

## 2015 Fall Policy Updates

### Facility Use Agreement 2.02.08

Updated agreement that replaces Purdue firing range MOU

### Memorandum of Understanding 2.02.22

Updated memorandum for inter-agency cooperation for the Tippecanoe County High Tech Crime Unit

### Memorandum of Understanding 2.02.25 (new)

This memorandum will be added to the WLPD SOP's. This is an agreement between the Lafayette Housing Authority and WLPD to share information regarding participants of the Housing Choice Voucher Program.

### Department Policy 2.02.07/ Drug Task Force Agreement

### Department Policy 2.05.02/ Deputy Chief Job Description

### Department Policy 2.05.03/ Captain of Special Services Job Description

### Department Policy 2.05.071/ Facility Use Agreement

### Department Policy 2.05.12 IT/Evidence Room Custodian

Remove entire policy, position no longer exists

### Department Policy 2.05.20 CID Secretary

Remove entire policy, position no longer exists

### Department Policy 2.22/ Wellness Testing

Change policy # to 12.09

### Department Policy 3.06/ Uniform Standards

### Department Policy 4.04/ Department Vehicles and Equipment

- A1 (e) replace with "Large items and animals will not be transported in patrol vehicles."
- (f) Off duty officers shall be required to possess a department ID, badge, and handgun while operating a department vehicle.
- (g) Officers shall wear a seat belt while operating a department vehicle.

- (h) Off duty officers shall be dressed appropriately while operating a department vehicle. No flip flops, tank tops, or shirts with offensive language.
- (i) Officers shall possess a mobile radio, which will be in operation while the vehicle is in use.

- A2 (a) replace "written up" with documented
- A3 (c) remove last sentence
- (d) remove
- (f) remove
- (h) replace with "Smoking is prohibited in all city owned vehicles".
- A4 (b) remove

**Department Policy/ 4.16 Body Worn Cameras**

III E 4 change 180 to 190 days

**Department Policy 4.17 License Plate Reader (LPR)**

New Policy

**Department Policy 5.05/ Use of Lethal Force**

The Chief of Police reserves the right to request an outside law enforcement agency to conduct an investigation into the use of lethal force by a West Lafayette Police Officer. This statement will be added to the end of this policy.

**Department Policy 6.04/ Driving While Suspended/Never Received License**

III A 1 Change WL City Court to Tippecanoe County Court

IV A 1 Change "OP without a valid license" to No Valid License

IV A 3 Change will to may

V A Change county to country

V A 1 Remove "unless the BMV return specifically shows the suspension status is for a misd."

VI A 1 Replace with The driver will be issued a promise to appear and may be incarcerated at the county jail.

VI A 3 Change will to may

### **Department Policy 6.05/ Patrol Functions/Traffic Enforcement**

III C Remove "and Federal Traffic Laws"

### **Department Policy 6.07/ Vehicle Towing Impoundment**

III A 2b change to "complete inventory sheet or document inventory on body worn camera"

III A 2c Remove

III D 1d Remove

### **Department Policy 6.07.01 Vehicle Towing/Impoundment for Seizure/Forfeiture**

III A 2b Remove

### **Department Policy 6.12 Search and Seizure**

III V E Remove the last two words, "anything seized"

III VI D Remove

III VI E1 add "or captured on the officers body worn camera".

VI IX A1 add, "and must be able to articulate specifically why the suspect may be in possession of a weapon."

### **Department Policy 6.13 Investigations/Suspect Rights**

IV A5 add, "or capture the agreement on video."

IV B1 add, "if they are in custody."

IV J add, "unless the refusal is captured on video which will suffice."

### **Department Policy 6.15.01 Missing Children Reports**

III B 4b add "the responding officer shall provide a copy of the missing children pamphlet (attached) to a person making a report of a missing child less than 18 years of age.

### **Department Policy 6.28 Knox Box Use**

New policy outlining knox box use

### **Department Policy 12.10 Heart Scan**

New policy providing heart scans to officers at no cost to them

**FACILITY USE AGREEMENT  
BETWEEN  
[NAME OF GROUP] AND Purdue University**

This Facility Use Agreement is made between West Lafayette Police Department hereinafter referred to as **User Group**, and Purdue University for and on behalf of the Purdue University Police Department, 205 S. Martin Jischke Dr., West Lafayette, Indiana 47906, hereinafter referred to as **Purdue**.

**WITNESSETH**

In consideration of our mutual promises and understandings as hereinafter set forth, it is mutually understood and agreed as follows:

**1. FACILITY USE**

**Purdue** agrees to allow **User Group** to use the William Sanders Memorial Range and Police Training Area located at 1550 South River Rd, West Lafayette, Indiana 47906 (the "Facilities") for the purpose of conducting safe, regular, relevant and realistic firearms training. **Purdue** may terminate the **User Group's** rights under this Agreement and/or immediately remove (or have removed) all or any individuals from the Facilities if the Facilities are used for any purpose other than the purpose stated in this Section of the Agreement. **User Group** shall have use of the Facilities and Equipment from September 1, 2015 through August 31, 2016 (the "Term") unless terminated sooner as provided herein. This Agreement shall automatically renew annually unless either party provides notice of its intention not to renew sixty (60) days prior to the end of the Term or any renewal term.

