding officers:
   a. Whether the suspect is present and, if not, the suspect’s description and possible whereabouts;
   b. Whether weapons are involved;
   c. Whether anyone has been injured;
   d. Whether the offender is under the influence of drugs or alcohol;
e. Whether there are children present;

f. Whether the victim has a current protective or restraining order; and

g. Whether there is a history of domestic violence complaints at that location.

3. Dispatchers shall not cancel police response to a domestic violence complaint based solely on a follow-up call from the residence requesting such cancellation. However, the dispatcher shall advise the officers of the complainant’s request.

B. Responding Officer Procedures

1. The primary duty of peace officers, when responding to a domestic violence situation, is to enforce the laws allegedly violated and to protect the complaining party.

2. On-Scene Investigation - When responding to a family violence call, the officers shall:

   a. Physically separate parties involved in domestic violence and restore order by gaining control of the situation.

   b. Take control of all weapons used or threatened to be used in the crime.

   c. Assess the need for medical attention and call for medical assistance if indicated.

   d. Interview all parties.

   e. Collect and record evidence and, where appropriate, take color photographs of injuries and property damage.

   f. A peace officer responding to a domestic violence call shall take a complete offense report including the officer's disposition of the case. Complete all reports necessary to fully document the officer’s response, whether or not a crime was committed or an arrest made.

   g. Give the victim the incident report number.

   h. If the offender has left the scene and there is probable cause to believe a crime has been committed, the officers will do the following:

       1) Search the immediate area if potentially worthwhile,

       2) Obtain information from victims and witnesses as to where the offender might be,

       3) Seek an arrest warrant, and

       4) Refer the matter to the investigative unit.

3. Arrest
a. When a peace officer responds to a domestic violence call and has probable cause to believe that a crime has been committed, the peace officer shall exercise arrest powers with reference to the criteria in RCW 10.31.100.

b. The officer shall notify the victim of the victim’s right to initiate a criminal proceeding in all cases where the officer has not exercised arrest powers or decided to initiate criminal proceedings by citation or otherwise. The parties in such cases shall also be advised of the importance of preserving evidence.

c. Field release and issuance of a citation are not permitted in domestic violence cases when grounds for an arrest are present.

d. If an arrest is not made where probable cause exists, officers shall fully explain the basis for their non-arrest decision.

e. When the officer has probable cause to believe that family or household members have assaulted each other, the officer is not required to arrest both persons. The officer shall arrest the person whom the officer believes to be the primary physical aggressor. In making this determination, the officer shall make every reasonable effort to consider the following factors:

1) The intent to protect victims of domestic violence under RCW 10.99.010;

2) The comparative extent of injuries inflicted or serious threats creating fear of physical injury; and

3) The history of domestic violence between the persons involved.

f. The officer should emphasize to the victim and the offender that the criminal action is being initiated by the officer and not the victim.

4. Victim Assistance/Crime Prevention

Many victims of domestic violence feel trapped in violent relationships because they are unaware that domestic violence is a crime or that resources are available to help them. Also, many offenders have threatened further violence if the victim attempts to leave or seek assistance. Therefore, officers are required to provide the following assistance to victims, batterers, and, where appropriate, the children of these individuals:

a. When a peace officer responds to a domestic violence call, the officer shall advise victims of all reasonable means to prevent further abuse, including advising each person of the availability of a shelter or other services in the community, and giving each person immediate notice of the legal rights and remedies available.

b. Advise all parties about the criminal nature of family violence, its potential for escalation, and that help is available.

c. Secure medical treatment for victims.
d. Ensure the safety of the children.

e. Remain on the scene until satisfied that there is no threat to the victim.

f. Remain on the scene to preserve the peace if one person needs to remove personal (not jointly-owned) property.

g. Provide the victim with referral information for legal and/or social assistance and support.

h. The peace officer should offer to arrange or facilitate transportation for the victim to a hospital for treatment of injuries or to a place of safety, shelter or suitable alternative safe haven.

i. If children need to be removed from the home, the officer will contact Child Protective Services and notify the supervisor.

C. Training

1. All training relating to the handling of domestic violence complaints by law enforcement officers shall stress enforcement of criminal laws in domestic situations, availability of community resources, and protection of the victim.

2. The basic law enforcement curriculum of the criminal justice training commission includes training and instruction on the law enforcement response to domestic violence.
15.1.8 Missing Persons Investigations

I. PURPOSE

The purpose of this directive is to ensure that reported missing person cases, particularly those involving minor children, are investigated as soon as possible, utilizing available resources.

II. POLICY

Some missing person reports involve individuals who have voluntarily left home for personal reasons, while other reports are often unfounded or quickly resolved. However, there are many instances in which persons disappear for unexplained reasons and under circumstances where they may be considered at risk. The roles of the complaint taker and initial responding officer are critical in identifying the circumstances surrounding missing persons and in identifying those persons at risk. Therefore, it is the policy of this agency that (1) all reports of missing persons be given full consideration and attention by members of this agency to include careful recording and investigation of factual circumstances surrounding the disappearance in accordance with this policy, and (2) that particular care be exercised in instances involving missing children and those who may be mentally or physically impaired or others who are insufficiently prepared to take care of themselves.

III. DEFINITIONS

**AMBER Alert Plan** - The Lewis County Abducted Minor Broadcast Emergency Response (AMBER) Alert Plan, as revised, is a partnership between local law enforcement entities, broadcasters, and the community. The plan will help to ensure that people within the community are immediately provided with information when there is a local child abduction. AMBER Alert deals with abduction of a child only, not a missing child. The overall goal of the plan is to notify and enlist the support of the community to assist in the search and safe recovery of an abducted child.

**Missing Child** - This term refers to a person who is (a) younger than eighteen years of age and (b) whose whereabouts is unknown to his or her parents, guardian or responsible party under circumstances that are uncustomary for the child or that would cause reasonable concern.

**Unusual Circumstances** - For purposes of this policy, the term “unusual circumstances” refers to a missing child who is thirteen years of age or younger, or whose disappearance involves circumstances that would cause a reasonable person to conclude that the child should be considered at risk. Those circumstances could include the child being:

- out of the zone of safety for his or her age and developmental stage;
• mentally incapacitated (e.g., developmentally disabled or emotionally disturbed);
• medically dependent (e.g., insulin dependent);
• drug involved;
• a potential victim of foul play or sexual exploitation;
• in a life threatening situation;
• reported to the police as missing after a delay on the part of the parents, guardians, or other responsible person;
• believed to be with adults or older juveniles who could endanger his or her welfare; and/or
• absent under circumstances inconsistent with established patterns of behavior.

Zone of Safety - The distance a child would likely travel from the location where last seen before he or she would most likely be at risk of injury or exploitation based on the child’s age, developmental stage, and related matters.

IV. PROCEDURE

A. Reporting/Classification of Missing Persons

1. There is no waiting period for reporting a missing person. Missing person reports shall be taken in-person or by telephone in conformance with the criteria of this policy and the criticality of the incident.

2. A person may be declared “missing” when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject’s behavior patterns, plans or routines.

3. An individual may be considered “missing-critical” who meets the foregoing criteria and who, among other possible circumstances:

a. may be the subject of foul play,

b. because of age (young or old), may be unable to properly safeguard or care for himself/herself,

c. suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended;

d. is a patient of a mental institution and is considered potentially dangerous to himself or others;

e. has demonstrated the potential for suicide; or

f. may have been involved in a boating, swimming or other sporting accident or natural disaster.

4. Reports of juveniles who have voluntarily left home (i.e., “runaways”) should be classified as such only after thorough investigation.
5. Based on the outcome of initial inquiries, a decision may be made concerning the potential danger posed to the missing person and the urgency of police response.

B. Initial Report Taking

1. The officer taking the initial report must gather as much pertinent information as possible in order to properly classify a missing person report and initiate proper response. This includes the following information:
   a. Name, age and physical description of the subject and relationship of the reporting party to the missing person.
   b. Time and place of last known location and the identity of anyone accompanying the subject.
   c. The extent of any search for the subject.
   d. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
   e. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness.
   f. The current physical condition of the subject and whether the person is currently on prescription medication.

2. If the missing person is a child, inquiry should also determine if the child
   a. is or may be with any adult who could cause him/her harm;
   b. may have been the subject of a parental abduction;
   c. has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time.

3. A supervisor shall be notified immediately upon classification of a report as “missing-critical.”

C. Preliminary Investigation

The preliminary investigation is intended to gather additional information and to take those steps that will aid in the search for and location of a missing person. This includes gathering the following types of information and materials:

1. Complete description of the subject and a recent photograph.

2. Details of any physical or emotional problems identified in items B-1-e and f of this policy.
3. Identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance.

4. Plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance.

5. Indications of missing personal belongings, particularly money and other valuables.

6. Any suggestions of foul play or accident.

7. In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as
   a. the presence of behavioral problems;
   b. past instances of running away;
   c. signs of an abusive home environment or dysfunctional family situation;
   d. whether the child is believed to be with adults who may pose a danger; and
   e. the name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.

8. When possible, officers should gain permission to search a missing child’s home and school locker, as appropriate.

9. Upon verification of a missing person, a missing person report shall be completed and appropriate entries made in state and national information databases in accordance with established procedures (e.g.: NCIC and The National Center for Missing and Exploited Children).

10. In the case of persons designated as “missing- critical,” a supervisory officer may direct that
   a. the dispatcher broadcast to all persons on duty all information necessary to identify the missing person, and
   b. request that the shift commander authorize mobilization of resources necessary for an area search.

D. Ongoing Investigation

Ongoing investigations of missing persons should include but should not be limited to the following actions and activities:

1. Request release of dental records and any fingerprints available.
2. Contact hospitals and the coroner’s office as appropriate for injured or deceased persons fitting the description of the missing person.

3. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area.

4. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away.

5. Provide identification and related information to all elements of this agency, the state police missing persons' authority, neighboring police agencies and, if parental or stranger-to-stranger abduction is suspected, the FBI.

6. Decisions to use local media to help locate missing persons shall be made with the approval of the police chief executive and the missing person’s family.

7. The lead investigator shall maintain routine on-going contact with the missing person’s closest relative concerning progress of the investigation. These and other relevant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.

E. Recovery of Missing Persons and Case Closure

1. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall take the following actions.

   a. Advise them that they are the subject of a missing person investigation;
   b. Ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
   c. Make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.

2. In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of adult missing persons not to reveal their whereabouts shall be honored.

3. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.

4. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.

5. Where indicated, follow-up action shall include filing of an abuse and neglect report with the state youth service agency.
6. The case report shall include a complete report on the whereabouts, actions and activities of children while missing.

7. Where indicated, criminal charges shall be filed with the prosecutor's office.

8. Officers will take a child into custody if the law enforcement agency has been contacted by the parent or legal custodian and the child is absent from parental custody without consent or run away from placement. In addition, Officers will:

   a. Inform the child of the reason for such custody, and

   b. Return the child to the child’s home, parents’ place of employment, home of an extended adult family member, crisis residential center or licensed youth shelter.

F. Missing / Abducted Children

A national study conducted by the US Department of Justice found that nearly seventy-four percent of the nation’s children who were abducted and murdered were dead within three (3) hours of the time of their abduction. The safe recovery of an abducted child depends upon the cooperative effort of law enforcement, the media, and concerned citizens working together in an organized and informed manner.

1. Responsibilities of the Call Taker

   A call taker who receives the report of a missing child is responsible for ensuring that appropriate information is collected to assist the responding officer. This includes but may not be limited to the following.

   a. Determine if the circumstances of the report meet the definition of a missing child as set forth in section III of this policy.

   b. Prioritize the call based on the factors determining unusual circumstances and dispatch officers accordingly.

   c. Collect essential information from the caller to transmit appropriate radio alerts providing descriptive information about the child, where the child was last seen, and any information concerning potential abductors and their means and direction of travel.

   d. Inform the parent or guardian that they should not disturb or tamper with the home, school, or location where the child might have been or any of the child’s belongings.

   e. Where possible and appropriate, search police agency records for information that may facilitate the search and investigation. These include but are not limited to records that establish whether incidents have been reported in the vicinity that may have some bearing on the case, including but not limited to

      1) Complaints of attempted abductions, prowlers, public lewdness, and suspicious person.
2) Residents in the vicinity of the missing child’s home or place last seen who are designated as sexual predators;

3) History of household abuse or domestic violence calls;

4) Criminal history of family members or others at the child’s home address;

5) Runaway reports on the child or siblings; and

6) Juvenile delinquency reports of the child or siblings.

f. Safeguard all pertinent records for future investigative reference, to include communications related to the incident, written notes, radio broadcasts, and all subsequent notifications.

g. Where unusual circumstances exist, issue a radio alert to all agency personnel and enter an alert on the statewide telecommunications system.

h. Ask the parents to stay in place until police personnel arrive.

2. The officer assigned as a first responder to the incident should prioritize and perform as appropriate the following tasks.

a. Unless acting in direct response to the child’s safety, respond directly and promptly to the individual who made the initial report.

b. Irrespective of any search that may have been conducted previously by parents or others, verify that the child is missing by conducting a consensual search of the house and grounds to include places where a child could be hiding, trapped or asleep.

c. Conduct interviews with parents or other person who made the initial report in order to gain insight into the circumstances surrounding the disappearance and gather other information needed to conduct an initial assessment of the case.

d. Obtain a detailed description of the missing child, several recent photographs, and any recent videotapes as available and forward to communications.

e. Confirm the child’s custody status, whether a custody dispute or similar problem exists between the parents, whether a restraining order is in effect, or if the child has expressed an interest in living with the non-custodial parent.

f. Determine when, where and by whom the child was last seen; interview those who last saw the child and treat the location as a crime scene.

g. Secure and safeguard the incident scene or place last seen as a potential crime scene. Where possible, take photographs and/or videotape of the incident scene and ensure that personnel do not tamper with potential evidence.

h. Identify any areas of the incident scene or the home that have been disrupted since the child’s disappearance. In particular, the child’s bedroom, bed clothing,
and related areas and items should be secured and protected until evidence and identification material such as hair, fingerprints, or bite marks can be collected.

i. Identify the zone of safety for the child’s age and developmental stage.

j. Based on available information, make an initial determination of the type of case, the need for additional resources, and whether the incident should be initially classified as ‘unusual’ as defined in this policy.

k. If the child was abducted, obtain a description of the abductors if available, the mode of travel, vehicle description, and related information and transmit to communications. If the abductor is a family member, obtain photographs of the suspect.

l. AMBER Alert – Officers at the initial scene will evaluate the incident to determine if it meets the threshold for issuing an AMBER Alert under the Lewis County AMBER Alert Plan. Law enforcement shall ensure that the following criteria are met prior to requesting an AMBER Alert.

1) The child is under eighteen (18) years of age and is known to be abducted and is not a runaway or thrown-away from home.

2) The abducted child is believed to be in danger of death or serious bodily injury.

3) The AMBER Alert activation should occur within four (4) hours of the event qualifying under the criteria as an AMBER Alert unless circumstances or the timeliness of the information warrant otherwise.

4) There is 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:

   a. where the abduction took place;

   b. 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;

   c. a physical description of the abductor. Can include approximate height, weight, hair color/length, eye/skin color, clothing, any distinguishing physical characteristics;

   d. place last seen;

   e. description of the vehicle. Can include color, made, model, license number, approximate year (older, newer);

5) The incident has been reported to and is under investigation by a law enforcement agency.
6) Fully identify and separately interview anyone at the scene of the disappearance.

7) A thorough home search should be conducted even if the child’s disappearance occurred elsewhere. Obtain written permission to conduct the search and, with the assistance of additional personnel, search the residence, out building, and other structures, vehicles, and related property.

8) Provide parents with any documentation that is required by the state missing children’s clearinghouse and tell them to include a photograph of the missing child.

9) Prepare a chronological account of actions taken and information obtained from point of contact to relief.

3. Supervisor’s Responsibilities - Where a child is missing under unusual circumstances, a supervisor will ensure that the following measures are taken.

   a. Obtain a briefing from the first responder and other agency personnel at the scene sufficient to determine the scope and complexity of the case and develop an appropriate response. Conduct the briefing away from family, friends, and other involved individuals.

   b. Ensure that first responder responsibilities, as outlined in the foregoing section, have been fully and properly carried out.

   c. Determine if additional personnel and resources are needed to assist in the investigation to include activation of AMBER Alert protocols in the Lewis County Amber alert Plan.

   d. If necessary, establish a command post (away from the child’s residence) to assist in field management of the search and investigation.

   e. Appoint a search operations coordinator to organize search efforts. Determine whether tracking dogs are available and if they are appropriate for use under the immediate circumstances.

   f. Appoint a PIO if not yet on hand to deal with media inquiries and, if deemed appropriate, solicit media assistance in locating the missing child.

   g. Ensure that all required notifications have been made to include, where appropriate, officers and investigative units of the agency, other law enforcement agencies, and available community resources.

   h. Establish a liaison with the family who can explain police efforts and work with the family to uncover any information useful to the investigation.

   i. Assess the need for additional services and contact the state clearinghouse and the National Center for Missing and Exploited Children (NCMEC), Alexandria, Virginia to determine what services if any can be provided.
4. Investigator’s Responsibilities

In a case that involves unusual circumstances as defined in this policy, the assigned police investigator shall ensure that the following measures are taken.

a. Obtain a briefing from agency personnel at the scene.

b. Verify the accuracy of all descriptive information concerning the child, being alert to facts or statements that may conflict with those obtained by the first responder or supervisor.

c. Canvas the neighborhood as soon as possible to identify and interview residents and others within the “abduction zone.” Identify all vehicles parked within the neighborhood.

d. Obtain a general history of recent family dynamics from family members, neighbors, classmates, teachers, school counselors, and other persons who may have had close personal interaction with the child and/or family.

e. Conduct in-depth fact-finding interviews with all witnesses, friends or relatives of the missing child, teachers, classmates, or others who knew and/or routinely interacted with the child, placing particular emphasis on identifying any conflicting information offered by these or other individuals.

f. Review any records generated about the family or child from the police agency, social service agencies, schools, and related organizations or agencies.

g. Reassess the need for additional resources and specialized services to include specialized search and rescue operations, state resources (e.g., state missing children’s clearinghouses), and federal agencies such as the FBI and the National Center for Missing and Exploited Children.

h. If the case is not resolved promptly, update descriptive records and those entered into state and federal missing persons databases to include dental characteristics, scars, marks and tattoos, fingerprints, and additional articles of clothing, jewelry, or possessions not previously itemized.

i. Determine whether a polygraph examination is warranted and request such an examination where indicated for parents, guardians, or other persons as appropriate.

j. Monitor media relations to include review of all agency releases to the media to ensure that information is not released that will compromise the investigation.

k. Provide the family with whatever support is possible and appropriate. Provide them with a copy of the Family Survival Guide prepared by the Office of Juvenile Justice and Delinquency Prevention or contact the National Center for Missing and Exploited Children to have one sent to them via overnight mail.
5. Unidentified Children - An officer assigned to the report of an unidentified found person who appears to be a child, whether living or deceased, is responsible for completion of the following tasks, among other responsibilities.

   a. Obtain a complete description of the individual using standardized information gathering forms designated by this agency (or others such as the NCIC Unidentified Person File Worksheet).
   
   b. Enter the child's description into the NCIC Unidentified Person File.
   
   c. Utilize available resources to identify the child, to include:
      
      1) the National Center for Missing and Exploited Children;
      
      2) state missing and exploited children clearinghouses; and
      
      3) state medical examiner’s offices and organizations.
   
   d. Once identification has been made, cancel all notifications.

6. Recovery and/or Case Closure - In cases involving juveniles, officers shall ensure that

   a. the juvenile receives medical attention if necessary in a timely manner;

   b. initial questioning of the youth identifies the circumstances surrounding the child’s disappearance, any individuals who may be criminally responsible and/or whether an abusive or negligent home environment was a contributory factor, and

   c. that parents, guardians and/or the person reporting the missing youth are notified in a timely manner.

7. An officer assigned to the recovery or return of a missing child shall complete the following tasks, among his or her other responsibilities.

   a. Verify the identity of the returned child as the missing child while assessing the child’s safety and gathering available information about possible predators.

   b. During the verification process, determine whether intervention services are needed to ensure that the child can safely remain in the home and ensure that arrangements are made for delivery of these services. These include but are not limited to mental health and/or physical health examinations and arrangements for family counseling.

   c. Complete designated supplemental reports and cancel all outstanding notifications to include any NCIC Missing Person File entry and the state clearinghouse. Supplemental reports should describe the child’s activities while missing and the circumstances of the recovery/return.
I. PURPOSE

The purpose of this directive is to ensure employees understand their responsibilities as outlined under Washington State statutes dealing with taking the mentally ill or emotionally disturbed into protective custody. This policy does not create additional duties or obligations on employees, but merely provides guidance in this area.

II. POLICY

Dealing with individuals in enforcement and related contexts who are known or suspected to be mentally ill carries the potential for violence, requires an officer to make difficult judgments about the mental state and intent of the individual, and requires special police skills and abilities to effectively and legally deal with the person so as to avoid unnecessary violence and potential civil litigation. Employees are reminded the intent of this policy is to assist people who are in need of treatment, pose a threat to public safety, are a threat to themselves, or are in need of immediate medical treatment.

III. DEFINITIONS

**Gravely disabled** - means a condition in which a person, as a result of a mental disorder: (a) Is in danger of serious physical harm resulting from a failure to provide for his or her essential human needs of health or safety; or (b) manifests severe deterioration in routine functioning evidenced by repeated and escalating loss of cognitive or volitional control over his or her actions and is not receiving such care as is essential for his or her health or safety.

**Incapacitation** is defined as judgment so impaired that a person is incapable of realizing and making a rational decision with respect to his/her need for treatment and presents a likelihood of serious harm to him/herself, to any other person, or to property.

**Intoxicated person** means, under the statute, a person whose mental or physical functioning is substantially impaired as a result of the use of alcohol or psychoactive chemicals.

**Likelihood of serious harm** - means: (a) A substantial risk that: (i) Physical harm will be inflicted by a person upon his or her own person, as evidenced by threats or attempts to commit suicide or inflict physical harm on oneself; (ii) physical harm will be inflicted by a person upon another, as evidenced by behavior which has caused such harm or which places another person or persons in reasonable fear of sustaining such harm; or (iii) physical harm will be inflicted by a person upon the property of others, as evidenced by behavior which has caused substantial loss or damage to the property of others; or (b) The person has threatened the physical safety of another and has a history of one or more violent acts;
Mental disorder - means any organic, mental, or emotional impairment which has substantial adverse effects on a person's cognitive or volitional functions. A subject may suffer from a mental disorder if he/she displays an inability to think rationally, exercise adequate control over behavior or impulses (e.g. aggressive, suicidal, homicidal, sexual), and/or take reasonable care of his/her welfare with regard to basic provisions for clothing, food, shelter, or safety.

Mental health professional - means a psychiatrist, psychologist, psychiatric nurse, or social worker, and such other mental health professionals as may be defined by rules adopted pursuant to the provisions of RCW 71.05.

IV. PROCEDURE

A. Recognizing Abnormal Behavior

Mental illness is often difficult for even the trained professional to define in a given individual. Officers are not expected to make judgments of mental or emotional disturbance but rather to recognize behavior that is potentially destructive and/or dangerous to self or others. The following are generalized signs and symptoms of behavior that may suggest mental illness although officers should not rule out other potential causes such as reactions to narcotics or alcohol or temporary emotional disturbances that are motivated by the situation. Officers should evaluate the following and related symptomatic behavior in the total context of the situation when making judgments about an individual’s mental state and need for intervention absent the commission of a crime.

1. Degree of Reactions. Mentally ill persons may show signs of strong and unrelenting fear of persons, places, or things. The fear of people or crowds, for example, may make the individual extremely reclusive or aggressive without apparent provocation.

2. Appropriateness of Behavior. An individual who demonstrates extremely inappropriate behavior for a given context may be emotionally ill. For example, a motorist who vents his frustration in a traffic jam by physically attacking another motorist may be emotionally unstable.

3. Extreme Rigidity or Inflexibility. Emotionally ill persons may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation.

4. In addition to the above, a mentally ill person may exhibit one or more of the following characteristics:
   a. Abnormal memory loss related to such common facts as name, home address, (although these may be signs of other physical ailments such as injury or Alzheimer's disease);
   b. Delusions, the belief in thoughts or ideas that are false, such as delusions of grandeur (“I am Christ.”) or paranoid delusions (“Everyone is out to get me.”);
c. Hallucinations of any of the five senses (e.g. hearing voices commanding the person to act, feeling one’s skin crawl, smelling strange odors, etc.);

d. The belief that one suffers from extraordinary physical maladies that are not possible, such as persons who are convinced that their heart has stopped beating for extended periods of time; and/or

e. Extreme fright or depression.

B. Determining Danger

Not all mentally ill persons are dangerous while some may represent danger only under certain circumstances or conditions. Officers may use several indicators to determine whether an apparently mentally ill person represents an immediate or potential danger to himself, the officer, or others. These include the following:

1. The availability of any weapons to the suspect.

2. Statements by the person that suggest to the officer that the individual is prepared to commit a violent or dangerous act. Such comments may range from subtle innuendo to direct threats that, when taken in conjunction with other information, paint a more complete picture of the potential for violence.

3. A personal history that reflects prior violence under similar or related circumstances. The person’s history may be known to the officer, or family, friends, or neighbors may be able to provide such information.

4. Failure to act prior to arrival of the officer does not guarantee that there is no danger, but it does in itself tend to diminish the potential for danger.

5. The amount of control that the person demonstrates is significant, particularly the amount of physical control over emotions of rage, anger, fright, or agitation. Signs of a lack of control include extreme agitation, inability to sit still or communicate effectively, wide eyes, and rambling thoughts and speech. Clutching oneself or other objects to maintain control, begging to be left alone, or offering frantic assurances that one is all right may also suggest that the individual is close to losing control.

6. The volatility of the environment is a particularly relevant factor that officers must evaluate. Agitators that may affect the person or a particularly combustible environment that may incite violence should be taken into account.

C. Dealing with the Mentally Ill

Should the officer determine that an individual may be mentally ill and a potential threat to himself, the officer, or others, or may otherwise require law enforcement intervention for humanitarian reasons as prescribed by statute, the following responses may be taken.

1. Request a backup officer, and always do so in cases where the individual will be taken into custody for any reason.
2. Take steps to calm the situation.
   a. Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a quiet non-threatening manner when approaching or conversing with the individual.
   
b. Where violence or destructive acts have not occurred, avoid physical contact, and take time to assess the situation.
   
c. Only one officer at a time should speak with the person.

3. Move slowly and do not excite the disturbed person. Provide reassurance that the police are there to help and that he will be provided with appropriate care.

4. Communicate with the individual in an attempt to determine what is bothering him. Relate your concern for his feelings and allow him to ventilate his feelings. Where possible, gather information on the subject from acquaintances or family members and/or request professional assistance if available and appropriate to assist in communicating with and calming the person.

5. Do not threaten the individual with arrest or in any other manner as this will create additional fright, stress, and potential aggression.

6. Avoid topics that may agitate the person and guide the conversation toward subjects that help bring the individual back to reality.

7. Always attempt to be truthful with a mentally ill individual. If the subject becomes aware of a deception, he may withdraw from the contact in distrust and may become hypersensitive or retaliate in anger.

D. Taking Persons into Custody for Pending Criminal Charges and Mental Health Commitments

If there are no pending criminal charges, the officer may provide the individual and family members with referrals on available community mental health resources or take custody of the individual in order to seek an involuntary emergency evaluation.

RCW 71.05.153 provides the following guidance:

(1) When a designated mental health professional receives information alleging that a person, as the result of a mental disorder, presents an imminent likelihood of serious harm, or is in imminent danger because of being gravely disabled, after investigation and evaluation of the specific facts alleged and of the reliability and credibility of the person or persons providing the information if any, the designated mental health professional may take such person, or cause by oral or written order such person to be taken into emergency custody in an evaluation and treatment facility for not more than seventy-two hours as described in RCW 71.05.180.

(2) A peace officer may take or cause such person to be taken into custody and immediately delivered to a crisis stabilization unit, an evaluation and treatment
facility, or the emergency department of a local hospital under the following circumstances:

(a) Pursuant to subsection (1) of this section; or

(b) When he or she has reasonable cause to believe that such person is suffering from a mental disorder and presents an imminent likelihood of serious harm or is in imminent danger because of being gravely disabled.

1. Officers should make mental health referrals when, in the best judgment of the officer, the circumstances do not indicate that the individual must be taken into custody for his own protection or the protection of others or for other reasons as specified by state law.

2. Summon the supervisor prior to taking into custody a potentially dangerous individual who may be mentally ill or an individual who meets other legal requirements for involuntary admission for mental examination. When possible, summon crisis intervention specialists to assist in the custody and admission procedures.

3. Once a decision has been made to take an individual into custody, do it as soon as possible to avoid prolonging a potentially volatile situation. Remove any dangerous weapons from the immediate area, and restrain the individual if necessary. Using restraints on mentally ill persons can aggravate their aggression. Officers should be aware of this fact, but should take those measures necessary to protect their safety.

4. In the event an officer takes a mentally ill or emotionally disturbed person into protective custody, the officer should, if reasonably possible, immediately deliver the individual to an evaluation and treatment facility.

5. It is the policy of the Centralia Police Department that the officer shall request an ambulance to conduct the transport for either a voluntary or involuntary commitment for evaluation.

E. Voluntary/Involuntary Commitment

1. This department recognizes that when an officer is dealing with a mentally ill or emotionally disturbed person the situation in very dynamic and no two situations are exactly alike. When making the decision whether the mentally ill or emotionally disturbed person should be voluntarily or involuntarily committed, an employee should consider the following:

   a. Intent - what are the intentions of the individual, either in words (threats) or in behavior? Is their expression of their intent to harm or their actions (self, others or the property of others) random and accidental, or is it specific and intentional?

   b. Opportunity - does their situation allow them to carry out what they intend? For example, do they have access to the gun they said they would use?

   c. Capability - are they physically able to do what they intend to do?

2. If the answer to all three of the preceding questions is “yes,” the person would be better served by being involuntarily committed.
3. If the person the officer is dealing with does not meet the criteria previously mentioned (believed to be suffering from a mental disorder or emotional disturbance and presents an imminent likelihood of serious harm to self/others or gravely disabled) but is still in need of some type of mental evaluation, the officer may offer them the opportunity to voluntarily commit themselves.

F. Protective Custody and Detention of Persons Incapacitated By Drugs/Alcohol

1. RCW 71.05.040 - Persons who are developmentally disabled, impaired by chronic alcoholism or drug abuse, or suffering from dementia shall not be detained for evaluation and treatment or judicially committed solely by reason of that condition unless such condition causes a person to be gravely disabled or as a result of a mental disorder such condition exists that constitutes a likelihood of serious harm: Provided however, That persons who are developmentally disabled, impaired by chronic alcoholism or drug abuse, or suffering from dementia and who otherwise meet the criteria for detention or judicial commitment are not ineligible for detention or commitment based on this condition alone.

2. RCW 71.05.040 provides that intoxicated persons may be arrested for crimes not related to their intoxication (such as DUI). The statute further provides for protective custody of those whose intoxication leads them to be incapacitated or gravely disabled:

According to RCW 70.96A.120 (2), “[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 or staff designated by the county and as soon as practicable, but in no event beyond eight hours brought to an approved treatment program for treatment. If no approved treatment program is readily available he or she shall be taken to an emergency medical service customarily used for incapacitated persons.”

3. “The peace officer ..., in detaining the person and in taking him or her to an approved treatment program, is taking him or her into protective custody and shall make every reasonable effort to protect his or her health and safety.

4. In taking the person into protective custody, the officer may take reasonable steps, including reasonable force if necessary, to protect himself or herself or effect the custody. Protective custody is not an arrest.

5. The peace officer, staff designated by the county, or treatment facility personnel, who act in compliance with this chapter and are performing in the course of their official duty are not criminally or civilly liable therefore.

G. Violations of Criminal Laws by Persons under the Influence of Alcohol or Drugs:

1. The above statute dealing with the detention of persons who are incapacitated or gravely disabled by drugs or alcohol was not intended by the Legislature to apply to persons apprehended for possible violation of laws unrelated to the section (i.e. DUI, Assault, Malicious Mischief, etc.) and are not exempt from arrest due to intoxication.
2. This statute provides two separate and distinct situations where either an officer may provide assistance or be required to take an individual into protective custody.

   a. The first situation is addressed pursuant to RCW 70.96A.120 (1). In this instance, if a person who is intoxicated due to alcohol or drugs and is:

      1) in a public place;

      2) in need of help; and

      3) consent to proffered help

   A police officer may assist the individual to their home, an approved treatment program or other health facility.

   b. The second section of this statute addresses a person who is incapacitated or gravely disabled due to alcohol or drugs. The statute requires an officer to take into protective custody any person who appears to be incapacitated or gravely disabled by alcohol or other drugs, and

      1) who is in a public place; or

      2) has threatened, attempted or inflicted physical harm on him/herself or another;

   c. The person must be taken as soon as practicable but in no event beyond eight hours to an approved treatment program, or if none is available, to “an emergency medical service customarily used for incapacitated persons.”

H. NOTE: Officers need to be aware the language in the statute authorizing law enforcement officers to take subjects into protective custody under the Mental Health Treatment Act is slightly different than the language in the Drug/Alcohol Incapacitation statute.

1. With the Mentally Ill Statute, the officer is required to have a reasonable belief of the “imminent likelihood of serious harm”, or the “imminent danger because of being gravely disabled.”

2. Unlike the drug/alcohol statute, the Mentally Ill statute does not require that the individual be in a public place during the time when they exhibit behavior of conduct fitting within the criteria of the statute.

3. Unlike the Alcohol/Drug Statute, the Mentally Ill person must be transferred immediately to an evaluation or treatment facility. The drug/alcohol statute provides an officer with up to eight hours on which to bring an individual to an approved treatment program.

I. Reporting Of Incident
1. A written report of the incident is required whether or not the individual is taken into custody. Ensure that the report is as explicit as possible concerning the circumstances of the incident and the type of behavior that was observed. Terms such as “out of control” or “psychologically disturbed” should be replaced with descriptions of the specific behaviors involved. The reasons why the subject was taken into custody or referred to other agencies should be reported in detail.

2. When a person is being involuntarily committed, a “Request for Emergency Evaluation” form shall be completed. A copy of the form will be delivered to the health care provider and a copy attached to the enforcer report.

3. Due to the fact the person is incapacitated by either mental illness or drug/alcohol, any applicable charges (misdemeanor and felony) will be handled by forwarding the report to the prosecutor.

4. Protective custody is not an arrest. No entry or other record shall be made to indicate that the person has been arrested or charged with a crime. [RCW 70.96A.120 (2)].
I. PURPOSE

The Centralia Police Department has the duty and responsibility to pursue and apprehend offenders. Foot pursuits must be conducted in such a way so as to minimize the risks to department personnel and citizens.

II. POLICY

Foot pursuits are inherently dangerous police actions. It is the policy that the safety of department personnel and the public shall be the overriding consideration in determining whether a foot pursuit will be initiated or continued. Foot pursuits occur in a wide variety of circumstances. Therefore, this policy is intended as a general guideline for officers when deciding if such pursuits are warranted and how they should be conducted.

III. DEFINITIONS

Foot pursuit: A pursuit on foot by a sworn member(s) where visual contact is maintained, and the suspect is readily capable of being apprehended by the pursuing sworn member(s).

a. A foot pursuit should end when the sworn member(s) loses visual contact with the suspect for more than a brief period of time (1-2 seconds), and a tactical apprehension should begin.

b. Sworn members can re-engage in a foot pursuit when he/she regains visual contact of the suspect and the suspect is readily capable of being apprehended.

Tactical apprehension strategies for the search and apprehension of the suspect could be accomplished by:

a. Sworn member follows and maintains constant visual contact while waiting for additional resources for apprehension.

b. Perimeter search.

c. Block search.

d. Cover/contact search.

e. Activation and assistance from K9.

f. Activation and assistance from SWAT.

IV. PROCEDURES

A. Deciding Whether to Pursue:
1. An officer has the authority to stop any person reasonably suspected of having committed or is about to commit a crime, violation or traffic violation. While it is the sworn member who initiates the stop, it is the suspect who initiates the foot pursuit by fleeing.

2. The decision to pursue should be made with an awareness of the degree of risk to which the officer exposes himself/herself and others. No officer shall be criticized for deciding against initiating, discontinuing his/her involvement in, or terminating a foot pursuit.

B. Factors to Consider When Initiating/Continuing a Foot Pursuit:

1. Whether the suspect is believed to be or known to be armed.

2. Suspect’s behaviors:
   a. Looking back may be an indication the suspect is targeting or "sizing up" a pursuing officer.
   b. Change in stride or pace or efforts to draw an officer in or allow an officer to close may indicate the suspect is preparing for an attack.
   c. Hand and shoulder movement is an indicator the suspect may be reaching into the waistband or other threat areas.
   d. Holding an area of clothing to keep a weapon from falling out.

3. Conditions:
   a. Locations:
      1) Residential
      2) Commercial
      3) Roadways
      4) Schools
      5) Wooded or isolated areas
   b. Environmental factors:
      1) Weather
      2) Lighting Conditions
   c. Communications
   d. Availability and proximity of cover units

4. Officer’s characteristics:
   a. Physical conditioning and abilities
   b. Familiarity with the area

C. Responsibility, Accountability, and Control

1. Pursuing Officer’s Responsibilities:
   a. Once the foot pursuit has been initiated, the pursuing sworn member should attempt to broadcast the following information:

      1) The suspect’s direction of travel.
      2) Whether the suspect is armed, if known.
      3) Number of fleeing suspects.
      4) The reason for the pursuit.
      5) If known, the identification of the suspect, or a physical description.
b. If possible, the pursuing officer should not attempt to overtake the fleeing suspect but keep the suspect in sight until sufficient cover is available to take him/her into custody. The following are techniques to consider:

1) Following and maintaining a safe distance.
2) Paralleling the suspect.
3) Cover/contact pursuits (two sworn members).
4) Following a different route than the suspect (i.e., wide corners).
5) Using available cover (i.e., parked cars).

c. The primary officer should attempt to immediately coordinate with secondary officer/s to establish a perimeter in the area to contain the suspect. Secondary officer/s may assist with the coordination if the primary officer is unable to do so.

d. Complete all applicable reports needed to document the incident.

2. Supervisor, Shift Lead or Senior Officer on Duty:

a. Respond to the location and continually manage the pursuit.
b. Ensure the perimeter is set up appropriately.
c. Consider the tactical apprehension strategies.
d. Terminate pursuits that are not in compliance with this policy.
e. Following each incident, debrief with the officers involved and, if feasible, his/her shifts.

D. Foot Pursuit Restrictions

1. The pursuing officer, if appropriate, should attempt tactical apprehension strategies.

2. Officers will not engage in or continue in a foot pursuit when instructed not to by a supervisor, shift lead or senior officer on duty. Officers should not engage in or continue foot pursuits in the following circumstances:

a. Armed suspects unless, in extreme circumstances, no other alternative strategy is feasible and a delay in the apprehension of the suspect would present a threat of death or serious physical injury to others.
b. In the event that a suspect enters a building, structure, wooded area or otherwise isolated area, the officer, unless in extreme circumstances, should not pursue suspects into these areas without sufficient cover present.
c. If the officer believes that the danger to the pursuing officer or the public outweighs the necessity for immediate apprehension.
d. If the officer is disarmed.
e. If the officer loses contact with dispatch and no other means of communication exists.
f. If the officer loses visual contact of the suspect(s) for more than a brief period of time (1-2 seconds).
g. The officer is not familiar with and is unable to communicate the direction of travel or location sufficient enough for other sworn members to assist. The officer is unsure of his/her location.
15.1.11 Bicycle Patrol Policy

I. PURPOSE

It is the purpose of this policy to provide guidance on the use, utility, and deployment of police bicycles and the general management of police bicycle operations.

II. POLICY

Bicycle patrol officers, also referred to as police cyclists, are an important component of this department’s strategy for accomplishing its enforcement objectives due to their mobility and stealth, as well as their ability to facilitate a variety of law enforcement and crime prevention operations.

III. DEFINITIONS

IV. PROCEDURE

A. Deployment

1. Police bicycles are intended for and their use is authorized to conduct the following primary deployment functions:

   a. Police cyclists may be dispatched to or may initiate response to all calls for service in which their response time is comparable to or better than that of a motorized patrol vehicle, unless otherwise indicated by this policy.

   b. Police cyclists should not normally be dispatched or initiate response to incidents in which their reduced emergency equipment capabilities (e.g., emergency warning devices) may present service problems or dangers. These include but are not limited to

      (1) traffic accidents in which a vehicle is not moveable;

      (2) high-risk felony motor vehicle stops; and

      (3) situations in which the lack of cover typically afforded by a motor vehicle would be dangerous. Response to such situations may be permitted where exigent circumstances exist and motorized units are not readily available, or as back up where patrol vehicles are already on scene.

   c. Police cyclists may be used for targeted patrol operations based on specific crimes, geographic areas, or crime targets.

   d. Police cyclists may be given preference where appropriate in response to the following:

      (1) Off-road emergencies, to include search and rescue, enforcement, and preventive patrol as required on trails designated for nature walks; mountain bike use; horses; and/or walking, hiking, and biking.
(2) Medical emergencies, if police cyclists are properly equipped and trained, and if their proximity and/or response time to the incident may be advantageous.

(3) Incidents in which the location or the volume of vehicle and/or pedestrian traffic may inhibit the response of police motor vehicles.

(4) Special events, such as parades, festivals, fairs, runs/races, sports, and other indoor and outdoor events.

(5) Demonstrations, events that attract protestors, and other crowd situations.

(6) Disaster situations in which movement by conventional motorized emergency response vehicles is limited or impossible.

e. Police cyclists may initiate traffic stops, giving particular attention to motorist and officer safety.
   (1) Physical contact with a moving vehicle is not recommended unless exigent or related emergency circumstances dictate.
   (2) Police bicycles should be kept out of traffic and should not be positioned in front of or behind the stopped vehicle. If available and when possible, the kickstand on the bicycle should be used.
   (3) Bicycle patrol officers are encouraged to make passenger side approaches and to utilize available cover when present.
   (4) Marked patrol units should be requested where appropriate to provide emergency lighting and cover from traffic.

2. The deployment of police cyclists is subject to the following procedures.

   a. Prior to initiating bicycle patrol, police cyclists shall inspect their equipment to ensure that it is in proper working order. If a problem is discovered that the police cyclist cannot fix, notice shall be given to the shift supervisor.
   b. Police cyclists and supervisors shall exercise discretion in determining whether or not to use a bicycle on patrol when excessively high or low temperatures or other weather conditions may make the use of bicycles inadvisable or hazardous.
   c. While operating a bicycle, bicycle patrol officers should wear an approved helmet, shatter-resistant protective eyewear, and cycling gloves.
   d. While patrolling at night, unless employing stealth, police cyclists should use lights that meet the legal mandate or current standard for public safety cycling, whichever is greater, and any legally mandated reflective equipment and high-visibility attire.
   e. Whenever possible, police cyclists should give an audible warning of their approach from the rear, maintain reasonable speeds, and shall not patrol on sidewalks unless immediate circumstances require such and exercise caution in other locations where pedestrians are present. They should not operate where prohibited by local ordinance, unless emergency circumstances dictate otherwise.
   f. When possible, police cyclists shall notify communications of all potential enforcement contacts, to include their exact location.
   g. In arrest situations, police cyclists shall request a motorized transport unit for the prisoner.
      (1) A police cyclist shall not secure a prisoner to an object and leave him or her unattended, unless an emergency exists that requires immediate action by the police cyclist.
(2) The police cyclist shall respond to the appropriate facility to process the arrestee at the earliest convenience or in accordance with normal procedure.

h. When leaving bicycles unattended, police cyclists shall, whenever possible, do the following:
   (1) Secure their bicycles with a locking device to an immovable stationary object in an easily monitored location unless engaged in emergency situations, such as foot pursuits, that preclude this requirement.
   (2) Take reasonable precautions to ensure that the bicycle does not obstruct pedestrian or vehicular traffic.

i. If minor damage to the bicycle is sustained during the shift, the police cyclist shall notify the shift supervisor by the end of the shift. If substantial damage to the bike or injury to the officer or a civilian is sustained, the bicycle patrol officer shall immediately notify the shift supervisor and request appropriate medical assistance.

j. When not in use, all police bicycle equipment shall be stored and locked in the designated area.

3. Police cyclists shall utilize their department bicycles for off-duty assignments only with a commander’s prior approval.

B. Personnel Selection
   1. Any officer may apply for selection and training as a bicycle officer.
   2. Section of individuals shall be at the discretion of the chief of police

C. Training
   1. Selected officers must attend and pass the department’s basic police cycling course.
   2. Any advanced and specialized training shall be authorized in accordance with the department needs and priorities.

D. Personnel Responsibilities
   1. Bicycle Unit Supervisor
      The unit supervisor shall oversee recruitment, pre-qualification, training (initial and ongoing), cycling standards, uniforms and equipment, maintenance, and deployment. The unit supervisor shall ensure the following:
      a. All bicycle-mounted operations are conducted in accordance with this policy.
      b. All prospective bicycle unit members complete the screening process and are selected according to the established criteria.
      c. Bicycle patrol officers maintain and are held accountable for all bicycle-related equipment in their care.
      d. A written inventory of all departmental equipment, including bicycle serial numbers, is maintained, and that monthly inventories of all issued equipment are conducted.
      e. Sufficient cleaning and maintenance supplies are available.
      f. Bicycles are stored properly when not in use.
      g. Ensure incident report forms are completed for any injuries sustained on bike duty.
CHAPTER 16: TRAFFIC FUNCTION

16.1.1 Investigation of Vehicle Crashes

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I. PURPOSE

The purpose of this directive is to ensure that traffic crashes are consistently reported and investigated in accordance with the Revised Code of Washington, specifically identifying the type of crashes that require investigation.

II. POLICY

It is the policy of the Centralia Police Department that vehicle crashes are consistently reported and investigated in accordance with the applicable provisions of the Revised Code of Washington, including RCW 46.52.070.

III. DEFINITIONS

Washington Administrative Code 446-85-010 Accident-Reporting Threshold - Beginning January 1, 2000, the accident-reporting threshold for property damage accidents shall be seven hundred dollars ($700.00).

IV. PROCEDURE

A. Investigating and Reporting Vehicle Crashes

1. Fatality or injury - the incident will be investigated and applicable State of Washington Police Traffic Collision Report Forms completed. The responding officer will notify the shift supervisor of the incident. The shift supervisor will direct all investigations of traffic fatalities.

   a. The shift supervisor will direct a thorough investigation which may include, but is not limited to, video tape of the collision scene, vehicles and occupants; still photographs; measurements; searches; statements; the activities of the driver(s) and others involved prior to the incident, and blood and urine tests if there is probable cause.

   b. CPD collision investigators or WSP response may be requested for crashes with death or serious injuries.

   c. The Shift Supervisor will immediately notify a command officer of traffic fatalities.
2. Property damage: officers will investigate and complete State of Washington Police Traffic Collision Report Form for property-damage only crashes on public and private property when there is damage to the property of any one person to an apparent extent equal to or greater than the minimum amount established by WAC 446-85-010 adopted by the chief of the Washington State Patrol, or probable cause to believe a crime has been committed or there are hazardous materials involved, or there is damage to any City of Centralia owned property.


4. Impairment due to alcohol or drugs: investigating officers will take appropriate enforcement action when there is probable cause to believe that a driver in a vehicle crash was under the influence of alcohol or drugs. Whenever an arrest is made, an incident report form will be submitted.

B. Officer Response

1. In responding to traffic crashes, officers will consider protecting the interests of the parties involved and the City, criminal and civil laws, reporting requirements, and the possible need for supervisory action. They will also keep in mind the chain of evidence and the importance of recording witness statements in a timely manner.

2. Officers will respond to the scene of traffic accidents involving any of the following:
   a. Death or injury
   b. Hit and run
   c. Impairment of a driver due to alcohol or drugs
   d. Damage to public vehicles or property
   e. Disturbance between principals
   f. Major traffic congestion as a result of the accident
   g. Damage to vehicles to the extent towing is required

C. Private Property

Officers of the Centralia Police Department will respond to reported vehicle crashes occurring on private property. Officers will investigate and report traffic crashes occurring on private property in the same manner as those occurring on public property when requested by the involved party(ies) or any of the following are involved:

1. Death or injury
2. Hit and run
3. Impairment of a driver due to alcohol or drugs
4. Damage to public vehicles or property

D. Crash Scene Procedures

1. Injuries

   a. Officers arriving at a vehicle crash scene will first determine if there are any injuries. If injuries are present, officers will render aid within their training and abilities until relieved by fire or medical personnel.

   b. State of Washington Police Traffic Collision Report Forms will be completed for all injury accidents.

2. Fire hazards

   a. If a fire hazard is involved, the officers will clear citizens to a safe distance, protect the scene, and summon the Fire Department.

   b. Officers will cooperate with fire personnel in removing the fire hazard.

3. Hazardous materials - If a release of hazardous materials is involved, officers will clear the immediate scene, summon the Fire Department and establish and maintain a safe perimeter.
16.1.2 Impounding Vehicles

I. PURPOSE

It is the purpose of this directive to provide guidelines for towing and impounding motor vehicles.