**2. TERMINATION**

**Purdue** may, at its option and without limitation of other rights, terminate this Agreement due to misuse of the Facilities. **Purdue** has the right, but not the obligation, to monitor the **User Group's** use of the Facilities and Equipment. If **Purdue** determines, within its sole and absolute discretion, that continued use of the Facilities poses a risk to the safety of any person, **Purdue** may terminate the **User Group's** rights under this Agreement and/or immediately remove (or have removed) all or any individual(s) from the Facilities. **Purdue** may also terminate this Agreement for any other reason outlined herein.

**3. REPORTING**

**User Group** must use the sign-in form, recording the date(s) and time(s) of each and every use of the Facilities.

**4. FEES**

**User Group** agrees to pay **Purdue** the fee of Two Thousand Five Hundred Dollars and No Cents (\$2,500.00) for the use of the Facilities during the Term. The fees may increase during each renewal term during this Agreement. Fees for each renewal term shall not exceed ten percent (10%) greater than the fees charged to User Group during the previous year. **Purdue** will provide notice to User Group of the amount of fees for the upcoming renewal term ninety (90) days prior to the end of each term.

## 5. INVOICE AND PAYMENT

**Purdue** will issue an invoice to **User Group** based on the Fee set forth in Section 4 above. **User Group** agrees to pay the invoice within 30 days of invoice date.

## 6. MAINTENANCE

**Purdue** shall be responsible for Maintenance on the Facilities. Maintenance may include work days scheduled for significant maintenance or improvements which may include help from volunteers from **User Group**. **User Group** shall be responsible for the regular care and maintenance of the Facilities as well as any and all items used during the course of firearms training. Such care includes, but is not limited to: maintaining cleanliness within the range house (sweeping the floor, trash removal, etc.), picking up all brass, maintaining an orderly shooting area with respect to props, target stands, etc.

## 7. DAMAGE TO FACILITIES AND EQUIPMENT

If **User Group** or any of **User Group's** staff, volunteers, participants, invitees, licensees, and/or any individual(s) on or near the Facilities as a result of **User Group's** use of the Facilities under this Agreement causes damage to the Facilities, other than ordinary wear and tear, **User Group** shall pay any costs associated with repairing the damage and restoring the Facilities to their condition prior to **User Group's** use thereof.

## 8. POLICIES

The Facilities operate under Purdue University policies, including but not limited to the following:

- a. Use, possession, distribution, or sale of controlled substances as defined in Indiana Criminal Code is prohibited.
- b. Possession, consumption, distribution, or sale of alcoholic beverages, as defined by Indiana State law, is prohibited.
- c. Smoking is prohibited on the West Lafayette Campus, except in designated smoking areas. Smoking is also prohibited in all vehicles owned or leased by Purdue University both on and off the campus. Smoking is permitted inside privately owned, closed vehicles. Commercial sponsorship and solicitation are prohibited, except with prior approval by **Purdue**.
- d. Any use of postings, floor or field marking is prohibited, except with prior approval by **Purdue**.

If any of the above Purdue University policies or Safety and Shooting Areas requirements as set forth in below-Section 9 is violated, **Purdue** shall have the right to immediately terminate this Agreement and retain the Fees.

## 9. SAFETY AND SHOOTING AREAS

**User Group** shall follow proper safety guidelines. **User Group** shall be responsible for each officer who uses the range, ensuring that each officer follows strict safety guidelines. The firing of any and

all firearms shall only take place within the shooting area (specifically, the building which contains baffles), as it is the only area where fired rounds are completely prevented from traveling beyond the William Sanders Memorial Range. No baffles above the shooting area should ever be struck by fired rounds. In the event that a baffle is struck by fired rounds, **User Group** must promptly report the damage to the representative of the Purdue University Police Department. **User Group** hereby agrees non-law enforcement officers are strictly prohibited from using the Facilities.

#### 10. ATTIRE AND AMMUNITION

Appropriate attire is required at all times. **User Group** will provide its own ammunition, firearms and other related equipment while using the Facilities.

#### 11. INDEMNIFICATION

**User Group** agrees to indemnify, defend, and hold harmless Purdue University, Its Trustees, officers, employees, or representatives from and against any losses, costs, damages, and expenses resulting from claims for bodily injury, property damage, or personal injury arising out of the negligent actions or omissions of **User Group** or **User Group's** guests.

#### 12. SAFETY

**User Group** and its subcontractor(s), if any, shall perform security clearance background checks on all **User Group's** and subcontractor(s)'s officers, agents, employees and volunteers assigned to have access to the Facilities to identify whether any such individual is a registered sex offender pursuant to Zachary's Law, Ind. Code § 11-8-8 et seq. or the equivalent law of the individual's state of residence. **User Group** shall not assign any individuals identified as registered sex offenders to perform work or services at the Facilities. **Purdue** reserves the right to immediately remove any individuals identified as registered sex offenders from the Facilities. **Purdue** reserves the right to require additional background checks be made on any of **User Group's** and its subcontractor(s)'s officers, agents, employees or volunteers assigned to have access to the Facility. **User Group** shall be solely responsible for any costs associated with background checks.

**Purdue** reserves the right to perform a security clearance background check on any individual signatory to this Agreement to identify whether any such individual is a registered sex offender pursuant to Zachary's Law, Ind. Code § 11-8-8 et seq. or the equivalent law of the individual's state of residency.

#### 13. INSURANCE

**Purdue** is responsible for the necessary insurance to cover the Facilities, including all buildings and grounds. **User Group** agrees to carry commercial general liability insurance with a minimum limit of \$1 million covering any claims for bodily injury, property damage, or personal injury that arise out of **User Group's** use of the Facilities, unless such claims are the result of the sole gross negligence of **Purdue**, and worker's compensation, as required by the laws of the State of Indiana. **User Group** agrees to provide a certificate of insurance (COI) showing proof of such coverage to **Purdue** upon the signing of this Agreement. The COI should name The Trustees of Purdue University and Purdue University as Additional Insured.

14. **WARRANTY DISCLAIMER; LIMITATION OF DAMAGES**

- a. **Facilities.** User Group has had the opportunity to inspect the Facilities and User Group acknowledges and agrees that the Facilities are provided for User Group's use "as is, where is" without warranty of any type or kind, express or implied, including any warranty that either is merchantable or fit for User Group's intended use or for any other particular purpose. User Group assumes the entire risk that any Facilities do not satisfy User Group's needs or expectations in any respect, regardless of whether any defect or deficiency is caused in whole or in part by Purdue's negligence or other fault.
- b. **Limitation of Damages.** Purdue shall have no liability to User Group or any other person or entity under any circumstance for any incidental, special, consequential, punitive or exemplary damages, or for loss of profits, revenues, or other economic loss, regardless of whether or not Purdue knew or had reason to know of the possibility of such damages in advance. Without limiting the generality of the foregoing, Purdue shall have no liability under any circumstance for breach of this Agreement in any amount which exceeds the total of all Fees pursuant to Section 4 of this Agreement which Purdue has received from User Group hereunder.

15. **ADVERTISING**

User Group agrees not to make reference to Purdue in any external advertisements without prior written approval from Purdue. Furthermore, User Group agrees not to use Purdue's logos and licensed trademarks without the expressed written permission of Purdue.

16. **NOTICES**

Any notice or other correspondence required or permitted to be given pursuant to this Agreement will be in writing and will be deemed to have been given if: (a) served personally, (b) sent by facsimile with confirmation of receipt, or (c) sent by first class mail, postage prepaid, to the addresses set forth below or to such other addresses as either party hereto may designate by notice to the other party.

**User Group:**

West Lafayette Police Department  
711 W. Navajo Street  
West Lafayette, IN 47906

Attn: Jason Dombkowski  
Phone: 765-775-5200  
Fax:

**Purdue:**

Purdue University Police Department  
205 S. Martin Jischke Drive  
West Lafayette, IN 47906

Attn: John K. Cox  
Phone: 765-494-8221  
Email: jkcox@purdue.edu

17. **GOVERNING LAW; EXCLUSIVE JURISDICTION; EXCLUSIVE VENUE**

This Agreement is entered into in Indiana and shall be governed by and construed in accordance with the substantive law (and not the law of conflicts) of the State of Indiana. Courts of competent authority located in Tippecanoe County, Indiana, shall have sole and exclusive jurisdiction of any action arising out of or in connection with this Agreement, and such courts shall be the sole and exclusive venue for any such action.

18. **COMPLIANCE WITH GOVERNMENT STATUTES AND REGULATIONS**

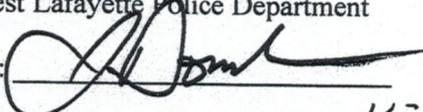
**User Group** warrants and certifies that in the performance of this Agreement it has complied with or will comply with all applicable statutes, rules, regulations and orders of the United States, and any state or political subdivision thereof, including laws and regulations pertaining to labor, wages, hours and other conditions of employment, and applicable price ceilings, if any, and that the goods or services delivered hereunder shall be produced or performed in compliance with the Fair Labor Standards Act.

19. **GENERAL**

In the event any party hereto pursues litigation to enforce this Agreement, the prevailing party is entitled to recover reasonable attorneys' fees and court costs. If any provision of this Agreement is declared to be invalid by a court of competent jurisdiction, such provision shall be severed from this Agreement and the other provisions hereof shall remain in full force and effect. This Agreement contains the entire understanding of the parties with respect to the matters contained herein. There are no promises, covenants or undertakings other than those expressly set forth herein. Amendments, modifications or changes of or to this Agreement must be made in writing and signed by a duly authorized representative of both parties. **User Group** may not assign any rights under this Agreement, without the prior written approval of **Purdue**. Subject to the foregoing sentence, this Agreement shall be binding upon **Purdue** and **User Group**, their successors and assigns.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to execute this Agreement.

**User Group:**  
West Lafayette Police Department

By: 

Name: Jason Dombkowski

Title: Chief

Date: 10-8-15

**Purdue:**  
Purdue University

By: 

Name: John K. Cox

Title: Chief of Police

Date: 10/13/15

**MEMORANDUM OF UNDERSTANDING FOR INTER-AGENCY COOPERATION  
FOR THE TIPPECANOE COUNTY HIGH TECH CRIME UNIT**

MEMORANDUM OF UNDERSTANDING made and entered this 3<sup>RD</sup> day of SEPT, 2015, by the TIPPECANOE COUNTY PROSECUTORS OFFICE, TIPPECANOE COUNTY SHERIFFS DEPARTMENT, LAFAYETTE POLICE DEPARTMENT, WEST LAFAYETTE POLICE DEPARTMENT, PURDUE POLICE DEPARTMENT, TIPPECANOE CO COMMUNITY CORRECTIONS, and the PURDUE UNIVERSITY CYBER FORENSICS LAB for the purposes of creating an inter-agency resource to investigate crimes in Tippecanoe County that may involve digital evidence.