II. POLICY

Officers are routinely faced with the question of whether to impound or tow motor vehicles for purposes of safekeeping property, securing evidence, protecting the public, or securing property under asset forfeiture statutes, and to ensure that the public streets are not used to store unauthorized vehicles. This applies generally to all unauthorized vehicles, other than those acquired by or sold to a hulk hauler or registered disposer for resale as junk or scrap.

III. DEFINITIONS

Highway - The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel as described in RCW 46.04.431.

Impoundment - For purposes of this policy, the seizing and temporary custody of a motor vehicle for a legitimate police purpose, such as for evidentiary purposes.

Public Assistance Towing - Impoundment should be contrasted with towing of disabled and other motor vehicles for public assistance or for purposes of public safety. While these may involve a legitimate police purpose, they normally do not involve custody of the vehicle by the police agency or authorization of the police for its release.

Unauthorized Vehicle - Any vehicle that is subject to impoundment after being tagged and left unattended on a highway for over twenty-four hours as described in RCW 46.55.085.

Farm Transport Vehicle - A motor vehicle owned by a farmer and that is being actively used in the transportation of the farmer's or another farmer's farm, orchard, aquatic farm, or dairy products, including livestock and plant or animal wastes, from point of production to market or disposal, or supplies or commodities to be used on the farm, orchard, aquatic farm, or dairy, and that has a gross vehicle weight of 16,001 pounds or more.
IV. PROCEDURE

A. Impound Of Abandoned Or Unauthorized Vehicles

1. Response and Responsibility

   Police officers or limited commission personnel will provide a timely, in-person response to reports of abandoned vehicles on the city streets, conduct an assessment, and provide feedback to the complaining party with the results of their assessment.

2. Marking the Vehicle

   Police officers or limited commission personnel discovering an apparently unauthorized vehicle shall attach to the vehicle a readily visible warning notice. The officer should mark the tires or take other steps to determine if the vehicle is later moved after posting.

3. Reasonable Effort to Notify (RCW 46.55.085(2).

   If the vehicle has current Washington registration plates, the officer shall check the registration records to learn the identity of the last owner of record and make a reasonable effort to contact the owner. A reasonable effort may include a personal visit to the registered owner’s address if nearby or at least two messages left for the owner that the vehicle would be impounded unless it is moved.

4. Initial Documentation

   The investigating officer shall print out the officer’s report, attach the copy of the written warning, and put these documents through the report approval system. The officer will document the reasonable efforts to contact the registered owner and specify the deadlines for moving the vehicle.

5. Impound Decision

   After at least twenty-four hours have elapsed, during which time the required notification attempts have been made, an officer assigned for follow-up will check the area. If the vehicle has not been moved or arrangements have not been made to move the vehicle within a reasonable time, the officer may impound the vehicle. If it has been moved, the officer will make a note of it in the report and submit the form through the normal channels. If it has been more than 10 days since the notice was initially placed on the vehicle, Officers will attach a new notice and restart the process.

6. Towing and Inventory

   a. All vehicles lawfully impounded by this department shall be routinely inventoried.

   b. The next rotational towing company will be called to tow the unauthorized vehicle.
c. A Uniform Washington State Tow/Impound and Inventory Record form, including the inventory, will be filled out. The “Tow Company” copy will be given to the tow truck driver and the remaining copies will be submitted with the report.

d. All items of value and items with serial numbers that are not secured within the vehicle shall be recorded in the inventory section of the Vehicle Tow / Impound and Inventory Record. All money, checks, credit cards, firearms and other items of substantial value shall be retained for safekeeping and secured in accordance with applicable departmental policies and state law.

e. A specific notation shall be made on the Vehicle Tow / Impound and Inventory Record when an area is not inspected or inventoried. Locked items or containers that are located inside the vehicle shall be specifically identified and noted.

7. Reports

The police officer will notify Dispatch when the vehicle has been impounded to ensure the entry of the vehicle data into the records management system as an impounded vehicle.

8. Release

Individuals seeking release of an impounded unauthorized vehicle will be directed to the tow company involved. No police authorization is required for release.

B. Impoundment for Evidence

1. A vehicle shall be towed if a subject is arrested for purposes of incarceration and one of the following circumstances exists:

   a. The vehicle was used as a major instrument in a crime.

   b. The vehicle contains evidence of a crime that cannot be processed at the scene and must be secured to ensure its evidentiary integrity.

   c. Pursuant to an existing search warrant or in cases where probable cause exists to seek a search warrant.

2. Officers should not unnecessarily impound motor vehicles for purposes of gathering evidence when such processing can be reasonably, effectively, and safely conducted at or near the scene.

3. Officers will process vehicles according to evidence guidelines, including being individually tagged and logged into the centralized evidence and property tracking system as soon as possible.

4. A “hold” may be placed on any vehicle impounded for evidence for such period of time necessary to complete evidence collection or until released by a prosecutor following adjudication.

   a. Holds on vehicles must be approved by an agency supervisor.
b. Investigating officers shall commence their investigation immediately and shall complete their investigation of the vehicle in a timely manner so that it can be released to the owner.

5. Impoundment of stolen vehicles or suspected stolen vehicles is appropriate under any of the following circumstances:

   a. The owner cannot be contacted, or

   b. Officers can tow a recovered stolen vehicle when the registered owner has authorized the tow at the time the vehicle was reported stolen or when the owner is not available or will not respond in a reasonable amount of time and the continuing safety of the property is at risk. or

   c. Immediate removal is necessary for safety reasons or purposes of safekeeping.

6. Officers recovering stolen vehicles will ensure that the registered owner is notified that the vehicle has been recovered and its location. Officers should document reasonable efforts to contact owners with means readily available.

7. If the vehicle does not have any evidentiary value, then the vehicle will be taken to the yard of the tow company.

8. If the vehicle needs to be held for evidence, then the vehicle is taken to the police vehicle storage yard.

C. Motor Vehicle Crashes

1. Vehicles may be impounded if the vehicle is needed for purposes of the investigation following a vehicle crash. Such cases may but do not necessarily involve custody of the operator.

2. Following motor vehicle crashes, an officer may request impoundment when the operator is unwilling or unable to take charge of the vehicle, and the vehicle cannot be legally parked and sufficiently secured at the scene, or there is property in or attached to the vehicle that cannot be sufficiently secured at the scene or placed in the custody of a responsible third party.

3. When a vehicle is unattended at the scene of an accident or when the driver of a vehicle at the scene of an accident is incapable to decide upon steps to be taken to protect his or her property.

D. Impoundment for Forfeiture

Officers may impound a motor vehicle with the intent of initiating forfeiture proceedings when the vehicle is used in the commission of a crime as specified by state law. Officers shall contact a supervisor before initiating forfeiture proceedings and shall follow forfeiture procedures specified in applicable department policies.
E. Other Bases for Impoundment

Officers may impound a vehicle in other circumstances as follows:

1. When a vehicle is found displaying license plates not assigned to that vehicle;
2. When a VIN number has been removed, replaced, or purposely modified;
3. When a vehicle, because of faulty equipment, is determined to be a hazard if operated.

F. Traffic Offenses

1. Driving While Suspended or Revoked (RCW 46.20.342) or Driving With No Valid Operator's License 1st Degree (RCW 46.20.345): Officers may tow a vehicle when the driver has been arrested for a Driving While Suspended or Revoked or Driving With No Valid Operator's License 1st Degree violation when the vehicle is registered to the person being arrested. Towed vehicles will be taken to the storage yard of the tow company performing the impound. Officers shall mark the appropriate box in the Vehicle Tow / Impound and Inventory Record to indicate the proper hold period for a suspended driver.

<table>
<thead>
<tr>
<th>Hold for outstanding penalty - payments only</th>
<th>Hold for 30 Days</th>
<th>Hold for 60 Days</th>
<th>Hold for 90 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>DWLS/R 3rd with no convictions of RCW 46.20.342 in the past 5 years</td>
<td>DWLS/R 3rd with convictions of RCW 46.20.342 in the past 5 years</td>
<td>DWLS/R 1st or 2nd with convictions of RCW 46.20.342 (1st or 2nd) in the past 5 years</td>
<td>DWLS/R 1st or 2nd with two or more convictions of RCW 46.20.342 (1st or 2nd) in the past 5 years</td>
</tr>
</tbody>
</table>

* Officers must ensure the driver's DOL history lists convictions for the applicable offenses

a. If the vehicle is registered to anyone other than the person being arrested, the officer will attempt to contact the registered owner. The registered owner must respond to the scene in person and present proof of identity in order to take custody of their vehicle. They may not delegate this any other party. In the event the registered owner cannot respond within a reasonable amount of time, generally thought to be no more than 20 – 30 minutes, the vehicle shall be in accordance with the provisions of this policy.

b. When an arrest is made for violation of RCW 46.20.342 (DWLS/R 1st, 2nd, or 3rd) and the vehicle is a commercial vehicle or Farm Transport Vehicle of which the driver is not the registered owner, the officer shall attempt to locate the owner prior to impoundment. The commercial vehicle or Farm Transport Vehicle may be released to the registered owner or a duly authorized representative of the company to which the vehicle belongs.
c. In the case of tractor – trailer combinations, only the truck tractor should be impounded and arrangements should be made with the company to remove the trailer(s). However, if hazardous conditions exist, impounding may be authorized by the on-duty supervisor. Commercial vehicles, Farm Transport Vehicles, and commercially rented vehicles may be impounded but no suspended driver’s license holds shall be placed on them.

2. Driving Under the Influence of Intoxicants (RCW 46.61.502) or Physical Control (RCW 46.61.504): Vehicles of drivers taken into custody for Driving Under the Influence of Intoxicants or Physical Control will be impounded and taken to the yard of the tow company.

   a. When the driver is the registered owner of the vehicle, the police officer directing the impound shall notify the driver that the impounded vehicle may not be redeemed within a twelve hour period following the time the vehicle arrives at the tow storage facility.

   b. When the driver is not the registered owner of the vehicle, or there are two or more registered owners, the police officer directing the impound shall notify the driver that the impounded vehicle may be redeemed by a different registered or legal owner after it arrives at the tow storage facility.

   c. If the vehicle is a commercial vehicle or farm transport vehicle, and the driver is not the owner of the vehicle, and was not in the vehicle at the time of the stop and arrest, the officer shall attempt to contact the owner and may release the vehicle if the owner is reasonably available.

3. Other Traffic Offenses - Officers may tow vehicles in the following situations:

   a. Whenever a vehicle is parked in a stall or space that is clearly marked for the use of disabled drivers (RCW 46.61.581) and that vehicle does not have a special license plate, card or decal indicating it is being used to transport a disabled person.

   b. The vehicle is parked in a tow away zone.

G. Public Assistance Towing

Public assistance towing of motor vehicles should be distinguished from impoundment as it does not typically involve police custody of the motor vehicle. Officers may order that vehicles be towed under the following types of circumstances:

1. Danger to the Public

   Vehicles that present a danger to the public may be towed. Typically these involve the following circumstances:

   a. Vehicles parked illegally in the right of way.
b. Special Events - Officers may tow vehicles to clear the streets for a permitted special event providing that notice was properly posted.

2. Aid to Motorists

Officers may request towing services for motorists.

a. Following vehicle crashes or in other instances where involved vehicles are not operable; or

b. When, following arrest of the owner/operator or for other reasons, the vehicle cannot be left at the scene without substantial risk of theft from or damage to the vehicle or personal property contained therein.

H. Redemption of Vehicles

1. The release of all vehicles impounded under this policy shall be governed by RCW 46.55.120 Redemption of Vehicles. In order to avoid discriminatory application, other than for the reasons for release set forth in RCW 46.55.120(1)(a)(i) and (ii), release in all other circumstances will be denied without discretion.

2. A vehicle may be released prior to the hold period upon a showing of economic or personal hardship to the spouse of the operator, taking into consideration public safety factors, including the operator's criminal history and driving record; or that the owner of the vehicle was not the driver, the owner did not know that the driver's license was suspended or revoked and the owner has not received a prior release under RCW 46.55.120(1)(a)(ii) or 46.55.113(3).

3. All release requests must be submitted in writing to the Chief of Police and any denial or request of such a request will be made in writing, specifically including the factors considered in reaching the decision.

Notes:

1. CMC 11.04.010 State Traffic Code, adopted by Ordinance #2264, the Washington Model Traffic Ordinance, Chapter 308-330 WAC as the traffic ordinance of the city of Centralia as set forth in full.

2. WAC 308-330-307 adopts pertinent RCW's as they relate to Driver Licenses and Identicards, including RCW 46.20.342 and 46.20.345.

3. WAC 308-330-406 adopts pertinent RCW's as they relate to Abandoned, unauthorized, and junk vehicle tow truck operators, including RCW 46.55.080, RCW 46.55.113, and RCW 46.55.240.
16.1.3 Hazardous Roadway Conditions

I. PURPOSE

The purpose of this directive is to establish procedures to take timely action to address hazardous road conditions.

II. POLICY

It is the policy of the Centralia Police Department that hazardous roadway conditions will be addressed in a timely manner.

III. DEFINITIONS

**Hazardous Roadway Conditions** – any condition that increases the likelihood of traffic crashes. Examples of such conditions include, but are not limited to, traffic light malfunction, stop signs damaged or missing, potholes, street lights out, oil on the roadway, debris on the roadway, abandoned vehicles in the right of way, and downed power lines.

IV. PROCEDURE

A. An officer noticing a hazardous road condition will notify dispatch immediately.

B. Dispatch will notify the responsible agency.

C. If the hazard is a serious public safety concern, the officer should stand by and take appropriate measures to warn or re-route motorists until such hazard has been abated.

D. CPD officers will not normally direct traffic or set temporary traffic control devices for intersections with inoperative traffic signals, as this may subject the City to an unacceptable liability exposure. Officers should notify the Street Department if there is a need for temporary traffic control signage.
I. PURPOSE

The purpose of this policy is to ensure the efficient and effective management of the criminal investigation function by providing administrative guidance that identifies the responsibilities and investigative processes within the patrol and investigative components of the department.

II. POLICY

It is the policy of this agency to manage the function of criminal investigation in an effective and efficient manner by coordinating the efforts of patrol and other investigative organizational components as provided in this directive.

III. DEFINITIONS

**Criminal Investigation** - The collection of facts and information intended to identify an offender and to organize facts and information in a way that presents evidence sufficient for criminal charges.

**Investigative Services** - Unit of the department staffed by personnel assigned to felony follow-up investigations.

**Preliminary Investigation** - The preliminary crime-scene investigation and recording of information. It is generally the responsibility of first responding uniformed patrol officers, although in some instances investigative personnel may be assigned to or included in this function.

**Primary Investigator** - The officer assigned primary responsibility and accountability for an investigation.

IV. PROCEDURE

Most investigations begin with the preliminary investigation conducted by a patrol officer. Depending on the nature and severity of the crime and complexity of the crime scene, a follow-up investigation conducted by the investigative services may be initiated.

A. Preliminary Investigation
Activities during the preliminary investigation shall center on the protection of persons, collection of evidence, apprehension of criminals at or near the crime scene and solving the reported crime. During the preliminary investigation, officers shall perform the following duties in the order and to the degree deemed appropriate:

1. Make the crime scene safe to the degree possible.

2. Notify the police communications center concerning injured parties and any dangerous conditions present, and request appropriate medical assistance and additional equipment, services, or personnel as needed.

3. Assist the injured pending arrival of EMS personnel. In serious cases, an officer shall be assigned to accompany the victim or the suspect to the hospital and remain with him or her to record information on the incident.

4. Determine if a crime was committed by statute.

5. Take written notes and conduct voice recordings whenever possible.

6. Establish a crime scene perimeter, and secure the crime scene to the degree possible against alterations due to weather or other contamination. (Refer to Preliminary Investigation Checklist)

B. Preliminary Investigation Case Management

1. Patrol officers shall pursue preliminary investigations to the full extent of their available time and investigative training. In most minor property crimes, patrol personnel should assume responsibility of the crime scene and conduct any on-scene and follow-up investigation that may be deemed necessary.

2. The preliminary investigation shall, whenever practicable, be completed by the end of the shift in which it occurs. The supervisor of the shift shall review, approve as appropriate, and forward the preliminary investigative report to investigative services as soon as practicable.

3. In exceptional instances, when circumstances prevent the timely completion of the report, the supervisor shall ensure that a draft report of the incident is completed, thereby ensuring that investigative services is aware of the incident and has the necessary information to initiate a follow-up investigation if warranted.

C. Investigative Services Personnel at the Crime Scene

1. Investigative personnel shall be notified if there is a need for immediate investigation at the crime scene via a request from the patrol division’s watch commander or by a patrol supervisor as circumstances dictate. Requests for investigative assistance at the crime scene shall be based on the following primary factors:

   a. The seriousness or complexity of the crime

   b. Where a “hot” lead requires immediate attention
c. The dangerousness of the crime scene

d. Level of patrol officer expertise in crime scene processing and the availability of appropriate crime scene processing equipment for photography, evidence collection, and related tasks

e. Where the crime may serve as a link to another crime

2. Investigative services shall assume responsibility for oversight and completion of investigations of all major crime scenes as defined by the Operations Commander. The investigative officer in charge shall have complete authority to establish priorities and make decisions regarding witnesses and suspects, recording of statements and collection of physical evidence, making on-site arrests, applying for warrants, and all other activities germane to a comprehensive investigation of the incident.

3. Circumstances permitting, the on duty supervisor may assign patrol officers to assist investigative services personnel. In such instances, these officers are responsible to the on-scene investigative officer in charge.

D. Investigative Services Follow-Up Investigations

The investigative supervisor shall review the preliminary investigation and make a determination of additional investigative activities that are required. These activities may include but are not limited to any or all of the following in the order deemed appropriate:

1. Enter wanted persons, stolen vehicles, and serial numbered stolen property into NCIC.

2. Conduct initial or follow-up interviews with witnesses and suspects.

3. Make notifications and coordinate with other jurisdictions or governmental law enforcement agencies.

4. Search for new witnesses.

5. Complete background checks on witnesses, victims, and suspects as appropriate.

6. Conducting surveillance, interrogation, or identification procedures.

7. Present evidence and statements to the prosecutor’s office to obtain arrest or search warrants.

8. Prepare and execute search or arrest warrants.

9. Attend and retrieve evidence at autopsies.

10. Develop exhibits for presentation in court including latent/patent fingerprint charts, crime scene sketches, and photographs.

11. Interrogate suspects.
12. In major cases potentially involving multiple jurisdictions, activate lead tracking protocols (e.g., FBI's Rapid Start).

13. Search for and recover stolen property.

14. Submit items for forensic examination.
15. Arrange for polygraph examinations.

16. Seek additional information from other officers, informants, contacts in community, and other investigators and agencies.

17. Identify recent prison releases into the community.

18. Seek additional information from law enforcement records regarding suspects, witnesses, or past incidents at or near the location of the crime.

19. Seek additional information from records including motor vehicle, driver's licenses, social security, occupational licenses, and records from other law enforcement agencies, newspapers, employee records, and credit files.

20. Track the source of all firearms involved and enter ballistic information into national databases.

21. Contact confidential informants and coordinate with departmental and regional intelligence databases.

22. Notify victims and witnesses when their presence is required in court.

E. Investigative Services Case Management

1. The investigative supervisor shall assign cases based on their seriousness and in accordance with priorities based on the presence of solvability factors, to include the following:
   a. Suspect in custody
   b. Suspect named or known
   c. Unique suspect identifiers
   d. Vehicle in custody
   e. Unique vehicle identifiers
   f. Writer or reviewer discretion
   g. General suspect description
   h. General vehicle description
   i. Unique MO or crime pattern
j. Significant physical evidence

k. Traceable stolen property

I. Witnesses

2. Investigation of minor property crimes shall not be conducted or shall be discontinued when sufficient solvability factors are not available. In such cases, victims shall be informed of the departmental policy on this matter and its rationale and be provided with the case number and a copy of the crime report for insurance claims, if requested.

3. When a case is assigned, the frequency of follow-up reports shall be established. This determination shall be based on the severity of the crime and the overall caseload of the investigator assigned. Cases shall remain open as long as leads are not exhausted, resources are not needed on more serious cases, and one or more of the following avenues of investigation appear promising:

   a. Suspect information

   b. Physical evidence

   c. Vehicle description and license plate information;

   d. Identifiable stolen property

   e. Recognizable crime pattern involving several crimes

4. Each case file shall be assigned a number identical to the original complaint number. As follow-up reports are completed, the original shall be filed in the agency’s records division. Copies of all follow-up reports from active cases shall be filed in investigative services and shall be accessible to all investigative services personnel unless otherwise instructed by the investigative services supervisor.

5. The investigative supervisor shall maintain a case status log, based on the following definitions:

   a. Cleared: An arrest has been made, and the arrestee(s) have been charged with the commission of the offense in question and turned over to the court for prosecution.

   b. Exceptional Clearance: The identity and address or exact location of the offender is known and sufficient evidence exists to make an arrest and charge the offender. However, a reason outside the agency’s control does not allow the agency to arrest and charge the suspect. An example of an exceptional clearance is when the suspect is known but has died, extradition is denied, or the offender is being charged in another jurisdiction.
c. Open: An ongoing investigation. If the investigation has exhausted all leads, yet the possibility remains that new facts may come to light given ongoing inquiry, the case shall remain open.

d. Unfounded: The offense did not occur.

e. Inactive: When all potentially fruitful leads have been exhausted an investigation may be classified as inactive. An investigation may be reactivated and assigned to an investigator’s active caseload if sufficient new leads are developed.

6. Monthly activity or productivity reports shall be provided by investigators, and monthly summary reports of case status and unit productivity shall be developed by investigative services in accordance with specifications of the Chief of Police or other designated officer.

7. Victims of crime and preliminary investigating officers shall be kept informed of the status of case investigations.

8. Investigative services shall maintain close coordination with the intelligence function of this agency and, as determined by the investigative OIC, with regional intelligence operations. Particular emphasis shall be placed on the identification of crime patterns suitable for making informed tactical decisions on manpower assignments.

9. Investigative services shall establish, as a priority, the arrest and prosecution of repeat offenders, as defined by the Chief of Police or his or her designee, through post-arrest screening of suspects and coordination of prosecution efforts with the office of the prosecuting attorney. Proactive targeting of repeat and violent offenders, using such tactics as stakeouts, surveillance, and informants, shall also be emphasized and directed by the investigative supervisor in cooperation with information provided by intelligence and related sources.

10. Investigative services shall adhere to the tenets of community policing and problem solving to which this department subscribes. As such, investigative services shall be responsible for the identification of crime trends and problems that may be addressed by measures not limited to arrest.
17.1.2 Elder and Vulnerable Adult Abuse Investigations

I. PURPOSE

The purpose of this directive is to define the role of agency members in the prevention, detection, and intervention in incidents of elder and vulnerable adult abuse, and to ensure that mandatory state reporting requirements are completed within specified guidelines.

II. POLICY

Vulnerable adults who have been victimized need and deserve the protection of law enforcement and the criminal justice system. It is the policy of the Centralia Police Department that investigations of elder and vulnerable adult abuse be conducted in a responsive and thorough manner in accordance with Washington State law and the policies of this Department.

III. DEFINITIONS

Vulnerable Adult - A vulnerable adult is one who by virtue of age, physical injury, disability, disease or emotional or developmental disorders is unable to independently provide for their own basic necessities of life. This would include, but is not necessarily limited to:

- Adults sixty years of age or older who have the functional, mental, or physical inability to care for themselves
- Adults who reside in long-term care facilities such as nursing homes, adult family homes, boarding homes or assisted living facilities or
- Those who receive health care or other assistance in providing for the basic necessities of life while residing in their own home.

Vulnerable Adult Abuse - Vulnerable adult abuse is a term used to describe any knowing, intentional, or negligent act by a caregiver or any other person that causes harm or a serious risk of harm to a vulnerable adult. Elder Abuse includes, but is not limited to:

- Pushing, hitting, punching
- Shouting at, berating, intimidating, or threatening to harm an elderly person
- Taking financial advantage of one who is lonely, vulnerable or has memory lapses
- Taking money an elderly person needs, “borrowing” money with no intention to pay it back, tricking someone into buying something they have no use for
- Neglecting an elderly person’s physical, medical and emotional needs or
- Allowing an older adult to neglect personal needs.
IV. PROCEDURE

A. Investigations of vulnerable adult abuse will be conducted in accordance with the guidelines in “Vulnerable Adult Abuse Investigation Manual for Law Enforcement” published by the Washington State Attorney General’s Office.

B. Vulnerable Adult Abuse and/or Neglect Investigations Checklist

1. Upon Arrival
   a. Treat every scene as a potential homicide scene. Many times the victim will not be interviewable so observations, photographs, and evidence collected will be critical for prosecution.
   b. Establish date and time of the offense.
   c. Contact DSHS Adult Protective Services (APS), or if abuse or neglect occurred in facility, DSHS Residential Care Services (RCS), and/or DSHS Division of Developmental Disabilities (DDD) if the victim is disabled.
   d. Look for signs of abuse or neglect: bruises, black eyes, welts, lacerations, open wounds, cuts, punctures, signs of physical restraint, untreated bed sores, poor dental hygiene, overgrown nails, soiled clothing, dirty bedding, malnutrition, dehydration, improper or dirty bandages on the victim, etc., and document. Use a body map to document location of injuries.
   e. Interview the victim and all others present at the scene.
   f. Observe and document the availability of basic necessities of life or lack of: food, water; medications, and bathroom facilities?
   h. Photograph the scene and all injuries.
   i. Be aware of surroundings and document the condition of the location. Dirty? Odorous? Unkempt?
   j. Document any and all medications belonging to the victim.
   k. Obtain a medical & financial records release from the victim or guardian as soon as possible.

2. Preserve the Crime Scene
   a. Treat the scene as a crime scene (even if it is in a facility) and not as the site of a social problem. If the crime scene is at a facility be aware of persons other than employees, such as contracted professionals, temp employees, visitors, clergy, and so on who freely come and go.
b. Secure any physical evidence of abuse or other corroborative evidence that is identified at the scene.

c. Photograph the scene and the home. Check the refrigerator and cupboards for food items. Document.

d. Obtain a list of current medications that the victim is taking.

e. Obtain a medical history as soon as possible.

f. Obtain a medical examination when applicable. Have a medical professional do an injury assessment: bruises, bedsores, fractures, burns, or cuts and abrasions. Document and photograph.

g. Coordinate with APS if victim is in a private home or RCS if victim is in a facility.

h. Note dates to set the timeline for when abuse and/or neglect may have occurred.

3. Handling the Evidence

a. Make sure all evidence collected is properly marked with the time, date, victim’s name, officer’s initials and case number.

b. Make sure that photographs are marked with the date, time, victim’s name, photographer’s initials, and case number and turned over to you as evidence.

c. Photographs can be taken by police officers, investigators, APS workers, physicians, nurse examiners, or other parties. Copies of the photographs taken by other law enforcement, MS workers, physicians, nurse examiners, or other parties should be obtained early in the investigation. A person of the same sex may be called upon to photograph, depending on the comfort level of the victim.

4. Follow-up Investigation

a. Be supportive and optimistic to the vulnerable adult and the family.

b. Check for previous criminal charges against the abuser.

c. Be sure the vulnerable adult and family have been linked to support services or therapy.

d. Be sure family members, or other care providers, know how to reach a detective to disclose further information.

e. Obtain a medical history from the vulnerable adult’s primary physician. If the victim was located in a facility, obtain all facility information regarding the victim.

f. Obtain a copy of the victim’s CARE assessment or CARE plan.

g. Obtain the 911 tapes and medic/ambulance run reports.
h. Check for contacts between victim and suspect or other facility employees—be aware of those attempting to influence or further victimize the victim.

C. Vulnerable Adult Financial Exploitation Investigations Checklist

1. Upon arrival:
   a. Establish date and time of the offense.
   b. Contact DSHS Adult Protective Services (APS), or if abuse or neglect occurred in a facility, DSHS Residential Care Services (RCS) if that has not been done.
   c. Victim Interview:
      1) Does the victim believe he/she has been victimized? Why? By Whom? How discovered? What is missing?
      2) Relationship with the suspect. When and how met? If relative, when and how has the frequency of contact changed? What did the victim authorize the suspect to do? Duties? Salary? Responsibilities re: finances? What did the suspect tell the victim? Did the suspect initially do as required? When did that change? Changes in salary? Gifts? Loans?
      3) Victim’s attitude toward suspect now and earlier.
      4) Does the suspect control who sees and speaks with the victim?
      5) What medications is the victim taking? Who administers them? Who prescribed them? What are the side effects? ‘Why were they prescribed?
      6) Names of victim’s doctor, lawyer, banker, close friends and relatives? Have any of these changed since the suspect has been involved? Interview previous doctors, lawyers, bankers, etc.
      7) Spending pattern before the suspect was involved?
      8) Victim’s current knowledge of spending pattern, financial status?
      9) What did the victim authorize?
      10) Does the victim recall the transaction? Did he/she sign the document or say the words? Why?
      11) What representations or promises did the suspect say to get the victim to sign the document or write the check?
      12) How much did the victim understand about the document signed and its legal effect? Have him/her explain what the document is and what it does, and what the document’s effect is, e.g., what does it mean that your caregiver’s name is on the deed? Can the caregiver evict you now that you signed the deed?
13) Victim’s level of functioning (what can she/he do for himself/herself, what do they need help with) confusion, understanding, forgetfulness.

2. Bank Records and Other Financial documents
   a. Inventory of victim’s assets, and recent changes, usually obtained from sources other than the victim such as a guardian, relative or victim’s attorney.
   b. Who has records? Documents? Who currently controls finances? Are they protected from further theft?
   d. Obtain records of the victim’s bank accounts and Certificates of Deposit, stocks, mutual funds, credit cards. Level of detail: Signature cards, monthly/periodic account statements, deposit slips and deposit items, withdrawal slips/authorizations and checks and withdrawal items, correspondence regarding the account.
   e. Spending patterns of the victim over time: compare before and after suspect became involved. Attorneys and accountants may be helpful with this.
   f. Obtain search warrants for documents in suspect’s possession and bank accounts.

3. Medical Records and Evidence of Competency or Incompetency
   a. Obtain a mini-mental status exam as screening device.
   b. If the competency is questionable arrange an expert geriatric examination. Include an evaluation of victim’s past medical records, which may allow your expert to testify as to the victim’s status in the relatively recent past. An expert can educate your judge/jury on the spectrum of mental functioning, functioning deficits over time, why short term visitors might not notice but a caretaker would, and issues particular to this case.
   c. Videotape the victim if possible. This would be for witnesses to compare with how the victim was during the time period of the crimes and/or for a judge and jury.
   d. Examine medical records leading to additional witnesses (of suspect’s knowledge of victim’s incompetency, undue influence, trust relationships, etc.)

4. Suspect Interview.
   a. May admit significant portions of the facts (trust relationship, knowledge of victim’s incompetence or reliance on suspect), or provide provably false exculpatory statements.
b. If suspect offers a defense, interviewing them early allows you to investigate the merits of the defense, and may preclude other defenses. Sometimes the suspect commits to an ineffective defense (intent to repay, gift under a power of attorney.)

c. Go unannounced if possible; it gives less opportunity for suspects to prepare. If suspect is a caregiver, see how the house has been kept, and take pictures.

d. Start with non-threatening subject areas. Get suspect to tell you how much the victim relied upon the suspect (suspect’s justification for taking the victim’s money.) This statement will establish a fiduciary relationship.

e. Collect any evidence the suspect offers to provide (documents, handwriting exemplar.)

f. Get consent to obtain suspect’s bank records, search residence, storage lockers, safe deposit box. Also IRS form 8821 for suspect’s income tax return filed with the IRS.

g. Record (audio and/or video) interviews of the suspect.

h. Review transactions one at a time. Get a response regarding each incident.

i. Have suspect initial and date each document he/she reviews. Remember to identify (for tape) the document suspect is being shown and asked about.

j. How did the suspect and victim meet?

k. Suspect’s knowledge of victim’s abilities. Health. Memory.

l. Suspect’s knowledge of victim’s assets and financial affairs.

m. Who handles victim’s financial affairs?

n. What is a day in the victim’s life like? Does the victim participate in outside activities, have regular visitors?

o. How does the suspect spend a typical day?

p. Is the victim the suspect’s sole source of income? If not, what are other sources?

q. Where is the victim’s retirement, SSI or other income check received and how is it handled?

r. Who pays the bills? What is the typical amount spent by the victim in a month? Has this changed? When? Why?

5. Interviewing Witnesses

a. Many of the witnesses may also be elderly, and/or will need help remembering what they saw/heard a year or two previously. Help them help you with written
signed statements to refresh their recollections and using documents in witness interviews.

b. Doctors, lawyers, witnesses—many professionals do not know as much about the elderly, dementia or incompetence as they think. They may have made an incorrect conclusion or given incorrect advice. They may be embarrassed or defensive.

c. You need to get a really good medical expert, to educate yourself, educate the jury, and give you tools for successful cross examination.

6. Putting Your Case Together

a. To show what happened, corroborate weak witnesses, impeach the defendant, show motive ($ need)

b. Presentation-spreadsheets and actual checks (front and back)

c. Timelines-rough out time of key events, documents.

d. Comparison of victim’s spending patterns over time-before and after suspect was involved. Credit card accounts, checking account, investment accounts, etc.

e. What did the defendant spend the money on? Comparison of defendant’s assets/bank accounts over time.
17.1.3 Investigating Child Abuse

I. PURPOSE

The purpose of this policy is to provide officers with guidelines and procedures for recognizing instances and accepting reports of child abuse and neglect and coordinating the timely investigation of such cases with appropriate child protective service agencies, and prosecuting attorney’s offices.

II. POLICY

Child abuse and neglect has been traditionally regarded as the principle responsibility of child protective services and social welfare agencies. However, research has demonstrated that a large percentage of repeat offenses, many of which involve serious injury or death, involve known offenders. It is the position and policy of the Centralia Police Department that effective response to child maltreatment requires cooperative and coordinated efforts between social welfare and law enforcement agencies, and further, that under certain circumstances, arrest and criminal prosecution is an appropriate and preferred approach to the problem from a preventive standpoint. Therefore, all reports of child abuse and neglect shall be thoroughly investigated in accordance with this policy, prosecutorial protocols, and other appropriate measures taken consistent with state law that will best protect the interests of the child.

III. DEFINITIONS

**Child Abuse** - Any situation in which parents, guardians or other responsible adults have inflicted physical assaults upon a child, to include sexual abuse. When the child has been exploited for sexual purposes such as through prostitution or pornography; has been subjected to reckless endangerment that has or would likely cause physical harm; or, has been subjected to emotional assault such as close, sustained confinement.

**Child Neglect** - Any situation in which parents, guardians, or other responsible adults have failed to provide for the essential physical needs of the child to include food, clothing and shelter and that caused or would likely cause serious physical injury, sickness or disability; failure to provide essential medical care necessary to treat or prevent serious physical injury, illness or emotional disability; or failure to provide needed emotional nurturing and stimulation that has or could likely cause emotional injury over time.

**Abandonment** - Leaving a child alone or in the care of another under circumstances that demonstrate an intentional abdication of parental responsibility.
IV. PROCEDURE

A. Reporting/Initial Complaint Response

State law requires that instances or suspected instances of child physical or sexual abuse or neglect be reported by mandatory reporters who are public and private officials such as physicians, dentists, school employees, clergymen and others. Officers shall create a written report and respond to all allegations of child physical abuse, sexual abuse, neglect and abandonment in a timely manner irrespective of the source or method of reporting.

1. A preliminary interview will be conducted with the reporting individual, when known, to determine the basis for the report, to include determination of such factors as:

   a. The physical condition of the child;
   b. A description of the abusive or neglectful behavior;
   c. Evidence of parental disabilities such as alcoholism, drug abuse, mental illness or other factors that demonstrate or suggest their inability to care for the child;
   d. Description of suspicious injuries or conditions;
   e. The nature of any statements made by the child concerning parental maltreatment; and
   f. Any evidence of parental indifference or inattention to the child’s physical or emotional needs.

2. When the source of the report cannot be identified and/or time is not of the essence, a report of the complaint shall be made to the state child protective authority as prescribed by law. Where reasonable suspicion exists for further investigation, a coordinated investigative effort should be undertaken with Child Protection Service.

3. Immediate action shall be taken by officers when:

   a. The complaint merits arrest or criminal prosecution;
   b. Child protective personnel are not available and time is of the essence;
   c. The child is in danger and child protective personnel cannot enter the home;
   d. The suspected perpetrator may flee;
   e. Police presence is required to maintain order or to protect the safety of child protection officers; or
   f. When the child must be taken into protective custody against parental wishes.

4. Protective Custody
a. The preferred means of removing a child from the home is by court order. However, in cases of abandonment, severe abuse or neglect where the child is in imminent danger of death or serious bodily harm and time is of the essence, an officer shall, in compliance with state law, remove the child from the home for purposes of protective custody. The assistance of child welfare authority officers should be sought if available in a timely manner. Parental permission should also be sought but is not required in order to remove the child under emergency circumstances.

b. In cases where protective custody is warranted and time permits, the state Child Protective Service shall be notified and a court order for protective custody shall be sought prior to the child’s removal.

B. Background Investigation

Investigating complaints of child abuse generally requires contact with several sources of information depending upon the nature of the complaint and the scope of abuse. In all but emergency situations, the following sources of information should normally be contacted prior to interviewing the family and/or the child.

1. An inquiry should be made to determine whether a court protective order is in force with regard to the child or other members of the family. A criminal records check should also be performed on the suspect.

2. Medical personnel, including family practitioners, emergency room staff and medical examiners, often acquire information that confirms or suggests abuse. Certain types of injuries are particularly characteristic of physical abuse and are most incriminating when they do not correlate with parental explanations of how they occurred. They include

   a. “Pattern” injuries that may be linked to specific objects used in an attack such as hot irons, coat hangers, fingertip marks caused by tight gripping; straight, curved or curvilinear or jagged lesions indicating whipping; bite marks; and scald or peculiar burn marks;

   b. Injuries to specific body parts such as the genitals, buttocks or rectum as well as trauma to the torso, upper arms and thighs in the absence of other common injuries commonly suffered by children in play accidents such as skinned knees, elbows, and forehead;

   c. Signs of old injuries to various parts of the body in different stages of healing, particularly those that are not common to childhood;

   d. Bone fractures of small children and related injuries that are inconsistent with the child’s level of maturity and risk of injury, such as spiral fractures (suggesting vigorous shaking), fractures to the rear and upper skull (suggesting blows to the head), subdural hematomas without scalp contusions (suggesting violent shaking with resultant head whiplash), and fractures of long bones and joints that are suggestive of violent pulling, twisting or jerking of the extremities;

   e. A history, pattern or extent of injury that does not correlate with the alleged cause of death or means of injury;
f. Inordinate delay in seeking medical attention, evidence of administration of home remedies for relatively serious injuries, history of prior visits to different emergency rooms, frequent changes of physicians and prior diagnosis of “failure to thrive”; and

g. At autopsy, the presence of old injuries or other internal injuries that were not detectable through external examination.

3. Social welfare officers may also provide considerable insight into situations of suspected child abuse as many abusive families have had prior contact with local support agencies. These agencies may provide information on family background, employment, economic and domestic stability and previous contacts with child protective service agencies.

4. School teachers may also provide some insight into cases of suspected child abuse through records of the child’s attendance, grades, demeanor, socialization, motivation and perceived emotional stability. Several behavioral indicators are suggestive of child abuse, including:

   a. Recurrent injuries or complaints of parental physical mistreatment;

   b. Marked changes in the child’s behavior or level of achievement;

   c. Strong antagonism toward authority;

   d. Exaggerated reactions to being touched;

   e. Withdrawal from peers, or assaultive or confrontational behavior;

   f. Delinquent acts, running away from home or truancy; and

   g. Refusal to dress for physical education or dressing inappropriately.

5. The foregoing indicators may also be used when interviewing neighbors or any other individuals who may have personal knowledge of the family situation.

C. Family Interview

Based on information generated in the background investigation, reasonable suspicion may exist to conduct an interview with the family and the child.

1. If there is reason to believe that charges may be filed against the parents or others, interviews should be conducted at the law enforcement agency and prior contact, when appropriate, should have been made with the prosecutor’s office.

2. A child protective service officer should participate with the investigator in the interview.
3. The interview should be conducted in a non-accusatory, informal, fact-finding manner, and questions should be presented in an open-ended format to allow parents or others complete latitude in responding.

4. In determining whether to accept a parent’s explanation, officers should consider the following questions. Findings consistent with those in parentheses may indicate a greater likelihood of abuse.

   a. Is it reasonable to believe that the child’s injuries were self inflicted or accidental given the child’s maturity, manual dexterity and ability to walk or stand? (No)
   b. Was the parent’s story consistent with other evidence? (No)
   c. Do parents claim ignorance of critical details of the incident? (Yes)
   d. Does the home appear to be clean and well maintained? (No)
   e. Does the family live a socially isolated environment without the support of neighbors, friends or family? (Yes)
   f. Do the parents appear to support one another in a positive home environment? (No)
   g. Does there appear to be frequent or ongoing crises in the family? (Yes)
   h. Does the child in question appear to be regarded by the parent(s) in a negative light? (Yes)

5. Some parents may explain or excuse the incident as a legitimate attempt to discipline the child. However, in order to be reasonable and acceptable, the discipline should:

   a. Be appropriate to the misbehavior involved but never involve serious bodily injury;
   b. Be consistent with the child’s ability to understand its relevance to acts in question; and
   c. Be administered with prudence and caution rather than recklessly, brutally or without sufficient regard for the child’s power of endurance.

D. Interviewing Children

Officers conducting interviews with children in suspected child abuse cases shall be certified by the Washington State Criminal Justice Training Commission as having completed the course of study required by RCW 43.101.224 and CPD Policy 17.1.4 on interviewing children. In addition, they should be familiar with the following special issues that arise when conducting these interviews in cases of suspected child abuse:

1. Children should be interviewed separately from their parents.
2. Repeated interviews with the child should be avoided whenever possible. Joint interviews with the child protective worker or prosecutor, for example, may help minimize the trauma of these sessions.

3. Avoid questions that can be answered with a “yes” or “no” response. Use open-ended questions whenever possible.

4. Anatomically correct dolls should be used whenever available to trained investigators.

5. Sit with the child rather than across a table. Conduct the interview in a casual and non-threatening manner.

6. Do not lead the child or suggest answers, probe or pressure the child for answers, or express concern, shock or disbelief in response to answers.

7. Reassure the child that he/she is not to blame and is not in trouble for what happened or for being asked questions.

E. Physical Evidence

1. Collecting physical evidence to document abuse is very important for prosecuting these cases. In this regard, officers should be aware of the following:

   a. Color photographs of injuries should be taken and preserved for evidentiary purposes. They may be taken by medical personnel or by a same-sex officer of this agency. All injuries should be described in writing and diagrammed.

   b. X-rays should be taken if appropriate, and any that have been taken should be collected and preserved.

   c. Photographs of home conditions bearing on the child’s maltreatment should be taken.

2. Any instruments that were used in the physical attack should be identified and preserved as well as any clothing that bears evidence such as blood or semen stains.

3. Any other items that have bearing on the abuse or neglect, such as guns, knives, drugs, poisons or related items in possession of the suspected perpetrator, should be identified and collected.

F. Training

This agency’s training function shall be responsible for ensuring that officers and investigators receive necessary training to effectively implement this policy and to comply with RCW 43.101.224.
17.1.4 Interviews of Child Victims

I. PURPOSE

The purpose of this directive is to establish regulations for interviewing child victims of sexual abuse.

II. POLICY

It is the policy of the Centralia Police Department that interviewers of child victims of sexual abuse cases have received the mandated training specified by the Washington State Criminal Justice Training Commission.

III. DEFINITIONS

**RCW 43.101.224 - Training For Persons Investigating Child Sexual Abuse** – Requires on-going specialized training be provided for persons responsible for investigating child sexual abuse. The training shall: (a) Be based on research-based practices and standards; (b) minimize the trauma of all persons who are interviewed during abuse investigations; (c) provide methods of reducing the number of investigative interviews necessary whenever possible; (d) assure, to the extent possible, that investigative interviews are thorough, objective, and complete; (e) recognize needs of special populations, such as persons with developmental disabilities; (f) recognize the nature and consequences of victimization; (g) require investigative interviews to be conducted in a manner most likely to permit the interviewed persons the maximum emotional comfort under the circumstances; (h) address record retention and retrieval; and (i) documentation of investigative interviews.

**RCW 26.44.190 - Investigation Of Child Abuse Or Neglect — Participation By Law Enforcement Officer** - A law enforcement agency shall not allow a law enforcement officer to participate as an investigator in the investigation of alleged abuse or neglect concerning a child for whom the law enforcement officer is, or has been, a parent, guardian, or foster parent. This section is not intended to limit the authority or duty of a law enforcement officer to report, testify, or be examined as authorized or required by this chapter, or to perform other official duties as a law enforcement officer.

**RCW 26.44.130 - Arrest Without Warrant** – When a peace officer responds to a call alleging that a child has been subjected to sexual or physical abuse or criminal mistreatment and has probable cause to believe that a crime has been committed or responds to a call alleging that a temporary restraining order or preliminary injunction has been violated, the peace officer has the authority to arrest the person without a warrant pursuant to RCW 10.31.100.
IV. PROCEDURE

A. Only officers who have the training required by RCW 43.101.224 shall conduct interviews with child victims of sexual abuse.

B. Notify any other agencies that are investigating the incident and coordinate the investigation with the other agencies.

C. Each law enforcement agency involved in an investigation shall make as soon as practicable a written record and shall maintain records of all incidents of suspected child abuse reported to that agency.

D. Every officer who conducts an interview of any person involved in an allegation of abuse or neglect shall retain his or her original written records or notes setting forth the content of the interview unless the notes were entered into the electronic system operated by the department which is designed for storage, retrieval, and preservation of such records.

E. Written records involving child sexual abuse shall, at a minimum, be a near verbatim record for the disclosure interview. The near verbatim record shall be produced within fifteen calendar days of the disclosure interview, unless waived by management on a case-by-case basis.

F. Records of all child sexual abuse cases shall be identifiable in the records management system by means of an agency code for child abuse.
17.1.5 Hate Crime Investigations

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<tr>
<th>Approval: Robert Berg</th>
<th>Reference: RCW 9A.36.080</th>
<th>Rescinds/Replaces: All previous directives on this subject</th>
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<td>City Attorney Review: SMM-O</td>
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I. PURPOSE

This policy provides guidelines for identifying and investigating incidents and crimes that may be motivated by hate and bias toward an individual’s race, religion, ethnicity, sexual orientation, gender, or disability and to define appropriate steps for assisting victims and conducting investigations.

II. POLICY

It is the policy of the Centralia Police Department to safeguard the rights of all individuals irrespective of their race, religion, ethnicity, sexual orientation, gender, or disability. Any acts or threats of violence, property damage, harassment, intimidation, or other crimes motivated by hate or bias and designed to infringe upon these rights are viewed very seriously by this agency and will be given high priority. This agency will employ necessary resources and vigorous law enforcement action to identify and arrest hate crime perpetrators. Also, recognizing the particular fears and distress typically suffered by victims, the potential for reprisal and escalation of violence and the far-reaching negative consequences of these crimes on the community, this department shall attend to the security and related concerns of the immediate victims and their families.

III. DEFINITIONS

Hate Crime - Any unlawful action designed to frighten, harm, injure, intimidate, or harass an individual in whole or in part because of a bias motivation against the victim’s actual or perceived race, religion, ethnic background, sexual orientation, gender, or disability of the victim. See RCW 9A.36.080 Malicious harassment — Definition and criminal penalty.

Hate Incident - Hate incidents are those actions by an individual or group that, while motivated by hate or bias, do not rise to the level of a criminal offense.

Race - A group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair, facial features) genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Ethnic Group - A group of persons of the same race or national origin who share common characteristics, languages, customs, history, or traditions, or a minority or nationality group that is part of a larger community.

Religious Group - Any persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
Sexual Orientation - A sexual attraction toward, and responsiveness to, members of one’s own sex or members of the opposite sex (e.g., gay, lesbian, heterosexual).

Gender - The biologically determined sex of an individual (i.e., male or female). Also, persons who possess the characteristics, identities, and/or behaviors typically assigned to persons on the basis of their sex (e.g., transsexuals).

Disability - Physical or mental impairments or challenges, whether temporary or permanent, due to conditions that are congenital or acquired by heredity, accident, injury, advanced age, or illness.

IV. PROCEDURE

A. Initial Response Procedures

Initial responding officers at the scene of a suspected hate or bias crime or incident shall take preliminary actions deemed necessary, to include, but not limited to, the following:

1. Secure the scene.
2. Stabilize the victim(s) and request medical attention when necessary.
3. Ensure the safety of victims and witnesses.
4. Secure physical evidence, such as:
   a. Hate literature,
   b. Spray paint cans,
   c. Symbolic objects used by hate groups (e.g., swastikas, crosses).
5. Identify criminal evidence on the victim.
6. Request the assistance of a translator, where necessary.
7. Request the assistance of a supervisor.
8. Conduct a preliminary investigation and record information on
   a. The identity of suspected perpetrators,
   b. The identity of witnesses, including those no longer at the scene,
   c. Prior occurrences in the immediate area or against the same victim, and/or
   d. Statements made by suspects; exact language is critical.
9. Arrest suspected perpetrators if probable cause exists.
10. Assist investigators in complying with any federal or state hate crime reporting requests.