Purpose

The purpose of creating such a High Tech Crime Unit (HTCU) is to consolidate resources and personnel to efficiently investigate crimes in Tippecanoe County that involve digital evidence.

Provisions

It is, therefore, agreed as follows:

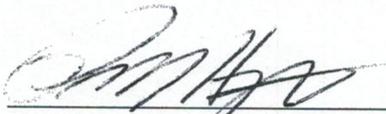
- a. All Law Enforcement Agencies listed in the contract agree to join the Tippecanoe County High Tech Crime Unit.
- b. Internet Crimes Against Children (ICAC) Task Force and follow the rules and regulations set forth by the Indiana ICAC Letter of Understanding attached as Enclosure A. The required ICAC monthly reports will be submitted by the Tippecanoe County Prosecutors Office as one report to the Indiana State Police ICAC Commander.
- b. The Tippecanoe County Prosecutors Office will be the fiscal agent for all ICAC grant money awarded to local law enforcement agencies (excluding Indiana State Police) be used for the HTCU.
- c. All NCMEC investigations referred by the Indiana ICAC Task force will be investigated by the Tippecanoe HTCU members per the ICAC agreement. The primary law enforcement agency for the investigation will be based on the jurisdiction of where the crime occurred. The same principle applies for other crimes reported by other methods to law enforcement. All other law enforcement agencies of the HTCU will provide support if requested from the primary agency. Support may include assisting in the execution of a search warrant, interviewing suspects/witnesses, use of equipment, and technician expertise.

d. A SOP will be created for the Tippecanoe HTCUC and reviewed annually for necessary changes.

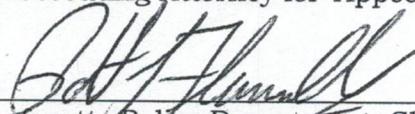
e. The Purdue University Cyber Forensics Lab will be able to provide individual law enforcement agencies with Cyber Forensics Students as interns to provide knowledge and technical background of digital evidence to investigators. Interns will gain investigative experience from law enforcement. Requirements and conditions are covered in the Internship Agreement listed in Enclosure B.

f. The Purdue University Cyber Forensics Lab will allow access to specialized forensic equipment if needed and provide advanced computer forensic knowledge if needed.

IN WITNESS WHEREOF, the parties have set their hands and seals.

  
\_\_\_\_\_  
Prosecuting Attorney for Tippecanoe County

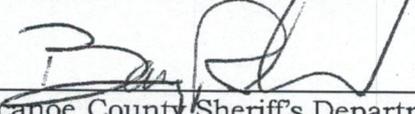
9/3/2015  
Date

  
\_\_\_\_\_  
Lafayette Police Department, Chief

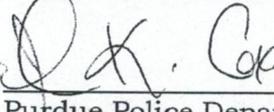
9/3/2015  
Date

  
\_\_\_\_\_  
West Lafayette Police Department, Chief

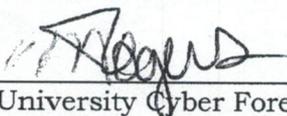
9/3/2015  
Date

  
\_\_\_\_\_  
Tippecanoe County Sheriff's Department, Sherriff

9-3-15  
Date

  
\_\_\_\_\_  
Purdue Police Department, Chief

9/3/2015  
Date

  
\_\_\_\_\_  
Purdue University Cyber Forensics, Chairman

9/4/15  
Date

  
\_\_\_\_\_  
Tippecanoe CO Community Corrections, Executive Director

9/4/15  
Date

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, hereinafter referred to as "MOU", is made and entered into between the Lafayette Housing Authority, a governmental corporation, hereinafter referred to as the "LHA" and the West Lafayette Police Department, a law-enforcement agency, hereinafter referred to the "WLPD".

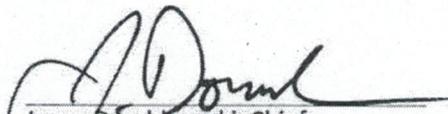
The LHA and the WLPD agree to share information for the purpose of verifying continued eligibility for participants and/or initial eligibility for applicants of the Housing Choice Voucher Program, administered by the LHA.