B. Supervisors’ Responsibilities

The supervisor shall confer with the initial responding officer(s), take measures to ensure that necessary preliminary actions have been taken, and inform an immediate supervisor of the criminal act. The supervisor shall request any appropriate additional personnel necessary to accomplish the following:

1. Provide immediate assistance to crime victim(s).
   a. Express empathy for victims and show a sincere interest in their well-being.
   b. Express the law enforcement agency’s official position on the importance of these cases, and the measures that will be taken to apprehend the perpetrators.
   c. Express the department’s interest in protecting victims’ anonymity whenever possible.
   d. Allow the victim a period in which to ventilate his/her immediate concerns and express his/her feelings.
   e. Identify individuals or agencies that may provide support and assistance. These may include family members or close acquaintances, a family clergyman or departmental chaplain, as well as community service agencies that provide victim assistance, shelter, food, clothing, child care, or other related services.
   f. Explain security measures and precautions to the victim.

2. Conduct a standard preliminary investigation.

3. Ensure that all relevant facts are documented on an incident and/or arrest report and make an initial determination as to whether the incident should be classified as a hate crime for federal and state bias crime-reporting purposes.

4. Notify other appropriate personnel in the chain of command, depending on the nature and seriousness of the offense and its potential inflammatory and related impact on the community.

C. Investigators’ Responsibilities

1. In responding to the scene of an alleged hate crime, investigators shall assume control of the follow-up investigation to include the following:
   a. Ensure that the scene is properly protected, preserved, and processed and all physical evidence of the incident is removed as soon as possible after the offense is documented. If evidence of an inflammatory nature cannot be physically removed (e.g., painted words or signs on a wall), the owner of the property shall be contacted to do all that is possible to ensure that the graffiti is removed as soon as possible. The officer shall follow up to ensure that this is accomplished in a timely manner.
b. Conduct a comprehensive interview with all victims and witnesses at the scene, or as soon as possible thereafter, and canvass the neighborhood for additional personal sources of information.

c. Work closely with the prosecutor’s office to ensure that a legally adequate case is developed for prosecution.

d. Coordinate the investigation with agency, state, and regional intelligence operations. These sources shall provide the investigative officer with an analysis of any patterns, organized hate groups, and suspects potentially involved in the offense.

e. Coordinate the investigation with the identification and other units of the agency and with outside agencies where appropriate.

f. Maintain contact with the initial responding officer and keep him/her apprised of the status of the case.

g. Make a final determination as to whether the incident should be classified as a hate crime.

h. Complete any reports necessary to comply with statistical reporting requirements for hate crimes.

i. Investigative officers shall take steps to ensure that appropriate assistance is being provided to hate crime victims, to include the following measures:

1) Contact the victim periodically to determine whether he/she is receiving adequate and appropriate assistance.

2) Provide ongoing information to the victim about the status of the criminal investigation.

D. Community Relations/Crime Prevention

Hate crimes are viewed in the community not only as a crime against the targeted victim(s), but also as a crime against the victim’s identification group as a whole. Working constructively with segments of this larger community after such crimes is essential to help reduce fears, stem possible retaliation, prevent additional hate crimes, and encourage any other previously victimized individuals to step forward and report those crimes. This is particularly important if an upward trend has been identified in these crimes. Towards this end, this agency’s community relations function, or officers so assigned, shall perform the following:

1. Meet with neighborhood groups, residents in target communities and other identified groups, allay fears, emphasize the agency’s concern over this and related incidents, reduce the potential for counter-violence, and provide safety, security, and crime prevention information.

2. Provide direct and referral assistance to the victim and his/her family.
3. Conduct public meetings on hate crime threats and violence in general.

4. Establish liaison with formal community-based organizations and leaders.

5. Expand, where appropriate, preventive programs such as hate, bias, and crime reduction seminars for school children.
I. PURPOSE

Identity theft is one of the fastest growing and most serious economic crimes in the United States for both financial institutions and persons whose identifying information has been illegally used. It is also a tool that terrorist and those who are attempting to evade the law can use to their advantage. The purpose of this directive is to provide employees with protocols for accepting, recording, and investigating the crime of identity theft.

II. POLICY

RCW 9.35.020 allows law enforcement to aggressively investigate and prosecute identity thieves. It establishes jurisdiction for Identity Theft to either where the victim lives in or to the jurisdiction where any part of the offense takes place. It provides avenues for a victim to correct public records and block adverse credit reports. It requires businesses to provide victims with information about fraudulent transactions made in their name. It is the policy of this department to actively pursue the perpetrators of these crimes, prosecute them, and minimize or prevent victimization.

III. DEFINITIONS

Identity Theft - Identity theft is the wrongful appropriation and use of another person's identifying information without their knowledge, such as credit card, social security or driver's license numbers, to commit financial or other crimes. Identity theft is often a means for committing other offenses such as fraudulently obtaining financial credit or loans, among other crimes.

IV. PROCEDURE

A. Legal Prohibitions

1. Identity theft is punishable under federal law "when any person knowingly transfers or uses, without lawful authority, a means of identification of another person with the intent to commit, or to aid or abet, any unlawful activity that constitutes a felony under any applicable state or local law and state law. [18 U.S.C. § 1028(a)(7)]

2. Identity theft is punishable under state law (RCW 9.35.020) which makes a crime for any person to knowingly obtain, possess, use, or transfer a means of identification or financial information of another person, living or dead, with the intent to commit, or to aid or abet, any crime.
B. Taking Crime Reports

In accordance with RCW 9.35 as amended, a person who has learned or reasonably suspects that his or her financial information or means of identification has been unlawfully obtained, used by, or disclosed to another, as described in RCW 9.35, may file an incident report with a law enforcement agency, by contacting the local law enforcement agency that has jurisdiction over his or her actual residence, place of business, or place where the crime occurred. The law enforcement agency shall create a police incident report of the matter and provide the complainant with a copy of that report, and may refer the incident report to another law enforcement agency.

An offense report will be taken on all cases of reported identity theft that meet the RCW 9.35 criteria. This should be taken in person so as to verify the victim’s identity through other available means of documentation; e.g., drivers license, passport, work identification, etc. All sworn police personnel are authorized to take crime reports on identity theft. Recording all relevant information and data in such reports is essential to further investigation. Therefore, officers and/or supervisors should:

1. Document as best as possible how the victim’s personal information was stolen, how it has been used, if known, and the extent of the financial impact to the victim.

2. Provide the victim the case report number, as they will need it as they work through the civil impacts of this crime.

3. Cases will be cleared with the offensive/clearing code specific to identity theft. When applicable, this information will be reported to WASPC on a monthly basis for tracking purposes.

4. Arrangements will be made with the victim to have their fingerprints taken by the law enforcement agency taking the report. There will be no cost to the victim.

5. The agency will then instruct the victim on how to send the completed fingerprint card and payment to the Washington State Patrol. (The State Patrol has established a fee for this service.) A supply of personal identification cards and pamphlets will be obtained from the State Patrol to give to local victims of identity theft.

6. Officers will provide victims with an Identity Theft Victim Information Sheet so as to best minimize their victimization.

7. Classify as identity theft fraudulent acts committed against an individual when there is evidence that the following types of unauthorized activities have taken place in the victim’s name.

   a. Credit card charges, debit cards, ATM cards.

   b. Credit card checks written against their account.

   c. Credit card accounts opened or account addressed changed.

   d. Establishment of a line of credit at a store or obtaining a loan at a financial institution.
e. Goods or services purchased in their name.

f. Gaining access to secure areas.

g. Used as computer fraud.

8. Obtain or verify as appropriate identifying information of the victim to include date of birth, social security number, driver’s license number, other photo identification, current and most recent prior addresses, and telephone numbers.

9. Document the nature of the fraud or other crime committed in the victim’s name.

10. Determine what types of personal identifying information may have been used to commit these crimes (i.e., social security number, driver’s license number, birth certificate, credit card numbers and state of issuance, etc.) and whether any of these have been lost, stolen or potentially misappropriated.

11. Document any information concerning where the crime took place, the financial institutions or related companies involved and the residence or whereabouts of the victim at the time of these events.

12. Determine whether the victim authorized anyone to use his or her name or personal information.

13. Determine whether the victim has knowledge or belief that specific person or persons have used his or her identity to commit fraud or other crimes.

14. Determine whether the victim is willing to assist in the prosecution of suspects identified in the crime.

15. Determine if the victim has filed a report of the crime with other law enforcement agencies and whether such agency provided the complainant with a report number.

16. Forward the report through the chain of command to appropriate investigative officers and immediately to intelligence agencies and federal agencies, if it appears to have national security implications.

C. Assisting Victims

Officers taking reports of identity theft should take those steps reasonably possible to help victims resolve their problem. This includes providing victims with the following suggestions where appropriate:

1. Contact the Federal Trade Commission (FTC) (1-877-IDTHEFT)—which acts as the nation’s clearinghouse for information related to identity theft crimes—for assistance from trained counselors in resolving credit related problems.

2. Cancel each credit and charge card and request new cards with new account numbers.
3. Contact the fraud departments of the three major credit reporting agencies [Equifax (1-800-525-6285), Experian (1-888-397-3742), TransUnion (1-800-680-7289)], and ask them to put a fraud alert on the account and add a victim’s statement requesting creditors to contact the victim before opening new accounts in his or her name. Also request copies of your credit report.

4. If bank accounts are involved, report the loss to each financial institution, cancel existing accounts and open new ones with new account numbers. If deemed necessary, place stop payments on outstanding checks and contact creditors to explain.

5. If a driver’s license is involved, contact the state motor vehicle department. If the driver’s license uses the social security number, request a new driver’s license number. In such cases, also check with the Social Security Administration to determine the accuracy and integrity of your account.

6. Change the locks on your house and cars if there is any indication that these have been copied or otherwise compromised.

D. Investigations

Investigation of identity theft shall include but not be limited to the following actions where appropriate:

1. Review the crime report and conduct any follow-up inquiries of victims or others as appropriate for clarification/expansion of information.

2. Contact the FTC Consumer Sentinel law enforcement network and search the database for investigative leads.

3. Contact other involved or potentially involved law enforcement agencies for collaboration and avoidance of duplication. These agencies include but are not limited to:

   a. Federal law enforcement agencies such as the U.S. Secret Service, the Federal Bureau of Investigation, and the U.S. Postal Inspection Service as appropriate whether or not the victim has filed a crime report with them.

   b. Any state and/or local enforcement agency with which the victim has filed a crime report or where there is an indication that the identity theft took place.

E. Community Awareness and Prevention

Where reasonable and appropriate, officers engaged in public education/information forums, community crime prevention and awareness presentations or similar speaking or information dissemination efforts shall provide the public with information on the nature and prevention of identity theft.
17.1.7 Use of Informants

I. PURPOSE

The purpose of this policy is to provide regulations for the control and use of confidential informants (CIs).

II. POLICY

In many instances, a successful investigation cannot be conducted without the use of CIs. While the use of CIs is an effective tool in investigations, it can be undermined by the misconduct of either the CI or the officer utilizing the informant. Therefore, it shall be the policy of this law enforcement agency to take necessary precautions by developing sound informant control procedures.

III. DEFINITIONS

Confidential Informant File - Files maintained in order to document all information that pertains to individual confidential informants.

Unreliable Informant File - Files containing information pertaining to individuals determined generally unfit to perform as informants.

IV. PROCEDURE

A. Establishment of an Informant File System

1. The Operations Commander or his written designee shall be responsible for developing and maintaining master informant files and an indexing system.

2. No funds will be disbursed for any purpose to a CI until a Confidential Informant file has been established for that individual and a CI control number has been assigned.

3. A file shall be maintained on each CI. Each file shall be coded with an assigned informant control number and shall contain the following information:

   a. Informant’s name;
   b. Name of officer initiating use of the informant;
   c. Informant’s photograph, fingerprints, and criminal history record;
   d. Briefs of information provided by the CI and its subsequent reliability. If an informant is determined to be unreliable, the informant’s file shall be placed in the unreliable informant file;
   e. Signed informant agreement; and
   f. Update on active or inactive status of informant.
4. The confidential and unreliable informant files shall include an indexing system. An informant history summary, coded with the informant control number, shall be prepared to correspond to each informant file and include the following information:

   a. Date of birth;
   b. Aliases;
   c. Height, weight, hair color, eye color, race, sex, scars, tattoos, or other distinguishing features;
   d. Current home address and telephone number;
   e. Current employer, position, address, and telephone number;

5. Informant files shall be maintained by the Administrative Assistant in a secured area within the Services Bureau section.

6. The two informant files shall be utilized in order to:

   a. Provide a source of background information about the informant;
   b. Provide a complete history of the information received from the informant;
   c. Enable review and evaluation by the appropriate supervisor of information given by the informant; and
   d. Minimize incidents that could be used to question the integrity of investigators or the reliability of the CI.

7. Access to the informant files shall be restricted to the Chief of Police, the Operations Commander, the Services Commander, the Detective Sergeant, the Special Operations Sergeant, investigators, and assigned support personnel, on a 'Need-To-Know' basis.

8. Sworn personnel may only review an individual’s informant file upon the approval of a commander or the Chief of Police. The requesting officer shall submit a written request explaining the need for review. A copy of this request, with the officer’s name, shall be maintained in the CI’s file.

9. Upon completion of an Informant’s work agreement with the Centralia Police Department, the CI File is to be destroyed in accordance with applicable rules and guidelines and the log will be updated to reflect the individual’s status.

B. Use of Informants

1. Before using an individual as a CI, an officer must receive initial approval from a supervisor authorized to make this approval.

2. The officer shall compile sufficient information through a background investigation in order to determine the reliability and credibility of the individual.

3. After the officer receives initial approval to use an individual as a CI, an informant file shall be opened and a CI control number will be assigned.
4. All persons determined to be unsuitable for use as a CI shall be referenced in the Unreliable Informant File. Offenses that may cause an Informant to be classified as unsuitable include, but are not limited to, the following:
   a. Sex offenses,
   b. Pending Domestic Violence offenses,
   c. Integrity violations such as Perjury, False Swearing or Filing a False Police Report

5. An officer wishing to utilize an informant who has previously been determined to be unreliable shall receive prior approval from the Operations Commander or his or her designee.

C. General Guidelines for Handling CIs

1. All CIs are required to sign and abide by the provisions of the departmental informant agreement. The officer utilizing the CI shall discuss each of the provisions of the agreement with the CI, with particular emphasis on the following:
   a. Informants are not law enforcement officers. They have no arrest powers, are not permitted to conduct searches and seizures, and may not carry a weapon;
   b. Informants will be arrested if found engaging in any illegal activity. They will receive no special legal considerations; and
   c. Informants are not to take, and the department will not condone, any actions that may be considered entrapment. Entrapment occurs where the informant encourages, persuades, or otherwise motivates a person to engage in criminal activity.

2. No member of this agency shall knowingly maintain a social relationship with CIs while off duty, or otherwise become personally involved with CIs. Members of this agency shall not solicit, accept gratuities, or engage in any private business transaction with a CI.

3. Whenever possible, an officer shall always be accompanied by another officer when meeting with a CI.

4. Juveniles shall only be utilized as CIs in accordance with departmental regulations and state laws pertaining to juveniles.
CHAPTER 18: Evidence and Property Control Function

18.1.1 Evidence Collection and Identification

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I. PURPOSE

The purpose of this directive is to establish guidelines for agency personnel that ensure evidence and property are properly collected, handled and secured in field operations in order to maintain the integrity of the chain of custody.

II. POLICY

It is the policy of the Centralia Police Department to ensure that evidence taken into its custody is properly collected and identified. For procedures not covered by this policy, officers and other employees who handle or process evidence may refer to the current Officer's Evidence Handbook (3000-372-045) and the Property And Evidence Custodian Manual (3000-372-010) issued by the Washington State Patrol for specific guidance.

III. DEFINITIONS

**Chain of Evidence** - The continuity of the custody of physical evidence—from time of original collection to final disposal—that may be introduced in a judicial proceeding.

**Evidence** - Property which may be related to a crime or which may implicate or clear a person of a criminal charge.

**Evidence Room** - Facilities used by this law enforcement agency to store evidence.

**Impounding Officer** - The department member who initially receives the evidence and initiates the chain of custody.

**Physical Evidence** - Any substance or material found or recovered in connection with a criminal investigation.

**Trace evidence** - Minute material that is easily exchanged through contact or transferred by air current. The clothing of suspects/victims are prime accumulations of trace evidence and should be collected as soon as possible.

IV. PROCEDURE

A. Processing Physical Evidence
1. Any department member who has evidence to be placed in the evidence room shall make an inventory of that evidence and the location it was found or recovered. The inventory shall be reviewed by a supervisor and shall include the following information for all items of evidence:

   a. Description of the item (including make, model number, and serial number, if any);

   b. Source (from whom or location obtained); and

   c. Name of person primarily responsible for collecting the item or items.

2. The impounding officer shall properly handle, mark, and package all evidence, and transport all physical evidence to the evidence room, or other authorized secure location as soon as practical.

3. Major Crime Scenes

   a. It is the responsibility of the first officer at the scene of a major crime to secure that scene from all non-essential personnel to prevent the loss of evidence. The officer securing the scene shall initiate a log listing the time, name and reason for all personnel who enter the crime scene.

   b. Personnel at the scene will not disturb, touch or handle physical evidence; unless a danger exists that the evidence will be lost or destroyed prior to processing. Should such a situation arise, it becomes the responsibility of the officer to mark, seal, tag and preserve the evidence.

   c. Once a scene of a serious crime has been identified, the supervisor in charge will identify a specific person(s) as the primary crime scene investigator. A Patrol Officer, Detective, or others may have primary responsibility for processing the scene. The crime scene investigator is responsible for photographing, collecting, preserving, transporting and submitting all evidence to the Property Room.

B. Collecting Control Samples

   1. When the following types of physical/trace evidence are collected from a crime scene, a known standard sample must be collected for comparison by the Washington State Patrol Regional Crime Laboratory (WSPRCL):

   a. Blood

   b. Hair

   c. Fibers

   d. Paint

   e. Glass

   f. Wood
g. Metal
h. Soil
i. Tool Marks
j. Footwear

2. Special attention to the location the samples are collected from is critical for the WSPRCL and should be documented on the lab report and/or the officer’s report. All standards for comparison will be collected in accordance with procedures established by the WSPRCL.

C. Collection of Blood

1. Only a physician, registered nurse, qualified technician or chemist may withdraw blood.

2. Blood specimens will be placed in designated containers and sealed with a tape or label that displays the following information:
   a. Name of person blood is drawn from;
   b. Date and time of collection
   c. Name of person(s) collecting and/or sealing the sample.

3. All blood specimen containers shall be handled with latex or other approved gloves and placed in a biohazard container prior to transport.

4. All samples will be submitted and placed in the Property Room refrigerator until transported to the WSPRCL for appropriate testing and/or screening.

D. Collection of Blood and/or Other Body Fluids at Crime Scenes

1. Blood, urine, semen and other body fluids will be collected at a crime scene by the designated crime scene investigator.

2. All specimens collected in liquid form will be maintained in the Property Room refrigerator.

3. All specimens shall be collected and packaged utilizing accepted Washington State Patrol Crime Laboratory procedures, and marked, sealed and tagged as appropriate to identify and preserve them for analysis.

4. Clothing should always be packaged individually. If the clothing is damp, it should be air dried prior to packaging.

E. Trace Evidence
1. Clothing should be collected from a person while the person is standing on a clean piece of butcher type paper. Carefully fold each item as it is removed and package the item separately. After all items of clothing are collected carefully fold and package the paper and submit with the clothing for analysis.

2. Suspect and victim clothing must be kept separate from each other to prevent cross-contamination.

3. Hair, thread and fiber samples should be collected/handled utilizing accepted Washington State Patrol Crime Laboratory procedures.

F. Latent Prints

1. Latent impressions developed with fingerprint powder may be photographed on the original object prior to lifting. Lifted prints should be placed on Latent Fingerprint cards, identifying information requested on the card filled in, and packaged in an evidence envelope.

2. All latent print cards will be forwarded to Lewis County AFIS for value rating and comparison with the AFIS database along with any known suspect information or inked print cards. When possible, elimination prints of victims/complainants should be taken and forwarded to Lewis County AFIS with the latent print cards.

G. Other Items Collected As Evidence

1. Wet clothing collected as evidence should be air-dried in a secure evidence area prior to marking, packaging and sealing the item.

2. Documents that are wet for any reason shall be handled in the same manner as wet clothing.

3. Perishable evidence such as blood or urine samples shall be stored in the Property Room refrigerator. Another small refrigerator is kept in the department storage room if the primary refrigerator is locked. This refrigerator will be locked when items are placed inside.

4. Dangerous drugs (including but not limited to narcotics, hallucinogens and narcotic implements) submitted to the Property Room will be weighed and counted, if appropriate, by the submitting officer. Each separate container of the material will be marked with the weight, count, officer’s evidence mark and date.

5. The submitting employee shall count all money submitted. All money in excess of $250 shall be counted by the submitting employee and a supervisor. The currency envelope must identify the amount of money, who submitted it and who verified the count.

6. No explosive, volatile fluids, dangerous chemicals, nuclear material or ammunition greater than .50 caliber shall be submitted to the Property Room. The impounding officer will contact the appropriate specialized agency for handling when such material is recovered. All items should be photographed prior to removal/disposal.
18.1.2 Notification - Notifying Owners of Property Seized

I. PURPOSE

The purpose of this directive is to establish regulations for notifying owners of seized property.

II. POLICY

It is the policy of the Centralia Police Department that property owners are to be provided the reason for any seizure of their property and state law is followed regarding notification, appeal and disposition.

III. PROCEDURE

A. Within fifteen days of the impounding of any vehicle, watercraft, camper, component part thereof, or any other property the officer seizing the property or articles shall provide written notice of such impoundment by personal service or by certified mail to all persons known to the agency as claiming an interest in the article or articles.

B. The seizing officer shall exercise reasonable diligence in ascertaining the names and addresses of those persons claiming an interest in the article or articles.

Determining ownership. When the ownership of property is determined, whether it be a suspect, victim or witness, that information will be written on the evidence/property booking form. If this information becomes known at a later date, the information must be routed to the property custodian who will update the form. The case file and Records Management System (RMS) must also be updated.

C. Such notice shall advise the person of the fact of seizure, the possible disposition of the article or articles, the requirement of filing a written claim requesting notification of potential disposition, and the right of the person to request a hearing to establish a claim of ownership. Within five days of receiving notice of other persons claiming an interest in the article or articles, the seizing officer shall send a like notice to each such person.

D. If reported as stolen, the seizing law enforcement agency shall promptly release such vehicle, watercraft, camper, parts thereof, or other property as have been stolen, to the person who is the lawful owner or the lawful successor in interest, upon receiving proof that such person presently owns or has a lawful right to the possession of the article or articles.
18.1.3 Notification - Notifying Owners of Recovered Property

I. PURPOSE

The purpose of this directive is to establish procedures to ensure that efforts are made to identify and notify owners or custodians of recovered property and evidence.

II. POLICY

It is the policy of the Centralia Police Department that members shall exercise reasonable diligence to identify and notify owners or custodians of found and recovered property.

III. DEFINITIONS

**Evidence** - Property which may be related to a crime or which may implicate or clear a person of a criminal charge.

**Found property** - That non-evidentiary property which, after coming into the custody of this agency, is determined to be lost or abandoned. This property is not known or suspected to be connected with any criminal offense.

**Property held for safekeeping** - That non-evidentiary property which is in the custody of this agency for temporary protection on behalf of the owner.

**Property and Evidence Custodian** - Agency member accountable for controlling and maintaining all property and evidence accepted by or stored in the agency's evidence room.

IV. PROCEDURE

A. The property custodian will make every effort to contact a known owner or custodian of found or recovered property in the custody of the Centralia Police Department so that items can be returned to them. Contact may be done by phone calls or by a certified letter if contact by phone is impractical.

B. Determining ownership - When the ownership of property is determined, whether it be a suspect, victim or witness, that information will be written on the evidence/property booking form. If this information becomes known at a later date, the information must be routed to the property custodian who will update the form. The case file and RMS must also be updated.

C. Items in any of the three classifications defined above must be claimed by known owners within a sixty day period from the notice of a certified letter or property may be disposed of by another approved method.
D. All property and/or evidence may be claimed at the Centralia Police Department by appointment only. The normal business hours are 0800 to 1700 hours. Property may be picked up or released at other times, but only by prior arrangements with the property custodian. The receiving party will be required to sign for all property after their identity has been verified.

E. No firearm will be returned to an individual without first verifying firearm ownership and conducting a full background to confirm they can legally possess the firearm, using the same process for state approved weapon transfers.
18.1.4 Evidence Booked Before End of Shift

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I. PURPOSE

The purpose of this directive is to ensure that officers place property and evidence under the control of the property and evidence function before going off-duty.

II. POLICY

It is the policy of the Centralia Police Department that employees shall place property and evidence under the control of the property and evidence function before going off-duty.

III. PROCEDURE

A. Any member of this agency who has evidence to be placed into the property and evidence room shall make an inventory of such property and evidence at the location it was found or recovered. The inventory shall be witnessed and confirmed by a supervisor and shall include the following information for all items of evidence:

1. Description of the item (including make, model number, and serial number, if any);

2. Source (from whom or location obtained); and

3. Name of the impounding officer.

B. The impounding officer shall properly handle, mark, and package all evidence, and transport all physical evidence to the property and evidence room, or other authorized secure location as soon as practical, but prior to going off-duty.

1. It is the duty of all employees to care for, control and correctly process all evidence or property which may come into their possession in the course of their official duties. Employees shall in every instance place all property obtained in the course of their official duties, in the agency’s property system before going off duty.

2. When processing evidence, employees will keep that evidence secure and in the condition it existed at the time it was seized. Employees will take all necessary steps to maintain the chain of evidence for all evidence they deal with.

3. When checking evidence and property into the property room facilities, employees will properly tag all items for identification. They will also complete any and all necessary forms associated with the item(s) being checked into the property system.

4. In no instance shall an employee store property or evidence in a personal locker, police vehicle or other unauthorized location.
5. Employees shall prepare a report describing how, when, where and what he or she came into possession of with regards to property. The employee will also complete an Evidence/Property Form.

6. Upon completion of the Evidence/Property form, the employee will properly mark and/seal the evidence or affix a property tag to the property item. The Evidence /Property Form will be submitted to the Property Custodian and the evidence placed in a temporary evidence locker. The locker will then be locked.
18.1.5 Booking – Temporary Storage and Processing

I. PURPOSE

The purpose of this directive is to establish regulations to temporarily separate and secure property and evidence while it is waiting processing into the permanent storage facility.

II. POLICY

It is the policy of the Centralia Police Department that officers utilize available temporary evidence lockers to store evidence and property while it is waiting processing into the property and evidence function.

III. PROCEDURE

A. Officers booking property and/or evidence into the department’s property and evidence system will utilize temporary property room lockers provided for this purpose.

B. If there are no temporary lockers available, officers shall contact their supervisors for other options.

C. Large, heavy or bulky items, included vehicles, will be stored in secure storage at the Mellen St. Facility.

D. Items that require special handling, such as perishable evidence, will be stored as specified in Policy 18.1.6 and 18.1.7.
I. PURPOSE

The purpose of this directive is to establish regulations to properly preserve and secure perishable property both temporarily and after it is received in the permanent storage facility.

II. POLICY

It is the policy of the Centralia Police Department that all personnel will properly preserve and secure perishable evidence and other property.

III. DEFINITIONS

Perishable Property and Evidence – Items that require special handling to prevent degradation of the item and/or loss or diminution of its probative value. The most common example is property that requires refrigeration to delay spoilage. Another type of perishable property includes marijuana plants and bloody clothing that must be dried under controlled conditions.

IV. PROCEDURE

A. Employees who collect perishable evidence will do so according to the prescribed and/or adopted methods.

B. If employees do not have the expertise to handle perishable items, a member of this Department with the expertise will be consulted as to the proper handling techniques. Perishable evidence will stored according to current professional standards.

1. Officers who are submitting bloody clothing and other small items that need to be dried will utilize the evidence drying locker. Instructions for use of the drying locker are posted in the property room.

2. Officers booking items that require refrigeration shall place them into the evidence refrigerator.

3. Officers booking other types of perishable property and/or evidence will consult their supervisors and the Property Custodian for storage guidance.
C. Blood draws

Officers will properly seal blood draw tubes and place in a Styrofoam package provided by WSP. The officer shall complete either a WSP Toxicology lab request form for drug or alcohol testing, or a regular WSP Crime Lab form for DNA testing and store the items as instructed.
18.1.7 Hazardous Materials

I. PURPOSE

The purpose of this directive is to establish regulations to temporarily separate and secure evidence containing hazardous materials while it is waiting processing into the appropriate permanent storage facility.

II. POLICY

It is the policy of the Centralia Police Department that evidence containing hazardous materials will be secured separately while it is awaiting processing.

III. DEFINITIONS

**Clandestine Drug Laboratory** - A clandestine drug laboratory is defined as any property, vehicle, or other vessel that contains hazardous chemicals that either have been used or would have been used in the manufacture of controlled substances.

**Integrated Ballistics Identification System (IBIS)** - A computer identification system that has been implemented by U.S. Department of the Treasury's Bureau of Alcohol, Tobacco and Firearms (ATF) National Tracing Center (NTC) to correlate and match projectile and shell casing ballistic evidence in a national data base. Local law enforcement can fire recovered weapons and enter digitized information from the bullet that will provide "fingerprint" evidence for all other bullets fired from it. When a suspect is linked to a gun, IBIS can quickly determine if bullets fired from that gun can be linked to other crimes. With every recovered gun, projectile, or shell casing, the data base -- and the potential for individual criminal prosecution -- grows.

IV. PROCEDURE

A. Hazardous materials are generally not to be brought to the Centralia Police Station or placed into the property and evidence storage facility.

B. No flammable liquids, propellants, fuels, and explosives, including firecrackers, will be impounded in the Evidence and Property Room.

C. Officers will comply with special handling requirements for firearms and ammunition.

1. Render firearms safe prior to booking into evidence. Handle the weapon carefully, even if it is on “safe” or is not cocked—the safety may be faulty or the trigger pull may be very light (“hair trigger”). Firearms shall be unloaded immediately. If the officer is unsure as to how to unload the weapon, assistance from another officer should be obtained.
a. Unloading revolver - Open the cylinder and remove the cartridges.

b. Unloading semi-automatic pistol - Remove the magazine. Remove the live round, if present, from the chamber.

2. The exception to the above procedure is if the weapon is involved in a shooting. Each cartridge will have to be diagrammed as to its location in the cylinder; and, in a semiautomatic, which cartridge was in the chamber, etc. The officer should refer to the WSP Physical Evidence Handbook (3000-210-463) and/or consult with the crime laboratory for special instructions.

3. Consider the use of commercially made firearms boxes for submittal and storage.

4. Store firearms in a separate, secure area whenever possible.

5. All semiautomatic pistols that are “crime guns” (i.e., guns used in a crime, suspected to be used in a crime, or illegally possessed) shall be submitted to IBIS by the property custodian.

6. Firearms shall be submitted to Property and Evidence in an unloaded condition. If it is necessary to turn in a loaded weapon, the collecting officer shall place the weapon in an approved paper or cardboard container and clearly post a warning in red ink on the paper bag or box to the Property and Evidence Custodian. Whenever possible, the Property and Evidence Custodian should be personally contacted and alerted to the loaded incoming weapon.

D. Needles and other sharps shall be disposed of in a sharps collector located in the evidence processing lab.

E. Hazardous chemicals that are evidentiary in nature, primarily from clandestine methamphetamine laboratories, will be processed and disposed of by an authorized Clandestine Laboratory Enforcement Team.

1. When officers have reason to believe they have encountered a clandestine laboratory, life safety of officers and the public shall be the first priority. Other concerns include preservation of evidence, identification and apprehension of suspects, and protection of the environment.

2. Chemicals associated with drug manufacturing pose a significant safety hazard because of their explosive, flammable, poisonous, or otherwise toxic nature. The most immediate dangers in entering a clandestine laboratory are from fire or explosion, inhalation of fumes, and skin contact with chemicals.

3. Officers who are investigating the operation of a clandestine drug laboratory or a criminal matter which likely will involve a drug laboratory shall notify an authorized, properly trained Clandestine Laboratory Enforcement Team (CLET), who will be responsible for determining if and at what point CLET will become involved.

4. When an officer discovers the existence of a suspected clandestine drug laboratory, the officer shall:
a. Immediately notify his/her supervisor.

b. Evacuate the building or immediate area and secure a perimeter away from the hazard and await the arrival of response units.

c. The officer and any assisting officers shall follow the following safety rules during evacuation:

1) Do not smoke or use any flame, including flash cameras or matches.

2) Avoid any contact with chemicals. Many of the chemicals involved in clandestine laboratories are very unstable and highly dangerous to the officers.

3) Avoid inhalation of vapors.

4) Do not turn lights or other electrical fixtures on or off.

5) Exit as soon as practicable.

5. Supervisor Responsibilities

a. Upon receiving notification of the discovery of a possible clandestine laboratory by an officer, the on duty supervisor shall assume incident command.

b. Communications shall be notified immediately and shall be requested to notify an authorized and trained Clandestine Laboratory Enforcement Team (CLET), who will respond for assessment and processing.

c. When necessary, prisoners shall be decontaminated following established procedures prior to transportation.

d. Disposable suits and foot-coverings shall be made available to decontaminated prisoners.

e. Flex cuffs should be used on prisoners who are placed in custody in a contaminated environment.

F. In unusual circumstances the Washington State Department of Ecology or the Riverside Fire Authority (RFA) should be consulted for advice on disposal of hazardous materials encountered by officers.
18.1.8 Facility Controls – Protecting Property

I. PURPOSE

The purpose of this directive is to require that the permanent property storage facility has controls to keep property protected from unauthorized entry, fire, moisture, extreme temperature, and pests.

II. POLICY

It is the policy of the Centralia Police Department that the permanent property storage facility has controls to keep property protected from unauthorized entry, fire, moisture, extreme temperature, and pests.

III. PROCEDURE

A. Unauthorized entry – the following controls will be observed to prevent unauthorized entry into the property room.

1. The property storage areas of the Centralia Police Department shall be secured by lock and the alarm activated during all non-business hours and during business hours when the property custodian is absent.

2. All evidence and property will remain secured in the alarmed evidence facility until released or disposed. Small, high value items such as guns, drugs, cash, and jewelry are secured at a higher level of security, within a secondary locked room in the facility.

3. Entry into the property storage areas shall only be made under the supervision of property custodian, Services Commander, or the Chief of Police.

4. One complete set of keys to the main property room, supplemental property rooms, and biohazard-drying locker shall be assigned to the Property custodian.

5. One complete set of duplicate keys shall be placed in an envelope that is sealed and kept by the Services Commander in locked storage.

6. Duplication or possession of the keys that are assigned to the property custodian is prohibited unless authorized by the Chief of Police. All persons entering and working in the evidence room, other than the property custodian, must sign in and out on the evidence room log.

7. Alarm codes to the property storage areas shall be changed whenever the property custodian is reassigned.
B.  Fire

The permanent property storage facility is located in Centralia City Hall. All areas of the building, including the property storage facility, are protected by a centralized fire alarm system that is monitored by the Riverside Fire Authority.

C.  Moisture and Extreme Temperatures

The permanent property storage facility is located in Centralia City Hall. All areas of the building, including the property storage facility, are served by a centralized HVAC system that maintains the temperature and humidity in the property and evidence storage facility within an acceptable range.

D.  Pests

Property custodians will take appropriate measures to protect property and evidence from infestation by pests of any type. Indications of infestation will be reported immediately to the Services Commander who may authorize or arrange for professional pest control services.
18.1.9 Facility Controls – Preventing Exposure

I. PURPOSE

The purpose of this directive is to require that the permanent property storage facility containing biohazards or organic matter has systems in place to prevent the exposure of hazards and noxious odors to agency employees and the public.

II. POLICY

It is the policy of the Centralia Police Department that the permanent property storage facility containing biohazards or organic matter has systems in place to prevent the exposure of hazards and noxious odors to agency employees and the public.

III. PROCEDURE

A. Employees conducting marijuana leaf testing shall utilize the ventilation hood during testing to remove the odor from the facility.

B. Bloody clothing held for evidentiary purposes will be dried according to established procedures in the ventilated drying facility provided for that purpose.

C. Other forms of noxious, hazardous or odiferous materials will not be stored in the main evidence facility. If it is necessary to store such items for evidentiary use, they will be packaged or over packed according to established procedures and placed in secure storage in the basement at city hall or at the Mellen St. Facility.
18.1.10 Physical Security - Alarms

I. PURPOSE

The purpose of this directive is to require that evidence and property facilities are alarmed and monitored on a twenty-four hour basis.

II. POLICY

It is the policy of the Centralia Police Department that evidence and property facilities are alarmed and monitored continuously when unattended by an authorized property custodian.

III. PROCEDURE

A. The main property and evidence facility, the basement storage facility, and the secure evidence storage facility at Mellen Street are protected by an alarm system that is monitored 24 hours per day.

B. The alarm system shall be activated at all times except when the Property Custodian is actually present in the property and evidence facility.

C. Only authorized personnel shall have knowledge of the codes and procedures to activate and deactivate the alarm system. Authorized personnel are limited to:

   1. Property Custodians
   2. Services Commander
   3. Chief of Police

D. Alarm codes to the property storage areas shall be changed whenever the Property Custodian is reassigned.
18.1.11 Physical Security - Restricted Access

I. PURPOSE

The purpose of this directive is to establish regulations restricting access to the agency's property and evidence facilities.

II. POLICY

It is the policy of the Centralia Police Department that access to the agency's property and evidence facilities is restricted to authorized employees only.

III. PROCEDURE

A. Only authorized personnel shall have unescorted access to the agency's property and evidence facilities. Those authorized personnel are limited to:

1. Property Custodians.
2. Services Commander.
3. Chief of Police.

B. Other personnel who have a bonafide need to enter the property and evidence facilities, such as officers, detectives, or repair and alarm technicians must be accompanied at all times while inside the facility. Prior to entry, they must also sign the appropriate vault log indicating the date, times, and purpose of their entry in accordance with CPD Policy 18.1.12.

C. Ordinarily there is no reason for an unauthorized person to enter the secure areas of the property room. However, from time to time there may be a situation that makes entry necessary and warranted. The Police Chief or his appointed designee will make the decision as to whether the emergency warrants entry.
18.1.12 Physical Security - Person Entry/Exit Recording

I. PURPOSE

The purpose of this directive is to require the recording of the name, date, time and purpose of persons who enter and leave the property and evidence facilities.

II. POLICY

It is the policy of the Centralia Police Department that a log book is maintained to record entry and exit of persons from the property and evidence facility.

III. PROCEDURE

A. A log book record of all entries/exports of the property and evidence facilities shall be maintained by the property custodian. The log shall record the name, date, time and purpose of persons who enter and leave the property and evidence facility.

B. Any time a person other than those authorized in CPD Policy 18.1.11 enters the property and evidence storage facilities for any reason, an entry shall be made into the log book.

C. All entries into property storage areas, in the absence of the property custodian, require a written report in addition to a notation on the evidence room log. This report will include the date, time, circumstances and justification or authorization for entry into the storage area. The Services Commander and property custodian shall be notified as soon as possible of the entry.
I. PURPOSE

The purpose of this directive is to establish regulations for additional security for the storage of sensitive or valuable property.

II. POLICY

It is the policy of the Centralia Police Department that guns, drugs, cash, jewelry, or other sensitive or highly valuable property that is held in the property and evidence facility is provided additional security over and above that provided for other property and evidence.

III. PROCEDURE

A. Property Custodians will evaluate all property that is booked into the property facility. All items that are of a high value or sensitive nature shall be afforded extra security measures. Such items include, but are not limited to

1. Cash and negotiable instruments
2. Firearms
3. Jewelry
4. Drugs

B. Items that are considered high value or sensitive in paragraph ‘A’ above will be placed in secure locked storage within the property facility.
I. PURPOSE

The purpose of this directive is to establish procedures for the prompt packaging, tagging and logging into a centralized tracking system of all property and evidence received into the property storage facility.

II. POLICY

It is the policy of the Centralia Police Department that all evidence and property is packaged, individually tagged and logged into a centralized tracking system as soon as possible.

III. PROCEDURE

A. Packaging

1) Drugs - do not package evidence that will be sent to the lab with other evidence. The lab will not accept evidence that contains sharp objects or items not to be tested. Therefore, DO NOT send needles, cotton, straws, spoons, razor blades, money, etc. to the lab with suspected drugs. When a seized container has suspected drugs and other items in it, remove, package, and tag the drugs separately for lab testing. Note on property receipts and case reports that the drugs were separated.

2) Use envelopes when practical to seal evidence being sent to the lab. Seal the mouth and bottom middle seam with evidence tape; NOT staples or scotch tape. When it is necessary to use a paper bag, fold the bag only enough to seal it, and initial all seams to avoid accusations of tampering. Affix the property tag to the sealed bag.

3) Use string (NOT rubber bands) to attach property tags to evidence. A copy of the WSP Physical Evidence Handbook is placed in the squad room for a reference as to how evidence is to be packaged.

4) Place bar code labels near the top edge of evidence envelopes in such a manner that the label is not obscured. Place bar code labels on tags with string and attach to bulky evidentiary items when envelopes or bags are not used.

5) Blood taken from a suspect in a DUI, vehicular homicide, etc. is tested at the toxicology lab in Seattle and must be mailed ASAP. Complete the Toxicology Lab Request and place it in the mailing box with the sample. Seal the inner box with evidence tape. Place the inner box in the mailing box and place the mailing sticker on the mailing box. Arrange to have the box mailed.
6) Syringes - **Officers receiving syringes will observe all safety precautions appropriate for the handling of bio-hazardous material and sharps.**

   a. Crime laboratories will not accept syringes with needles attached due to the extreme risks involved in handling them. Needles will not be entered into the Evidence and Property system without the prior coordination and approval of the Evidence Custodian. Discarded needles taken into custody shall be immediately placed into an approved sharps container for disposal.

      1) Wear protective gloves.

      2) **DO NOT** attempt to remove or break off needles.

      3) **DO NOT** attempt to extract contents of syringe.

      4) Place the entire syringe in the sharps container using the one-hand method and close the lid.

   b. In the event a syringe must be retained as evidence, officers will first obtain approval from the Evidence Custodian and the following procedures will be followed:

      1) Wear protective gloves.

      2) **DO NOT** attempt to remove or break off needles.

      3) **DO NOT** attempt to extract contents of syringe.

      4) Place the entire syringe in the safety tube using the one-hand method and close the tube by placing the blue plastic cap on the end.

      5) Complete the label, then peel the red biohazard sticker and place it over the blue cap.

      6) Fill out a "Request for Laboratory Examination" form.

      7) Secure the sealed tube, evidence sheet, and Request for Laboratory Examination Form in an evidence locker.

   c. Occasionally, a loaded syringe may be taken as evidence so that the contents can be analyzed for evidentiary value. When a syringe with the needle still attached must be taken for this purpose, officers should follow the following procedure:

      1) Wear protective gloves.

      2) **DO NOT** attempt to remove or break off needles.

      3) **DO NOT** attempt to extract contents of syringe in the field.
4) Place the entire syringe in the safety tube using the one-hand method and close the tube by placing the blue plastic cap on the end.

5) In the evidence processing room at the police department, locate the necessary supplies and follow the instructions to safely transfer the liquid from the syringe to a red-capped vacutainer vial.

6) Package the vacutainer vial according to instructions to prevent breakage and leakage and log the item into File-On-Q.

7) Fill out a "Request for Laboratory Examination" form.

8) Secure the package, evidence sheet, and Request for Laboratory Examination Form in an evidence locker.

9) Dispose of the empty syringe according to the steps outlined above.

B. Tagging

1. All evidence will be tagged as prescribed in the instructions for the evidence and property management system.

C. Logging

1. The Centralia Police Department Property and Evidence Function is supervised and managed by the Services Commander. An approved system of evidence logging, accounting, recording and classifying property is used.

2. A unique item number is assigned to the property and a log maintained corresponding to that specific case number within the property and evidence management system. An entry is made in the RMS system property module of all items listed on the case evidence sheet.

3. The property custodian maintains records of all evidence transfers, including intake, processing and release in the property and evidence records system. These are kept on file as chain of custody records until the disposal of all property related to a particular case. After disposition, records are retained per the state retention schedule.
18.1.15 Tracking: Evidence and Property Reports

I. PURPOSE

The purpose of this directive is to establish regulations for property reports.

II. POLICY

It is the policy of the Centralia Police Department that every piece of property and evidence is related to a report describing the circumstances of the seizure or custody by the agency.

III. PROCEDURE

A. Employees shall prepare a narrative report describing how, when, where and what he or she came into possession of with regards to property and evidence. The employee will also complete an evidence report. A copy of the evidence report is submitted with the offense report in the case file.

B. The original evidence report is submitted electronically via FileOnQ with the packaged evidence. The employee will properly package and seal all property in accordance with this policy and the current WSP Officer's Evidence Handbook. An evidence tag shall be affixed to each item to correspond with the evidence report.
I. PURPOSE

The purpose of this directive is to establish regulations for recording a real time location for all property and evidence.

II. POLICY

The Centralia Police Department operates a property and evidence tracking system that accurately describes the current location of every piece of property and evidence.

III. PROCEDURE

The evidence and property management system accurately describes the current location of every piece of property and evidence held by the Centralia Police Department.
18.1.17  Tracking - Recording Property Movement

I. PURPOSE

The purpose of this directive is to provide guidelines for tracking the movement of every piece of property and evidence by date, location, reason, and person.

II. POLICY

It is the policy of the Centralia Police Department that the tracking system accurately records the movement of every piece of property and evidence by date, location, reason and person.

III. PROCEDURE

A. Property may be temporarily withdrawn from the property storage area for purposes of identification, laboratory examination, and court.

B. In those special circumstances when property is withdrawn for this Department or another Department's use for an ongoing investigation, written authorization from the Police Chief or Police Services Commander is required.

C. In the event property is withdrawn for interagency purposes, the property custodian shall prepare the property log for items of property withdrawn. The form will contain the Department event number, the name of the person withdrawing the property, the destination of the property and the description of the property, and appropriate signatures.

   1. The property log form shall accompany the property to its destination, unless another type of transmittal form is used, such as a WSP Lab Form. The person to whom the property is delivered shall sign the form before the property is released.

   2. The employee shall return the signed property log form, or a copy of the transmittal form, to the property custodian before the end of the workday.

D. Only the employee assigned to investigate a case or other authorized employee is permitted to withdraw property related to that case.

E. The Property Custodian shall note in the space provided on the property log the item number, destination, and date, and shall sign his/her name beside each item that is withdrawn.

F. Property that is withdrawn from the property storage area and not kept at its destination shall be returned to the property custodian or secured in temporary evidence storage.
## 18.1.18 Tracking - Drugs

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### I. PURPOSE

The purpose of this directive is to establish regulations for weighing drugs whenever they enter or exit the property and evidence storage facility.

### II. POLICY

It is the policy of the Centralia Police Department that drugs are weighed using a calibrated scale whenever they enter or leave the secure facility.

### III. PROCEDURE

A. Controlled substances will be weighed in grams after packaging to give a gross weight of the substance. The gross weight shall be recorded in the submitted drug weight log and in the File-On-Q system.

B. Each time the package is moved in or out of the evidence room, the package will be weighed and the amount recorded on the narcotics log book. This requirement includes when drugs are removed to be destroyed.
I. PURPOSE

The purpose of this directive is to establish regulations for notifying known owners of property when it is purged and for purging property in a reasonable and appropriate period after the statute of limitations or other controlling rules permit.

II. POLICY

It is the policy of the Centralia Police Department that property and evidence is purged within a reasonable and appropriate period after the statute of limitations or other controlling rules permit and that owners of such property, when known, will be notified promptly.

III. PROCEDURE

A. The employee handling the case may authorize the disposal of property when no charges were filed. When stolen property is recovered and the victim makes identification and confirms ownership, the information should be recorded in the offense report and a copy of the new report submitted to the evidence custodian to update the evidence record.

B. The Prosecuting Attorney in the case may authorize the disposal of property.

C. The property may be disposed of upon receipt of the disposition of the arrest and or court action.

D. When there are two or more defendants in a case, property shall not be disposed of until all defendants’ trials have been concluded.

E. Property shall not be disposed of until the period for appeals has closed and all appeals have been concluded.

F. The property custodian may authorize disposal at the end of the time period established by law for holding the particular item.

G. Authorized Methods of Property Disposal

1. Return to owner (RCW 63.32)

2. Return to finder (RCW 63.21)

3. Sale (RCW 63.32) (RCW 9.41)
4. Agency or Other Public Use (RCW 63.32) (RCW 9.41)  

5. Destruction (RCW 63.32)  

H. The property custodian will make every effort to contact a known owner of property so that items can be returned to them when property is purged. This is done by phone calls or by a certified letter if contact by phone cannot be made.  

I. Items must be claimed by known owners within a sixty day period from the notice of a certified letter, or property may be disposed of by another approved method.  

J. No firearm will be returned to an individual without first verifying firearm ownership and conducting a full background to confirm they can legally possess the firearm, using the same process for state approved weapon transfers.  

K. No property item shall be released without the signature of the person receiving the property, who has verified their identity by providing valid picture identification.  