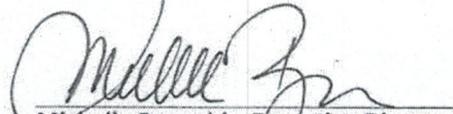
Both parties fully understand and agree to the following roles and responsibilities:

- WLPD agrees to provide police reports to the LHA for properties where the WLPD has been called to the unit where a current participant on the HCV Program is living. Note: Police reports cannot be released containing the following information; juvenile offenders or victims, cases undergoing active investigation; cases that involve the use of informants. The police report will be redacted as dictated by Indiana Code. WLPD cannot release reports containing: information on juveniles, ongoing investigations, or social security numbers of citizens. In some cases, summary information will be available. (See attached code- highlighted sections);
- WLPD agrees to protect the privacy of the information that is shared verbally, written or via database; LHA agrees to ensure that every adult household member will sign a Release of Information authorizing the sharing of information. LHA will mark the police report as "Confidential" and will maintain the report in a secured location;
- LHA agrees to allow the WLPD access to the LHA database in order to identify assisted units;
- On occasion, when warranted, the LHA may contact the WLPD to obtain police reports for a certain property, for a certain time period. The contact person for this request will be to the Records Manager of the WLPD. WLPD will email cases to LHA to Executive Director or Deputy Director for distribution to the requesting staff member at LHA;
- LHA agrees to protect the privacy of the information it receives from the WLPD; LHA agrees to abide by the same state laws and statutes that bind WLPD on the release of documents; specifically the release of reports outside LHA. (see attached IC Code 5-14-3)

LHA or WLPD may terminate this MOU at any time by giving written notice to the other party at least thirty (30) days before the effective date of termination.

Agreed to as written this 11 day of June, 2015:

  
Jason Dombkowski, Chief  
West Lafayette Police Department

  
Michelle Reynolds, Executive Director  
Lafayette Housing Authority

## Section II Administration

### Department Policy #2.05.02

#### Job Task Requirements: Deputy Chief

- I. Purpose: This order establishes the Job Task Requirements for the position of Deputy Chief of Police.
- II. Policy: Incumbent helps to administer the operation of the police department under the direction of the Chief.
- III. Functions and Duties
  - A. Essential
    1. Administer the operation of Police Department under the direction of the Chief of Police and Police Merit Commission.
      - a) Directs, supervises, and evaluates Bureau Commanders and Division Commanders while assuring adherence to the mission of the West Lafayette Police Department.
      - b) Traffic Commander
        - (1) Serves as voting member for the West Lafayette Traffic Commission.
          - (a) Attends monthly meetings.
          - (b) Receives traffic complaints and forwards them to the Commission for review when appropriate.
        - (2) Serves as a "Check Point" agent for proposed traffic changes due to construction.
        - (3) Serves as a voting member of the Tippecanoe County Technical Highway Committee.
        - (4) Serves as liaison, working in unison with the City Engineer and City Street Commissioner concerning traffic related issues.
        - (5) Supervises traffic related records and data, coordinate all serious crash investigation.
        - (6) Oversees the activities of, and determine when, the services of a Crash Reconstructionist are needed.
        - (7) Maintains a monthly accounting of crash data and division's activities.
        - (8) Coordinates activities with and keeps the Patrol Commander and Division advised of traffic concerns and needs.
        - (9) Commands special traffic details.
        - (10) Attend meetings and functions as directed by the Chief.

2. Grants

- a) Is responsible for finding grants and awards as directed by the Chief of Police.
- b) Maintains a record of all grants received by the department and completes reports as needed.

3. Recruiting and hiring of new employees

- a) Oversees the recruiting efforts of the department for all employment needs.
- b) Directs the appropriate employee members for testing and interviews of new employees.

4. Reviews and approves all 28 day overtime and submits information to the Office Manager for payment.

- a) Coordinates manpower assignments for overtime details and staffing for special events.

5. Coordinates cohesive working relationships and serves as the City's Ambassador with:

- a) Employees of the Police Department.
- b) Other city departments.
- c) Area Public Safety Agencies.
- d) The West Lafayette Community.

B. Nonessential

1. Augment positions of the Police Department as dictated by need.

- a) Directly supervises all police and civilian personnel.
- b) Enforces the traffic, criminal, and other appropriate laws and regulations.
- c) Responds to emergencies and employee crisis intervention techniques.

IV. Qualifications:

A. Minimum

- 1. Must meet legal requirements as set by state law and department requirements.

B. Desired

1. Candidates for the position of Deputy Chief of Police should possess:

- a) Excellent interpersonal communication skills, written and oral.
- b) Organizational abilities.

V. Working Environment:

- A. Incumbent spends most of the day sitting in the general office environment. He/She may be exposed to extreme weather conditions occasionally. Incumbent may be required to climb, balance, stoop, crouch, kneel, crawl, and do heavy lifting in emergency situations. These emergency situations may also expose incumbent to moving parts, electrical shock, burns, heights, explosives, chemical or biological agents, fumes, gases, and dust.
- B. Incumbent works normal hours but is required to attend after hour meetings. He/She may also be subject to call-in or augment the department staff.
- C. Prescribed uniform or civilian attire is worn to work.

Issue Date

/ /

Revision Number: Date

# \_\_\_\_\_ : / /

By Order of the Chief:

\_\_\_\_\_

## Section II Administration

### Department Policy #2.05.03

#### Job Task Requirements: Captain of Special Services Bureau

- I. Purpose: This order establishes the Job Task Requirements for the position of Captain of Special Services.
- II. Policy: Incumbent performs duties related to supervision of and assistance with the fleet and facilities maintenance and repair, as well as any other duties as assigned by the Chief and Deputy Chief of Police. The position of Captain of Special Services Bureau is a Division Level Commander position, with supervisory responsibility. Assigned job tasks include, but are not limited to, those listed in Section III of this policy.
- III. Functions and Duties:
  - A. Essential
    1. Fleet Management/Maintenance:
      - a) Monitors the daily maintenance and repair of the department's fleet vehicles.
        - (1) Directly supervise and assist the Maintenance Technician; assure the Maintenance Technician is providing proper maintenance and repair of fleet vehicles, and assists as necessary
        - (2) Assure the Maintenance Technician maintains fleet records and maintenance schedules, evaluates performance of Maintenance Technician, completes observation reports as needed, complete semi-annual evaluations.
      - b) Prepares and maintains up-to-date minimum specification documents for fleet vehicles and related equipment necessary for bid/quote and purchase purposes.
      - c) Prepares annual fleet vehicle washing maintenance contract for the cleaning of the fleet vehicles.
      - d) Turns in annual budget proposals and requests for gasoline, oil, tires and tubes, repairs equipment, repair services, vehicle washing, and other equipment accounts. Provides the Chief with an estimate of the costs of the set-up/change-over of the fleet vehicles being rotated in or out of service each year.
      - e) Supervises and assists with the change-over/set-up of vehicles when new vehicles are added to the fleet or vehicles are moved around in the fleet.
      - f) Provide the Chief of Police with a monthly report regarding the condition of the fleet vehicles.
      - g) At the end of the pay period turns in work schedule books for Special Services Bureau personnel to Deputy Chief for review and approval.
      - h) Assures the equipment issued to and operated by the Special Services Bureau, as well as other equipment given maintenance responsibility for, is properly maintained and cared for.

2. Facility Management/Maintenance:

- a) Monitors the daily maintenance and repair of the Police Department facility.
  - (1) Directly supervise and assist the Maintenance Technician; assure the Maintenance Technician is providing proper maintenance and repair of the Police Department facility, systems and equipment, and assists as necessary.
  - (2) Assure the Maintenance Technician maintains records and maintenance schedules for the facility, systems and equipment.
- b) Prepares annual maintenance contracts for the facilities systems and equipment.
- c) Prepares and maintains up-to-date minimum specification documents for systems and equipment as necessary for bid/quote and purchase purposes.
- d) Turns in annual budget proposals and requests for repairs equipment, repair services and other equipment accounts related to the maintenance and repair of the facility, systems and equipment.
- e) Provide the Chief of Police with a monthly report regarding the condition of the facility, systems and equipment.

3. Records Division:

- a) Manages the daily operation of the Data Management and Records Division.
  - (1) Oversees RMS and CAD Management.
- b) Supervises and coordinates records division personnel, city court bailiff, and information technology officer.
- c) Maintains employee records and time books, evaluate performance of assigned personnel, complete observation reports as needed, complete semi-annual evaluations.
- d) Adequately staff all positions for assigned personnel.
- e) Assure all police reports are properly processed and entered into the Records Management System "RMS" by Data Management personnel (assist when short of personnel, or if work load is heavy).
- f) Observes for reports that contain arrests, assure they are copied, processed and delivered to the Tippecanoe County Prosecutor's Office by prior to 10:00 AM Monday thru Thursday. Custodial arrest reports shall be delivered to the Prosecutor's Office prior to 9:00 AM on Friday morning.
- g) Assure the Daily Bulletin has been copied and prepared for the Purdue Exponent, the Lafayette Leader, Purdue's Dean of Students Office, WLPD/CID, the Daily Bulletin Binder, and any other entitled requester.

- h) Assist Data Management personnel with Records Division window traffic and scheduled fingerprinting appointments.
- i) Verifies that all warrant information has been entered and/or updated in the "RMS" files, by the Computer Systems Manager, assist if needed.
- j) Verifies that requests for copies of reports are handled in a proper and prompt manner.
- k) Assures that Data Management personnel have delivered all City Court paperwork to the Clerk's Office and that dispositions received from City Court have been entered into "RMS".
- l) Assures that victims' statements (accomplished by Purdue students), are forwarded to the Dean of Students Office, if authorization is given by the victim.
- m) Responsible for the petty cash fund and the cash/change fund to ensure smooth operation for Records Division personnel in assisting the public at the records window.
- n) Ensures the receipts for the previous 24 hours are obtained by the Clerk's Office.
- o) Ensures that outgoing mail is delivered to the Post Office, and incoming mail is distributed.
- p) Coordinates preventative maintenance and makes sure any reported damaged or inoperable equipment is repaired or replaced. Coordinates building and equipment problems with the Chief of Police and City Engineer's Office.
- q) Weekly:
  - (1) Makes sure all assigned court cases are prepared for court prior to 4:00 PM on Wednesdays.
  - (2) Fills in for ACO/Bailiff as necessary.
  - (3) Makes sure alarm violation notices are being sent out. Notify the Chief of Police about persisting problem sites.
  - (4) Ensures all forms used by Police Department personnel are replenished.
- r) Monthly:
  - (1) Turn in work schedule books for assigned personnel to the Deputy Chief at the end of each month for review and approval.

- (2) Oversees preparation of the End of the Monthly report, maintain a copy for the department, forward copies to the Chief of Police, Mayor, Clerk, Treasurer, and Council Members.
- (3) Oversees the completion of the national FBI report, obtain the signature of the Chief of Police and forward to the FBI.
- (4) Provides Purdue University Police with crime statistics.
- (5) Provides the Deputy Chief with necessary information regarding statistics for special enforcement projects and grants.
- (6) Serves as a voting member on the Emergency Management Advisory Council.