L. The property custodian will be notified when a case is re-opened to avoid having the property disposed of.  

M. The following priorities should be followed for retention of biological evidence.  

1. In homicide cases, evidence should be retained indefinitely, unless written authorization has been received from the prosecutor or court.  

2. In cases involving a “most serious offense” as defined by RCW 9.94A.030 (28) (i.e., a “3-strike offense”), evidence should be retained for at least one year after the defendant is sentenced. If the conviction is appealed, the evidence should be retained for at least one year after the appellate mandate is issued.  

3. In all other cases, evidence should be retained for at least 60 days after the defendant is sentenced. If the conviction is appealed, the evidence should be retained at least until the appellate mandate is issued.  

4. In cases involving marijuana grow operations; a special rule can be applied, in view of the bulkiness of the evidence and its limited utility for re-trial. Investigating officers shall petition the prosecuting attorney for a court destruction order as soon as possible to avoid unnecessary storage of evidence prior to trial. At that point, photographs should be taken and representative samples should be preserved. Everything but the samples may then be disposed of as prescribed in CPD Policy 18.1.22 Purging - Destruction of Drugs & Contraband.  

5. The preservation period for the samples depends on whether or not the case involved a deadly weapon finding (which would make it a “most serious offense”).  

6. If the case involved a deadly weapon finding, the samples should be retained for at least one year after the defendant is sentenced. If the conviction is appealed, the samples should be retained for at least one year after the appellate mandate is issued.
7. If the case did NOT involve a deadly weapon finding, and the conviction is not appealed, all of the evidence may be disposed of 60 days after sentencing (i.e., no samples are needed). If the conviction is appealed, the samples should be retained at least until the appellate mandate is issued).
18.1.20 Purging – Hazardous Materials

I. PURPOSE

The purpose of this directive is to provide guidelines for property custodians to ensure that property containing hazardous materials, biological hazards or other materials restricted by State or local health regulations is disposed of properly.

II. POLICY

It is the policy of the Centralia Police Department to properly dispose of property containing hazardous materials, biological hazards or other materials restricted by State or local health regulations.

III. PROCEDURE

A. Hazardous materials are generally not to be brought to the Centralia Police Station or placed into the property and evidence storage facility.

B. No flammable liquids, propellants, fuels, and explosives, including fireworks, will be impounded in the Evidence and Property Storage Facility.

C. Employees will comply with special handling requirements for firearms and ammunition.

D. Household hazardous materials, such as flammable liquids, propellants, fuels, paint, etc. may be disposed of at the Hazo-hut at the Lewis County Solid Waste Transfer Station at the south end of S. Tower Avenue.

E. Hazardous materials that are not accepted by the Hazo-hut, including chemicals associated with clandestine laboratories, will be placed into appropriate containers and turned over to the Washington State Department of Ecology in accordance with established procedures.
I. PURPOSE

The purpose of this directive is to ensure that when property is sold the disposition of the money received is accounted for and recorded according to State law.

II. POLICY

It is the policy of the Centralia Police Department that when property is sold the disposition of the money received as proceeds is accounted for and recorded according to State law.

III. PROCEDURE

A. Any personal property in the possession of the Police Department that remains unclaimed for a period of sixty days from date of written notice to the owner thereof, if known, which notice shall inform the owner of the disposition which may be made of the property and the time that the owner has to claim the property, or in all other cases for a period of sixty days from the time said property came into the possession of the Police Department, unless said property has been held as evidence in any court, then, in that event, after sixty days from date when said case has been finally disposed of and said property released as evidence by order of the court, said City may:

1. Sell the personal property at public auction to the highest and best bidder for cash in accordance with established procedures;

2. Retain the property for the use of the Police Department subject to giving notice in the manner prescribed above. The owner, or the owner's legal representative has the right to reclaim the property within one year after receipt of notice, without compensation for ordinary wear and tear if, in the opinion of the Chief of Police, the property consists of firearms or other items specifically usable in law enforcement work: At the end of each calendar year during which there has been such a retention, the Police Department shall provide the city's council and retain for public inspection a list of such retained items and an estimate of each item's replacement value. At the end of the one-year period any unclaimed firearm shall be disposed of pursuant to RCW 9.41.098(2);

3. Destroy an item of personal property at the discretion of the Chief of Police if the Chief of Police determines that the following circumstances have occurred:

   a. The property has no substantial commercial value, or the probable cost of sale exceeds the value of the property;
b. The item has been unclaimed by any person after notice procedures have been met, as prescribed in this section; and

c. The Chief of Police has determined that the item is unsafe and unable to be made safe for use by any member of the general public;

4. If the item is not unsafe or illegal to possess or sell, such item, after satisfying the notice requirements as prescribed in RCW 63.32.020, may be offered by the Chief of Police to bona fide dealers, in trade for law enforcement equipment, which equipment shall be treated as retained property for purpose of annual listing requirements above; or

5. If the item is not unsafe or illegal to possess or sell, but has been, or may be used, in the judgment of the Chief of Police, in a manner that is illegal, such item may be destroyed.

B. Notice of Sale. (RCW 63.32.020)

1. Before personal property may be sold, a notice of such sale fixing the time and place thereof at a suitable place, which will be noted in the advertisement for sale, and containing a description of the property to be sold shall be published at least once in the official newspaper of said City at least ten days prior to the date fixed for said sale.

2. The notice shall be signed by the chief of the Police Department. If the owner fails to reclaim the property prior to the time fixed for the sale in such notice, the chief of the Police Department shall conduct said sale and sell the property described in the notice at public auction to the highest and best bidder for cash, and upon payment of the amount of such bid shall deliver the said property to such bidder.

C. Disposition of Proceeds (RCW 63.32.030)

Proceeds from sales shall be first applied to the payment of the costs and expenses of the sale and then to the payment of lawful expenses for the keep of said personal property and the balance, if any, shall be paid into the city current expense fund.

D. Reimbursement to owner (RCW 63.32.040)

If the owner of said personal property so sold, or his legal representative, shall, at any time within three years after such money shall have been deposited in said city current expense fund, furnish satisfactory evidence to the city treasurer of the ownership of said personal property he or they shall be entitled to receive from the city current expense fund the amount so deposited therein with interest.

E. Conversion

Employees will not under any circumstances convert property to their own use.
I. PURPOSE

The purpose of this directive is to establish regulations for destruction of illegal drugs, contraband and other illegal items by methods that are safe. Documentation of destruction is maintained according to the State’s retention schedule.

II. POLICY

It is the policy of the Centralia Police Department that the agency destroys illegal drugs, contraband and other illegal items by methods that are safe. Documentation of destruction is maintained according to the State’s retention schedule.

III. PROCEDURE

A. Controlled Substances

1. When destruction is authorized by the prosecutor, items to be destroyed are moved into a drug destruction box. When there is a sufficient quantity, a destruction project is scheduled.

2. Destruction should be planned for a day when it can be completed start to finish the same day.

3. Before creating the drug destruction log, the drug items are processed one at a time by two people. Items to be sent to the incinerator must NOT contain metal or thick glass objects. It may be necessary to extract the drug from the container and reseal it in the original envelope with the barcode.

4. You should not enter any destroyed property into FileOnQ until after the actual destruction. This will ensure only destroyed drugs show up on the destruction log. The log will then need to be produced immediately upon the project’s conclusion. Only after the final destruction log is printed may you enter any other destroyed property into FileOnQ by following the instructions and prompts in the program.

5. Each item is then placed in a small cardboard box not larger than 18” high x 18” wide. This measurement is to ensure the box will fit into the furnace gate.

6. When each box is full, it will be taped shut on all seals with packing tape. Then, small sections of EVIDENCE TAPE will be placed in such a manner as to ensure the box cannot be reopened without damaging the tape.
7. The two destruction officers will place their initials and personnel numbers on the evidence tape edges.

8. When the boxes are actually burned in the furnace, both witnesses will sign the destruction log that each box was destroyed.

B. Non-drug evidence and property are destroyed according to this policy and Washington State Law. Destruction notations will be made in the property documentation and made a part of the case report.

C. All case reports will be maintained in accordance with applicable Washington State retention schedules.
I. PURPOSE

The purpose of this directive is to establish regulations for audits of the property and evidence function.

II. POLICY

It is the policy of the Centralia Police Department that audits of the property and evidence function are conducted at least annually.

III. PROCEDURE

A. The Chief of Police or, at his direction, the Services Commander shall, at least annually, conduct or direct an unannounced audit of the evidence and property function. The Chief of Police may direct the use of assistance from outside the agency when necessary to insure the objectivity of the audit.

B. The State Auditor may conduct unannounced audits or inspections of the property storage areas during annual audits.
18.1.24 Audit upon Change of Command

I. PURPOSE

The purpose of this directive is to establish regulations for audits of the property and evidence function when there is a significant change of personnel affecting the responsibility of the property and evidence function.

The property and evidence custodian(s) report directly to the Services Bureau Commander, who in turn reports to the Chief of Police. The Chief of Police has ultimate overall responsibility for ensuring the safe, lawful and efficient operation of the Centralia Police Department’s Evidence and Property function.

II. POLICY

It is the policy of the Centralia Police Department that an audit of property and evidence is conducted whenever a new employee is assigned overall responsibility of the property and evidence function or an incumbent property custodian is transferred or separated from employment with the city of Centralia.

III. PROCEDURE

A. Whenever a new property custodian is assigned, an audit of property will be completed. This audit will ensure that the records are correct and properly annotated.

   1. The newly designated property custodian, the outgoing property custodian, and the Services Commander will conduct the inventory jointly.

   2. The joint audit report will be prepared by the Services Commander and forwarded to the Chief of Police.

B. When a new Services Bureau Commander is appointed, an audit of property will be completed. This audit will ensure that the records are correct and properly annotated.

   1. The newly appointed Services Bureau Commander and the designated property custodian will conduct the inventory jointly.

   2. The joint audit report will be prepared by the Services Commander and forwarded to the Chief of Police.

C. When a new Chief of Police is appointed, an audit of property will be completed. This Audit will ensure that the records are correct and properly annotated.
1. The newly appointed Chief of Police, the Services Bureau Commander and the designated property custodian will conduct the inventory jointly.

2. The joint audit report will be prepared by the Services Commander and forwarded to the Chief of Police.
CHAPTER 19: Prisoner Security

19.1.1 Restraint During Transport

I. PURPOSE

The purpose of this policy is to establish procedures for the transport of prisoners that ensure the safety of the transporting officer and the general public, and provide for the security and restraint of prisoners in custody of law enforcement officers of this agency during transport.

II. POLICY

Transporting prisoners is a potentially dangerous function. Therefore, it is the policy of the Centralia Police Department to take the precautions necessary while transporting prisoners to protect the lives and safety of officers, the public, and the person in custody.

III. PROCEDURE

A. Handcuffing/Use of Restraints

1. Officers shall handcuff (double-locked) all prisoners with their hands behind their back and palms facing outward.

2. The officer may handcuff the prisoner with his/her hands in front, or use other appropriate and approved restraining device(s) or measures where the prisoner has an obvious or stated disability or:

   a. is in an obvious state of pregnancy,
   
   b. has a physical handicap, or
   
   c. has injuries that could be aggravated by standard handcuffing procedures.

3. Females shall be subject to the same handcuffing and restraint policy as males unless in an obvious state of pregnancy or otherwise exempted by this policy.

4. Officers may use discretion in handcuffing young juveniles but shall use authorized restraints necessary to control unruly or potentially violent juveniles of any age.

5. Prisoners shall not be handcuffed to any part of the vehicle during transport.
6. Additional approved restraint devices, such as leg restraints, may be used to secure a prisoner who violently resists arrest or who manifests behavior that poses a threat to him or herself, others, or to property.

7. Officers are prohibited from transporting prisoners who are restrained in a prone position.

8. All prisoners shall be secured in the vehicle by proper use of a seat belt, unless impractical due to prisoner behavior or disabilities.

B. Transport

1. Females shall not be handcuffed to male arrestees and shall be separated from male prisoners during transport.

2. Juveniles shall not be transported in the same area of a vehicle with adult prisoners.

3. Special precautions shall be employed when transporting high-risk prisoners. In particular:
   a. Waist chains should be employed in addition to handcuffs; and
   b. Rival gang members should not be transported together.

4. Prior to initiating the transport, the officer shall provide the Central Communications with the following information when possible:
   a. Arrest location and destination of transport; and
   b. Time and mileage readings before and after transport of a female.

5. The officer should use care when assisting a prisoner into the vehicle for transport.

6. Prisoners shall be transported in a manner that allows for constant visual observation. Seating of officers and prisoners should conform with the following:
   a. Where the vehicle has a security screen but only one transporting officer, the prisoner shall be placed in the back seat on the right-hand side of the vehicle. When the vehicle is not equipped with a security screen and has only one transporting officer, the prisoner shall be placed in the right front seat.
   b. When a prisoner is being transported in a two-officer vehicle without a security screen, the prisoner shall be placed in the right rear seat. The second officer shall sit in the left rear seat behind the driver.
   c. Leg restraints shall be used when an officer believes the prisoner has a potential for violent behavior.
   d. One transporting officer should not attempt to transport more than one prisoner in a vehicle without a security barrier, but should request transport assistance.
7. The physical well-being of prisoners shall be monitored during transit. Particular attention shall be directed to persons reported or suspected of being under the influence of drugs and/or alcohol or who have a history or propensity for violence.

   a. Prisoners who report/display symptoms of serious illness during transit shall be taken to the nearest emergency room for treatment.

   b. Escorting officers shall remain with the patient at all times unless relieved by other authorized personnel.

   c. Potentially violent persons in custody shall be restrained at all times in the treatment facility unless such restraint would interfere with essential treatment.

8. Symptoms or reports of physical or mental illness (such as threats of suicide or psychotic behavior) shall be reported to the booking officer.

9. Any wheelchairs, crutches, prosthetic devices, and medication should be transported with, but not in the possession of, the prisoner.

10. Prisoners shall not be left unattended at any time during transport.

11. Officers shall not engage in enforcement activities while transporting prisoners unless failure to act would risk death or serious bodily injury to another. In non-life-threatening yet serious situations, officers should call for back-up assistance and may remain on-hand until such assistance has arrived.

12. Any escape shall be immediately reported to the communications center together with a complete description of the fugitive, mode and direction of travel, crime, and propensity for violence if known.
19.1.2 Transporting the Sick and Mentally Ill

I. PURPOSE

The purpose of this directive is to establish regulations for transporting sick, mentally ill, injured, or disabled prisoners.

II. POLICY

It is the policy of the Centralia Police Department that officers will follow special guidelines when transporting sick, mentally ill, injured or disabled prisoners. Officers will make appropriate accommodations for any stated or observable disability of a person to be restrained and or transported.

III. PROCEDURE

A. Prisoners who report/display symptoms of serious illness during transit shall be taken to the nearest emergency room for treatment.

B. Escorting officers shall remain with the prisoner at all times unless relieved by other authorized personnel.

C. Potentially violent persons in custody shall be restrained at all times in the treatment facility unless such restraint would interfere with essential treatment.

D. Symptoms or reports of physical or mental illness (such as threats of suicide or psychotic behavior) shall be reported to the booking officer.

E. Any wheelchairs, crutches, prosthetic devices, and medication should be transported with, but not in the possession of, the prisoner.
19.1.3 Prisoner Search Prior to Transport

I. PURPOSE

The purpose of this directive is to establish regulations for searching prisoners prior to custody transport.

II. POLICY

It is the policy of the Centralia Police Department that all prisoners will be searched prior to being transported.

III. PROCEDURE

A. Prior to transport, all prisoners shall be thoroughly searched for any weapons or contraband.

   1. A protective search should be conducted by an officer of the same sex as the prisoner when practical.

   2. The transporting officer should search the prisoner regardless of searches that may or may not have been conducted by arresting officers.
19.1.4 Transport Vehicle Search

I. PURPOSE

The purpose of this directive is to establish regulations requiring a thorough search of all vehicles used for transporting prisoners before and after transport.

II. POLICY

It is the policy of the Centralia Police Department to require a thorough search of all vehicles used for transporting prisoners before and after transport.

III. PROCEDURE

A. At the beginning and end of each tour of duty, all vehicles regularly used for prisoner transport shall be inspected for readiness as follows:

1. The safety screen shall be securely in place and undamaged.
2. All windows shall be intact and outer door latches in proper working order.
3. Rear-seat door handles and window controls shall be deactivated.
4. The interior shall be thoroughly searched to ensure that no weapons or contraband have been left behind or hidden within the vehicle.

B. Prior to placing a prisoner in the vehicle for transport, the transporting officer shall inspect the interior for weapons or contraband.

C. The vehicle shall be searched again after the prisoner has been delivered to the detention facility or other destination.
19.1.5 Firearms, Restraint Removal, Documentation, Notifications of Hazards

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I. PURPOSE

The purpose of this directive is to establish procedures for officers transporting prisoners for safety and security of firearms, removing restraining devices, delivering documentation to the receiving personnel, and advising receiving personnel of any potential medical or security concerns or hazards posed by the prisoner.

II. POLICY

It is the policy of the Centralia Police Department that all personnel will comply with the procedures contained in this directive when transporting prisoners.

III. PROCEDURE

A. Safety and Security of Firearms

1. During transport, firearms, other weapons, and control devices shall be properly secured and inaccessible to prisoners.

2. Firearms will be secured in the vehicle trunk, locking storage in the vehicle, or available gun lockers before removing prisoners from the car at an incarceration facility.

B. Removing Restraining Devices

1. Restraining devices should not normally be removed during transport. If removal of the restraints becomes necessary for some reason, there should always be at least two officers present.

C. Delivering Documentation to the Receiving Personnel

1. Transporting officers will ensure that they bring all required documentation. At the destination, officers will deliver the documentation to personnel receiving the prisoner(s).

D. Advising Receiving Personnel Of Any Potential Medical Or Security Concerns Or Hazards Posed By The Prisoner

1. Transporting officers will notify receiving personnel of any known or potential medical or security concerns posed by a prisoner.
19.1.6 Temporary Holding Facilities

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I. PURPOSE

The purpose of this directive is to establish that the Centralia Police Department does not maintain a temporary holding facility.

II. POLICY

It is the policy of the Centralia Police Department to not maintain a temporary holding facility.

III. PROCEDURE

A. The Centralia Police Department does not maintain a temporary holding facility.

B. Arrestees to be incarceratated will be transported to the Lewis County Jail for booking as soon as practicable following their arrest.

C. Persons may be detained at the Centralia Police Station as necessary for interviewing and processing in accordance with Centralia Police Department Policy 19.1.7.
19.1.7 Temporary Holding Procedures

I. PURPOSE

The purpose of this directive is to establish regulations providing for the safety and security of persons temporarily detained at the Centralia Police Station.

II. POLICY

It is the policy of the Centralia Police Department that it does not operate a temporary holding facility. Persons temporarily detained at the Centralia Police Station will be kept safe and secure.

III. PROCEDURE

A. Persons temporarily detained at the Centralia Police Station will be maintained under the constant observation and supervision of a police officer for security and safety of CPD personnel and the detained persons.

B. Arresting officers are responsible for their prisoners.

C. Restraints will be left in place except as necessary during interviewing and processing at the discretion of the arresting officer.

D. Juveniles in custody will be separated from adult prisoners.

E. Prisoners will be kept separated by gender.
I. PURPOSE

The purpose of this directive is to reference regulations for non-secure holding of juvenile status offenders.

II. POLICY

CPD Policy 2.1.4 IV. D 3 outlines Department procedures for temporary non-secure holding of juvenile status offenders. All personnel will know and comply with that directive.
CHAPTER 20: Agency Facilities

20.1.1 Published Telephone Number

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WASFC Standard: 20.1.1

City Attorney Review: SMM-O

Effective Date: 05/01/2012

Review Date: 05/01/2013

No. Pages: 1

I. PURPOSE

The purpose of this directive is to establish regulations for answering published telephone numbers of the Centralia Police Department.

II. POLICY

It is the policy of the Centralia Police Department that all its published numbers are answered by trained personnel.

III. PROCEDURE

A. The following telephone numbers are published for the Centralia Police Department:

1. 911 – Enhanced 911 calls originating from within the City of Centralia are answered on a 24-hour basis by trained dispatch operators at Lewis County Central Communications, which is the Lewis County public safety answering point (PSAP).

2. (360) 740-1105 – The Centralia Police Department crime reporting and officer assistance number is answered on a 24-hour basis by trained dispatch operators at Lewis County Central Communications.

3. (360) 330-7680 – The Centralia Police Department business number is answered during regular business hours by trained Services personnel. After hours, callers to the business number are directed by the voicemail system to the above numbers for emergencies, to report a crime, or to request officer assistance. Additionally, after hours callers to the business line are given the option to leave a voicemail message for a specific employee.
20.1.2 Victim/Witness Privacy and Protection

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I. PURPOSE

The purpose of this directive is to ensure that victims and witnesses are interviewed in locations that are separated by sight and sound from the public areas of the facility.

II. POLICY

It is the policy of the Centralia Police Department that victims and witnesses are interviewed in locations that are separated by sight and sound from the public areas of the facility.

III. PROCEDURE

The public contact area of the Centralia Police Station is the foyer at the customer service counter. All other areas of the facility are separated by sight and sound and the security perimeter from that public area. Therefore, witness and suspects are interviewed in other available portions of the facility, such as the interview room, private offices, or the conference room.
20.1.3 Physical Security - Employee Safety

I. PURPOSE

The purpose of this directive is to establish regulations for the physical security of the police station to protect the safety of all department members.

II. POLICY

The physical security of the police station must be maintained at all times and is the responsibility of all employees. The intention of security procedures inside the police station is to protect the safety of employees, protect the integrity of investigations and all information, protect the integrity of seized property and evidence, protect the privacy of all clients and customers, and protect the city’s physical assets, especially weapons.

III. DEFINITIONS

**Public Areas** - The public areas are defined as those areas where every citizen can enter without supervision or permission. The public areas are the customer service foyer during business hours, the vestibule between the lobby and the court and the lobby restrooms during business hours, and the exterior of the building.

**Secure Areas** - The secure area of the police station is defined as all spaces that require a code or key for entry and under the exclusive control of police department staff. These areas include: all offices, storage, evidence and patrol areas.

**Shared Use Areas** - The shared use areas are open to other City departments and these include the foyer, lobby restrooms, the conference room, and the court/council chambers. Police employees are only responsible for the supervision of these areas when the police employees use them. The scheduling of the court/council chambers is maintained by Centralia Municipal Court personnel. The training room is intended for police use and is available for occasional use by other city Departments. This room is scheduled by the Police Department customer service counter.

IV. PROCEDURE

The issuance of keys, City identification cards, and security codes is done with the expressed authorization of the Police Chief. The Services Commander controls all keys for the Police Department. Police Department Supervisors will have keys to all the spaces except for the evidence room. Support Services employees will have keys to their areas, Detectives will have keys to their areas, Police Officers will have keys for only their areas. Non-Police Department, city employees will have keys to the shared areas only and this expressly pertains to Administrators, Directors, Managers, and maintenance staff.
A. Employees are responsible for the security of their keys, City identification cards, and access security codes. Giving or loaning codes or keys to unauthorized persons is prohibited.

B. Customer service counter – The customer service counter will be staffed by Police Services employees and/or volunteers during normal business hours. The employees are separated from the public area by means of a physical barrier of bullet-resistant glazing material.
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CHAPTER 21: Personnel

21.1.1 Line of Duty Death

I. PURPOSE

This policy is designed to prepare this department for the event of an active duty officer's death in the line of duty and to direct the agency in providing proper support for the deceased officer’s family.

II. POLICY

It is the policy of this agency to provide liaison assistance to the immediate survivors of an active duty officer who dies in the line of duty and to provide tangible and emotional support during this traumatic period of readjustment for the surviving family.

III. DEFINITIONS

Line-of-Duty Death - The death of an active duty officer by felonious, natural or accidental means during the course of performing police functions while on- or off-duty.

Survivors - Immediate family members of the deceased officer to include spouse, children, parents, siblings, fiancée and/or significant others.

IV. PROCEDURES

A. Death Notification

The following procedures should be adhered to in cases of line-of-duty deaths and in cases of critically injured officers with poor prognosis of survival. These procedures should be followed whenever possible with the understanding that the wishes of the family take precedence over the desires of the agency. Officers providing services and assistance to family members and survivors shall take all possible measures to accommodate their needs, wishes and desires, but should not make promises to family members that they are not sure can be met.

1. The name of the deceased officer shall not be released to the media or other parties before immediate survivors living in the area are notified.

2. The Chief of Police or on duty supervisor will designate an officer to inform the immediate family of the officer’s condition or death. If not immediately available, the senior ranking officer will make the appointment.
3. Notification of the immediate family should be made as soon as possible and, if possible, coincidental with command notifications.

4. Notification of survivors in the immediate area shall be made in person and, whenever appropriate, with another person such as the police chaplain. Whenever the health of immediate survivors is a concern, emergency medical services personnel shall be requested to stand by.

5. If the opportunity to get the family to the hospital exists prior to the officer’s death, notification officers shall inform the hospital liaison officer that the family is on its way. In such cases, immediate transportation should be provided for survivors rather than waiting for any other members of the departmental delegation to arrive. If the officer has died, notification should be made to the survivors in as forthright and empathetic a manner as possible.

6. Communication of information concerning the officer and the incident shall, whenever possible, be restricted to the telephone to avoid interception by the media or others. Should the media obtain the officer’s name prematurely, the ranking officer should request that the information be withheld until proper notification of survivors can be made.

7. The notification officer shall be responsible for identification of additional survivors outside the area and shall make any notifications as desired by the immediate family. Such notifications shall be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification be made.

8. The notification officer shall submit a written report to the Chief of Police specifying the identity, time and place of survivors notified.

B. Assisting Survivors at the Hospital

If possible, the Chief of Police shall join the family at the hospital in order to emphasize the agency’s support. The next highest ranking officer to arrive at the hospital shall serve as or designate a hospital liaison officer who shall be responsible for coordinating the arrival of immediate survivors, departmental personnel, the media and others and assume the following responsibilities:

1. Arrange for waiting facilities for immediate survivors and a press staging area. The desires of the surviving family members should be followed with regard to their accessibility to other officers and friends.

2. Ensure that medical personnel provide pertinent medical information on the officer’s condition to the family before any other parties.

3. Assist family members, in accordance with their desires, in gaining access to the injured or deceased officer.

4. Provide hospital personnel with all necessary information on billing for medical services. The liaison officer should ensure that all medical bills are directed to the
appropriate departmental authority and that they are not forwarded to the officer’s family or other survivors.

5. Arrange transportation for the family and other survivors upon their departure from the hospital.

6. Ensure that immediate family members are provided with appropriate assistance at the hospital.

C. Appointment of Department Coordination Personnel

The designated departmental officer(s) shall begin serving in the following capacities: department liaison, funeral liaison, benefits coordinator and family support advocate. These assignments will be made in writing to departmental personnel and the surviving family members will be informed of those designated. In addition, the Chief of Police or his designee will:

1. Make additional personnel assignments to assist in handling incoming phone calls and inquiries and to direct the public to appropriate personnel;

2. Ensure that the employee assistance program is implemented to assist surviving family members and emphasize the family’s right to psychological services; and

3. Ensure that other officers are provided the opportunity to participate in critical incident stress debriefings.

D. Department Liaison

The department liaison officer will serve as a facilitator between the family and the law enforcement agency. This individual will normally be a commanding officer in order to expedite the tasks of employing departmental resources and the delegation of assignments. This officer will work closely with the funeral liaison officer to ensure that the needs and requests of the family are fulfilled. This includes, but is not necessarily limited to, the following:

1. Providing oversight of travel and lodging arrangements for out-of-town family members.

2. Identifying alternative churches and reception halls that will accommodate the law enforcement funeral. These alternatives will be presented to the family, who will make the final determination.

3. Coordinating all official law enforcement notifications and arrangements to include the honor guard, pallbearers, traffic control and liaison with visiting law enforcement agencies.

4. Assisting family members in dealing with general media inquiries and informing them of limitations on what they can say to the media specifically.

5. Providing liaison with the media to include coordination of any statements and press conferences. The departmental liaison shall also ensure that members of the agency
are aware of restrictions regarding release of any information that might undermine future legal proceedings.

6. Ensuring that security checks of the survivor’s residence are initiated immediately following the incident and for as long as necessary thereafter.

E. Funeral Liaison

The funeral liaison officer acts as facilitator between the decedent officer’s family and the department during the wake and funeral. The funeral liaison officer is responsible for:

1. Meeting with family members and explaining his responsibilities to them,
2. Being available to the family prior to and throughout the wake and funeral;
3. Ensuring that the needs and wishes of the family come before those of the department;
4. Assisting the family in working with the funeral director regarding funeral arrangements;
5. Relaying any information to the family concerning the circumstances of the decedent officer’s death and appropriate information regarding any investigation;
6. Determining the need for travel arrangements for out-of-town family members and any other special needs of the family during the funeral and reporting this information to the department liaison; and
7. Briefing the family members on the procedures involved in the law enforcement funeral.

F. Benefits Coordinator

The benefits coordinator is responsible for:

1. Filing workers’ compensation claims and related paperwork;
2. Presenting information on all benefits available to the family;
3. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate;
4. Preparing all documentation of benefits and payments due survivors to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments and the name of a contact person or facilitator at each benefit or payment office;
5. Filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits documentation should be provided to all survivors affected and explained to each of them; and
6. Advising the surviving family of the role of police associations and organizations and the nature of support programs that they sponsor for law enforcement survivors.

G. Family Support Advocate

The family support advocate serves in a long-term liaison and support capacity for the surviving family. The duties of this individual include:

1. Providing contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death of their family member;

2. Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings and introducing them to prosecutors and other persons as required;

3. Identifying all support services available to family members and working on their behalf to secure any services necessary;

4. Maintaining routine contact with family members to provide companionship and emotional support and maintain an ongoing relationship between the department and the immediate family; and

5. Relaying the concerns and needs of the family to those individuals or organizations that may provide assistance, and encouraging others to visit and help as necessary.
I. PURPOSE

The purpose of this policy is to establish this agency’s commitment to and procedures for hiring and employing civilian personnel.

II. POLICY

The efficiency and effectiveness of law enforcement agencies is enhanced when sworn and non-sworn personnel are appropriately utilized to perform those functions that are best suited to their special knowledge, skills and abilities. Therefore, this agency shall employ civilians for selected functions that do not require the authority of a fully commissioned officer, thereby freeing sworn personnel for enforcement functions and capitalizing upon the talents of all employees.

III. PROCEDURES

A. Civilian and Limited Commission Position Classifications

This agency has approved a number of functions as suitable for civilian and limited commission placement. In conjunction with the development of the annual budget, command staff will assess which additional positions, if any, should be authorized. Current civilian and limited commission designated functions include but are not limited to:

- Accounting and Payroll
- Animal Control
- Code Enforcement
- Communications
- Court Security
- Media Relations
- Parking Enforcement
- Police volunteers
- Prisoner Transport
- Property/evidence
- Records

B. Authorized Duties
Duties and responsibilities of civilian employees shall be defined in job descriptions maintained in this agency's personnel office. In addition, the following shall be observed with respect to civilian employees:

1. Civilian employees shall not be requested to perform duties and responsibilities for which a commission as a sworn law enforcement officer is required. However, in urgent circumstances when a female officer is not available, a female civilian employee or limited commission officer may:
   a. Temporarily act as an observer during the care, search or detention of a female; or
   b. Act as a witness during the photographing of a female crime victim.

2. Civilian personnel shall not use their employment status with this law enforcement agency as authority for or responsibility to enforce the law. Civilian employees have no authority to take enforcement actions beyond those authorized for any citizen under the laws of this state.

3. When on light-duty status, sworn personnel may be assigned temporarily to designated civilian positions only if:
   a. Additional qualified personnel are needed to assist in the job assignment; and
   b. The officer has or can be readily provided with the requisite knowledge and skills to adequately perform duties of the position.

C. Applicant Screening

1. Procedures for screening applicants for civilian positions shall conform to City policy specified by the personnel job description.

2. All civilian employees assigned or having access to criminal history records, fingerprint files, investigative records, tactical information, emergency communications or other assignments or materials of a sensitive nature shall undergo a background investigation to include a criminal history check prior to employment.

D. Identification

1. All civilian employees shall be issued an agency identification card containing an up-to-date photograph.

2. Photographic identification cards shall be color-coded to reflect the employee’s security clearance as specified by the Chief of Police.

3. Civilian employees and limited commission officers while not in uniform shall wear their personal identification card at all times while in the law enforcement agency and/or when dealing with the public as a police employee.
E. Training

1. Civilian and limited commission personnel of this agency shall be provided with the following:

   a. Appropriate training that will prepare them for their job assignments and integrate them as productive members of this agency; and

   b. In-service training that will maintain basic skills and develop new knowledge, skills and abilities for career development.

2. All newly appointed civilian and limited commission personnel will receive an orientation program introducing them to this agency, to include the following:

   a. Agency role, purpose, goals, policies and procedures; and

   b. Working conditions, rules and regulations, and rights and responsibilities of employees.

3. Certain civilian positions within this agency require training on specific job responsibilities prior to assuming the position. Field training and formalized classroom instruction in these areas shall be successfully completed before duties are assumed.

4. Courses designed specifically for civilian employees will be provided on a periodic basis by and through the training authority of this agency. Announcements of course availabilities shall be provided to all affected employees in a timely manner. Participation depends upon supervisory approval.

F. Performance Appraisal

Civilian employees receive performance appraisals as specified in CPD Policy 12.1.1 and 12.1.2.

G. Volunteers

Civilian volunteers serving without pay are a valuable asset to this law enforcement agency and may be used in a variety of functions that will promote the agency's efficiency, effectiveness, mission and goals. Civilian volunteers are subject to the same provisions and restrictions governing other civilian employees as defined in this policy.
I. PURPOSE

It is the purpose of this policy to establish the authority for temporary light-duty assignments and procedures for granting temporary light duty to eligible officers and civilian personnel within this agency.

II. POLICY

Temporary light-duty assignments, when available, are for officers and other eligible personnel in this agency who, because of injury, illness or disability, are temporarily unable to perform their regular assignments but who are capable of performing alternative duty assignments. Use of temporary light duty can provide employees with an opportunity to remain productive while convalescing as well as provide a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of this agency that eligible personnel are given a reasonable opportunity to work in temporary light-duty assignments where available and consistent with this policy.

III. DEFINITIONS

Eligible Personnel - For purposes of this policy, any full-time sworn or civilian member of this law enforcement agency suffering from medically certified illness, injury or disability requiring treatment of a licensed health-care provider and who, because of injury, illness or disability, is temporarily unable to perform the regular assignment but is capable of performing alternative assignments.

Family Medical Leave Act (FMLA) - Federal law providing for up to 12 weeks of annual leave for workers—in addition to leave provided by this agency—due to illness, injury or certain other family conditions/situations.

IV. PROCEDURE

A. General Provisions

1. Temporary light-duty positions are limited in number and variety. Therefore:

a. Personnel injured or otherwise disabled in the line of duty shall be given preference in initial assignment to light duty; and

b. Assignments may be changed at any time, upon the approval of the treating physician, if deemed in the best interest of the employee or the agency.
2. This policy in no way affects the privileges of employees under provisions of the Family Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.

3. Assignment to temporary light duty shall not affect an employee’s pay classification, pay increases, promotions, retirement benefits or other employee benefits such as bonus pay for special assignments including but not limited to canine handlers or special weapons and tactics (SWAT).

4. No specific position within this agency shall be established for use as a temporary light-duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary light duty.

5. Light-duty assignments are strictly temporary and normally should not exceed six months in duration. After six months, personnel on temporary light duty who are not capable of returning to their original duty assignment shall:

   a. Present a request for extension of temporary light duty, with supporting documentation, to the chief executive officer or his designate; or

   b. Pursue other options as provided by employment provisions of this agency or federal or state law.

6. Officers on temporary light duty are prohibited from engaging in outside employment in which they may reasonably be expected to perform law enforcement functions for which they have been determined physically or mentally unable to perform on behalf of this agency and that form the basis for their temporary light-duty assignment.

7. Depending upon the nature and extent of the disability, an officer on temporary light duty may be prohibited or restricted from wearing the departmental uniform, carrying the service weapon or otherwise limited in employing police powers as determined by the agency chief executive so long as such limitation is consistent with the provisions of IV-B and IV-C of this policy.

8. Light-duty assignments shall not be made for disciplinary purposes.

9. Officers may not refuse temporary light-duty assignments that are supported by and consistent with the recommendations of an attending physician or certified health-care provider although officers may protest such assignments through established agency grievance procedures.

B. Temporary Light-Duty Assignments

1. Temporary light-duty assignments may be drawn from a range of technical and administrative areas that include but are not limited to the following:

   a. Administrative functions (e.g. report review, special projects);

   b. Clerical functions (e.g. filing,);

   c. Desk assignments (e.g. telephone follow-ups, surveys); or
d. Report taking (e.g. telephone reporting unit).

2. In addition to considerations included in IV-A-1 of this policy, decisions on temporary light-duty assignments shall be made based upon the availability of an appropriate assignment given the applicant’s knowledge, skills and abilities; availability of light-duty assignments; and the physical limitations imposed on the officer.

3. Every effort shall be made to assign officers to positions consistent with their rank and pay classification. However, where deemed appropriate, personnel may be assigned to positions designated for personnel of lower rank or pay classification. Officers thus assigned shall:

   a. Retain the privileges of their rank but shall answer to the supervisory officer of the unit to which they are assigned with regard to work responsibilities and performance; and

   b. Retain the pay classification and related benefits of the position held prior to their assignment to temporary light duty.

C. Requests for and Assignment to Temporary Light Duty

1. Requests for temporary light-duty assignments shall be submitted to the Chief of Police. Requests must be accompanied by a statement of medical certification to support a requested reassignment, which must be signed either by the treating physician or other licensed health-care provider. The certificate must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restrictions and an estimated date when the employee will be released to return to full duty.

   a. This agency may require the employee to submit to an independent medical examination by a health provider of the agency’s choosing. In the event the opinion of this second health provider differs from the foregoing health provider, the employee may request a third opinion at the employer’s expense.

   b. The employee and representatives of this agency shall cooperate and act in good faith in selecting any third health-care provider, and both parties shall be bound by that medical decision.

2. An employee who has not requested temporary light duty may be recommended for such assignment by submission of a request from the officer’s immediate supervisor or unit commander. Such a request must be accompanied by an evaluation of the employee conducted by a competent medical authority expressing the need for temporary light duty or by a request/order for a medical or psychological fitness-for-duty examination.

   a. Notice shall be provided to the employee of the proposed temporary light-duty assignment together with justification for the recommendation.

   b. The employee may challenge the proposed reassignment using established agency grievance procedures.
c. Pending results of a grievance procedure, an employee may be reassigned if, in the opinion of the Chief of Police, failure to reassign may jeopardize the safety of the officer, other employees or the public.

3. As a condition of continued assignment to temporary light duty, officers shall be required to submit to periodic physical assessments of their condition as specified by the Chief of Police.

D. Pregnant Officers

1. Pregnant officers are eligible for temporary light-duty assignments as available and as appropriate to their physical capabilities and well-being.

2. Where appropriate temporary light-duty assignments are unavailable, pregnant officers may pursue other forms of medical, disability or family leave (FMLA) as provided by this agency and state or federal law.

3. On a monthly basis, pregnant officers shall submit physician’s medical certificates that document:

   a. The officer’s physical ability to perform the present assigned duties,

   b. The physician’s appraisal that the type of work being performed will not injure the officer or her expected child, and

   c. Any recommended duty restrictions or modifications including temporary light duty.

4. Pregnant officers shall be permitted to continue working on regular duty or temporary light-duty assignments until such time as a physician recommends that work be curtailed.
21.1.4 Staffing and Scheduling

I. PURPOSE

The purpose of this directive is to set forth procedures for establishing normal work schedules for employees.

II. PROCEDURE

A. Patrol Personnel

1. The current patrol schedule consists of two teams (blue patrol team and gold patrol team) of nine or ten officers each. Each crew is responsible for 24 hour per day law enforcement coverage for a four day period, commencing at 0400 hours on the first scheduled day of each rotation. While one crew is scheduled to work, officers assigned to the other crew are on scheduled days off. Each officer on duty is assigned to a specific 11-hour block of time during the 24-hour day. These 11-hour shifts have staggered start times throughout the 24-hour period so as to provide maximum coverage while preserving minimum staffing requirements. Sergeants and officers assigned to the Patrol schedule will be required to participate in 8 hours of pre-scheduled training every other month as part of the work schedule. Adjustments will be made in the scheduled work days at the beginning of the year to account for the uneven number of days / cycles within the first six months.

2. Individual start times are determined by the Chief of Police or designee and may be modified or adjusted two (2) hours or less in either direction (earlier or later) as needed to cover scheduled or unscheduled absences. For adjustments of more than two (2) hours, a minimum of 72 hours notice is required, unless the employee agrees with the adjustment without the required notice.

3. Officers bid for teams and start times once per calendar year. For consistency, each rotation will begin with the Gold Team on duty for the first cycle and end with the Blue Team on duty for the last cycle. Officers will bid annually for initial shifts (start times) in order of seniority, but officers may also be placed on the schedule in positions that are advantageous to the department’s stated mission. Officers will bid one day shift slot and one night shift slot on the same patrol team for the one year period, indicating their choices by signing the appropriate slots on a shift bid sheet posted in the Sergeant’s Office. The day shift slots will normally consist of the 0400, 0500 and 0900, and 1200 start times. The night shift slots are the 1600, 1800, 1900 and 2000 start times. At the discretion of the Chief of Police, the noon start time may be acceptable as either a day or night slot, regardless of the shift worked in the prior bid cycle in the event staffing levels change.

4. Sergeants will bid after all other officers have submitted their bids. To provide for maximum supervision of each team, Sergeants are restricted to bidding either a day
slot (0700-1800) or a night slot (1700-0400) on the initial annual bid. Sergeants will rotate slots quarterly at the beginning of a work week. Sergeants are responsible for daily supervision duties during their tour of duty. The senior sergeant on each team will be designated as team sergeant and will be responsible for routine scheduling and vacation scheduling, and will retain overall responsibility for the operations of the team during its four-day work cycles.

B. K-9 Officers - may be assigned to work alternative schedules that enable them to perform their assignments in the best interests of the Department.

C. Traffic Officers - will work supervised self-directed schedules as specified in the current CBA or as amended. Officers may be assigned to work alternative schedules that enable them to perform their assignments in the best interests of the Department.

D. Anti-Crime Team - Officers will work supervised self-directed schedules as specified in the current CBA or as amended. Officers may be assigned to work alternative schedules that enable them to perform their assignments in the best interests of the Department.

E. Detectives - Officers will work supervised self-directed schedules as specified in the current CBA or as amended. Officers may be assigned to work alternative schedules that enable them to perform their assignments in the best interests of the Department.

F. Support Personnel

1. Support personnel are assigned to work five (5) eight-hour days with two consecutive days off, Monday through Friday. Work hours shall commence between 0700 and 0900. Other work days and hours of work may be mutually agreed upon by the City and the employee.

2. One Police Records Technician (PRT) will be assigned the task of maintaining the documentation and computer database files for Municipal Court Warrants. To maximize the efficiency of this function, this employee may be assigned to work a designated evening schedule.

G. The Chief of Police reserves the right to design and implement whatever shift schedules are determined to be in the best interests of the Department and the City.
21.1.5 Patrol Overtime Call-Back

I. PURPOSE

The purpose of this directive is to provide a fair distribution of overtime opportunities and a consistent procedure for replacing vacancies of four hours or more in the Patrol schedule and for paid special details.

II. POLICY

Call back for Patrol overtime and to fill paid special details shall be made in accordance with this directive and the current collective bargaining agreement. Additional staff may be called into service at any time at the discretion of the shift supervisor or officer in charge to meet operational necessities.

II. DEFINITIONS

Double Shift – occurs when there are less than eight (8) hours off duty between shifts.

Minimum Staffing – three commissioned officers shall be on duty working Patrol at all times, except between 0400 to 0900 Hours, when the presence of two officers is minimum staffing.

Supervisor Vacancy – any time Patrol Shift staffing falls below the minimum and there is no supervisor scheduled for more than a four hour period or at the discretion of the Operations Commander (or designee) for a Special Detail when the situation requires the presence of a supervisor.

Patrol Shift – any scheduled period of work time exceeding four hours.

Special Detail – any pre-planned event requiring additional staffing. These may be in support of special, departmental operations separate from routine Patrol Shift staffing such as emphasis patrols, or outside events, such as parades.

III. PROCEDURE

A. The following procedure shall be used to fill Patrol Shift vacancies of more than four (4) hours:

1. Call-back to fill vacancies of more than four hours in the Patrol schedule are recorded on CPD Form 066, Overtime Call-Back Report.

2. The current Patrol Shift call back record is stored on the Police Department Main server (:\Schedule\OT Call Back Record Patrol.doc). This document dictates the current order in which overtime opportunities are provided to bargaining unit members.
This document is updated every time an overtime shift is filled to provide an equal opportunity for all bargaining unit members to receive overtime compensation.

3. The original Call Back record contains a list of all bargaining unit members in order of seniority by their date of hire.

4. When filling an overtime vacancy of more than four hours, a new copy of the current call back record is printed as a working copy, and the authorizing employee completes the top section of the form.

5. Using the current schedule, the authorizing employee will determine which employees are available to work the shift and note this information on the form. The authorizing employee then will use the current schedule to determine which employees could work the shift as a double shift and note that on the form.

6. The authorizing employee will call each of the available employees in order to offer the overtime vacancy. If none of the available employees accepts the shift, then the authorizing employee will call each of the double shift employees and offer the overtime vacancy, as long as the total number of hours worked does not exceed 16 hours, and there are at least 8 hours off duty time between the end of the overtime shift and the start of a new scheduled shift.

7. In the event the overtime vacancy is a supervisor vacancy as defined above, the authorizing employee shall call the available sergeants on the list in the order they appear on the list, and then return to the top of the list of available employees to fill the vacancy if no sergeant accepts the overtime.

8. If still unable to fill the vacancy, the authorizing employee may split the shift into segments of less than four hours and assign the segments to officers already on duty or scheduled to come into service during the duration of the shift.

9. The officer who accepts any shift of more than four hours and is paid for the shift has his/her position on the call back record moved to the bottom of the list. There should only be one position moved to the bottom for each vacancy filled. All other names should remain in their position on the list regardless if they were able to be contacted, or if they decline the shift.

10. If it becomes necessary to order a person in to work to fill a vacancy, the authorizing employee will order the most junior employee in the available employee list to work the overtime shift but his or her name will not be moved to the bottom of the list.

11. The current call back record shall be edited to reflect the new call back order and saved to the same location on the Police Department main server. The printed working copy is kept on file in the Operations Commander’s office and is available for inspection by any employee. This creates a lasting record of the procedure and order in which overtime vacancies are filled. The retention schedule for overtime call back records is one year.

12. If no regular officer or sergeant is available or accepts a vacancy, qualified reserves may be offered the vacancy.
B. Paid Special Details will be filled using the following procedure:

1. Paid Special Details are filled by the Operations Commander or his / her designee. While on-duty officers may be adjusted for details of four hours or less, details scheduled to last more than four hours will be filled using a separate call-back procedure and are recorded on CPD Form 066, Overtime Call-Back Report.

2. The current Special Detail call back record is stored on the Police Department Main server (:S:\Schedule\OT Call Back Record Special.doc). This document dictates the current order in which overtime opportunities are provided to bargaining unit members.

3. The original Call Back record contains a list of all bargaining unit members in order of seniority by their date of hire.

4. When filling a Special Detail, a new copy of the current call back record is printed as a working copy, and the authorizing employee completes the top section of the form.

5. Using the current schedule, the authorizing employee will determine which employees are available to work the Special Detail and note this information on the form. The authorizing employee then will use the current schedule to determine which employees could work the shift as a double shift and note that on the form.

6. The authorizing employee will call each of the available employees in order to offer the Special Detail. If none of the available employees accepts the detail, then the authorizing employee will call each of the double shift employees and offer the overtime vacancy, as long as the total number of hours worked does not exceed 16 hours, and there are at least 8 hours off duty time between the end of the Special Detail and the start of a new scheduled shift.

7. In the event the Special Detail requires a supervisor, the authorizing employee shall call the available sergeants on the list in the order they appear on the list, and may order the least senior, available sergeant to fill the detail or return to the top of the list of available employees to fill the vacancy if no sergeant accepts the Special Detail.

8. If still unable to fill the Special Detail, the authorizing employee may split the shift into segments of less than four hours and assign the segments to officers already on duty or scheduled to come into service during the duration of the detail.

9. The officer who accepts any Special Detail of more than four hours and is paid for the detail has his/her position on the call back record moved to the bottom of the list. There should only be one position moved to the bottom for each detail filled. All other names should remain in their position on the list regardless if they were able to be contacted, or if they decline the detail.

10. If it becomes necessary to order a person in to work to fill a Special Detail, the authorizing employee will order the most junior employee in the available employee list to work the detail but his or her name will not be moved to the bottom of the list.

11. The current Special Detail call back record shall be edited to reflect the new call back order and saved to the same location on the Police Department main server. The printed working copy is kept on file in the Operations Commander's office and is
available for inspection by any employee. This creates a lasting record of the procedure and order in which Special Detail opportunities are filled. The retention schedule for Special Detail call back records is one year.

12. If no regular officer or sergeant is available or accepts a paid, Special Detail, qualified reserves may be offered the opportunity.