4. Training:

- a) Coordinates all department training.
- b) Maintains instructor certifications and reports hours of instruction as required.

5. Information Technology (IT):

- a) Oversees IT issues and works closely with the city IT department.
- b) Oversees all IT related equipment issued by the department and maintains an up to date list of said property.

2. Internal Standards:

- a) Conducts Internal Standards Reviews as directed by the Chief of Police.

B. Nonessential:

IV. Qualifications:

A. Minimum

1. Must meet legal requirements as set forth by state law.
2. Possesses a basic knowledge of and a desire to learn the Records Management System, 800 MHz System, and the West Lafayette City Court procedures.
3. Have exhibited good leadership skills, a positive attitude, and performance exceeding the minimum expectations during the current and past evaluation periods, as evidenced by their evaluation reports.

B. Desired:

V. Working Environment:

- A. Serves a one-year probationary period (regarding the position).
- B. Regular duty hours of Monday through Friday, 8:00 AM-4:00 PM, but periodic rescheduling and some overtime will occur.
- C. Required to monitor a department issued cell phone and be subjected to twenty-four hour call-in.
- D. Prescribed uniform or civilian clothing is worn to work.

Issue Date

/ /

Revision Number: Date

# \_\_\_\_\_: / /

By Order of the Chief:

\_\_\_\_\_

## Section II Administration

### Department Policy #2.05.071

#### Job Task Requirements: Lieutenant of Special Services Bureau

- I. Purpose: This order establishes the Job Task Requirements for the position of Lieutenant of Special Services Bureau.
- II. Policy: Incumbent reports directly to the Captain of the Special Services Bureau and performs duties related to supervision of and assistance with the fleet, facilities maintenance, records division, and training as well as any other duties as assigned by the Chief and Deputy Chief of Police. Assigned job tasks include, but are not limited to, those listed in Section III of this policy.
- III. Functions and Duties
  - A. Essential
    1. Fleet Management/Maintenance:
      - a) Monitors the daily maintenance and repair of the department's fleet vehicles.
        - (1) Directly supervise and assist the Maintenance Technician; assure the Maintenance Technician is providing proper maintenance and repair of fleet vehicles, and assists as necessary
        - (2) Assure the Maintenance Technician maintains fleet records and maintenance schedules, evaluates performance of Maintenance Technician, completes observation reports as needed, complete semi-annual evaluations.
      - b) Prepares and maintains up-to-date minimum specification documents for fleet vehicles and related equipment necessary for bid/quote and purchase purposes.
      - c) Prepares annual fleet vehicle washing maintenance contract for the cleaning of the fleet vehicles.
      - d) Turns in annual budget proposals and requests for gasoline, oil, tires and tubes, repairs equipment, repair services, vehicle washing, and other equipment accounts. Provides the Chief with an estimate of the costs of the set-up/change-over of the fleet vehicles being rotated in or out of service each year.
      - e) Supervises and assists with the change-over/set-up of vehicles when new vehicles are added to the fleet or vehicles are moved around in the fleet.
      - f) Provide the Chief of Police with a monthly report regarding the condition of the fleet vehicles.
      - g) At the end of the pay period turns in work schedule books for Special Services Bureau personnel to Deputy Chief for review and approval.
      - h) Assures the equipment issued to and operated by the Special Services Bureau, as well as other equipment given maintenance responsibility for, is properly maintained and cared for.

Facility Management/Maintenance:

- f) Monitors the daily maintenance and repair of the Police Department facility.
  - (1) Directly supervise and assist the Maintenance Technician; assure the Maintenance Technician is providing proper maintenance and repair of the Police Department facility, systems and equipment, and assists as necessary.
  - (2) Assure the Maintenance Technician maintains records and maintenance schedules for the facility, systems and equipment.
- g) Prepares annual maintenance contracts for the facilities systems and equipment.
- h) Prepares and maintains up-to-date minimum specification documents for systems and equipment as necessary for bid/quote and purchase purposes.
- i) Turns in annual budget proposals and requests for repairs equipment, repair services and other equipment accounts related to the maintenance and repair of the facility, systems and equipment.
- j) Provide the Chief of Police with a monthly report regarding the condition of the facility, systems and equipment.

3. Records Division:

- a) Manages the daily operation of the Data Management and Records Division.
  - (1) Oversees RMS and CAD Management.
- b) Supervises and coordinates records division personnel, city court bailiff, and information technology officer.
- c) Maintains employee records and time books, evaluate performance of assigned personnel, complete observation reports as needed, complete semi-annual evaluations.
- d) Adequately staff all positions for assigned personnel.
- e) Assure all police reports are properly processed and entered into the Records Management System "RMS" by Data Management personnel (assist when short of personnel, or if work load is heavy).
- f) Observes for reports that contain arrests, assure they are copied, processed and delivered to the Tippecanoe County Prosecutor's Office by prior to 10:00 AM Monday thru Thursday. Custodial arrest reports shall be delivered to the Prosecutor's Office prior to 9:00 AM on Friday morning.
- g) Assure the Daily Bulletin has been copied and prepared for the Purdue Exponent, the Lafayette Leader, Purdue's Dean of Students Office, WLPD/CID, the Daily Bulletin Binder, and any other entitled requester.

- h) Assist Data Management personnel with Records Division window traffic and scheduled fingerprinting appointments.
- i) Verifies that all warrant information has been entered and/or updated in the "RMS" files, by the Computer Systems Manager, assist if needed.
- j) Verifies that requests for copies of reports are handled in a proper and prompt manner.
- k) Assures that Data Management personnel have delivered all City Court paperwork to the Clerk's Office and that dispositions received from City Court have been entered into "RMS".
- l) Assures that victims' statements (accomplished by Purdue students), are forwarded to the Dean of Students Office, if authorization is given by the victim.
- m) Responsible for the petty cash fund and the cash/change fund to ensure smooth operation for Records Division personnel in assisting the public at the records window.
- n) Ensures the receipts for the previous 24 hours are obtained by the Clerk's Office.
- o) Ensures that outgoing mail is delivered to the Post Office, and incoming mail is distributed.
- p) Coordinates preventative maintenance and makes sure any reported damaged or inoperable equipment is repaired or replaced. Coordinates building and equipment problems with the Chief of Police and City Engineer's Office.
- q) Weekly:
  - (1) Makes sure all assigned court cases are prepared for court prior to 4:00 PM on Wednesdays.
  - (2) Fills in for ACO/Bailiff as necessary.
  - (3) Makes sure alarm violation notices are being sent out. Notify the Chief of Police about persisting problem sites.
  - (4) Ensures all forms used by Police Department personnel are replenished.
- r) Monthly:
  - (1) Turn in work schedule books for assigned personnel to the Deputy Chief at the end of each month for review and approval.

- (2) Oversees preparation of the End of the Monthly report, maintain a copy for the department, forward copies to the Chief of Police, Mayor, Clerk, Treasurer, and Council Members.
- (3) Oversees the completion of the national FBI report, obtain the signature of the Chief of Police and forward to the FBI.
- (4) Provides Purdue University Police with crime statistics.
- (5) Provides the Deputy Chief with necessary information regarding statistics for special enforcement projects and grants.
- (6) Serves as a voting member on the Emergency Management Advisory Council.

4. Training:

- c) Coordinates all department training.
- d) Maintains instructor certifications and reports hours of instruction as required.

5. Information Technology (IT):

- a) Oversees IT issues and works closely with the city IT department.
- b) Oversees all IT related equipment issued by the department and maintains an up to date list of said property.

3. Internal Standards:

- a) Conducts Internal Standards Reviews as directed by the Chief of Police.

C. Nonessential:

IV. Qualifications:

A. Minimum

1. Must meet legal requirements as set forth by state law.
2. Possesses a basic knowledge of and a desire to learn the Records Management System, 800 MHz System, and the West Lafayette City Court procedures.
3. Have exhibited good leadership skills, a positive attitude, and performance exceeding the minimum expectations during the current and past evaluation periods, as evidenced by their evaluation reports.

B. Desired:

V. Working Environment:

- A. Serves a one-year probationary period (regarding the position).
- B. Regular duty hours of Monday through Friday, 8:00 AM-4:00 PM, but periodic rescheduling and some overtime will occur.
- C. Required to monitor a department issued cell phone and be subjected to twenty-four hour call-in.
- D. Prescribed uniform or civilian clothing is worn to work.

Issue Date

/ /

Revision Number: Date

# \_\_\_\_\_: / /

By Order of the Chief:

\_\_\_\_\_

**Department Policy #3.06**

## Uniform Standards/Additional Equipment

- I. Purpose: The purpose of this policy is to ensure uniformity in appearance of uniformed personnel, as well as a professional appearance of all non-uniformed personnel.
- II. Policy: In order to portray a positive, competent image, all sworn and non-sworn personnel shall be required to maintain their uniform/duty attire, as well as any other additional equipment they are issued in a neat, clean and functional order.

Note: The current approved uniform is manufactured by Blauer. To assist officers with the proper wearing of the uniform and duty gear, please see attached guide.

## III. The Order:

## A. Uniformed Personnel

1. All uniformed personnel shall wear long sleeve uniform shirts for all classes of uniforms between November 15 and March 15 unless otherwise approved by the Chief of Police.
2. Class "A" Uniforms or Full Class A dress:

Officers may wear either navy blue polyester or wool blend uniform shirts. Navy blue polyester or wool blend style pants without cargo (BDU) style pockets shall be worn with class "A" uniforms. Any class "A" uniform shirt will have the following:

- (1) Collar Pins: Patrol Officers "WLPD" pins to be worn perpendicular and  $\frac{1}{2}$ " to the leading edge (front edge). It shall be centered halfway between the top and the bottom edge of the collar. The collar pins are made by Blackinton and are  $\frac{3}{8}$  inch polished silver. Staff Officers (rank of Sergeant and above) shall wear their respective rank identification pins as described above.
- (2) All class "A" uniforms shall have all "P" buttons in place of the standard black buttons. Non ranking officers "P" buttons shall be silver in color while ranking officers "P" buttons shall be gold in color.
- (3) Approved meritorious and achievement pins shall be worn above the right shirt pocket.
- (4) Name Tag: Name tag shall be worn on the right shirt pocket tab just above the shirt button. Name tag is made by Blackinton and measures  $\frac{1}{2}$  inch wide by  $2\frac{1}{4}$  inch in length. The pin shall be polished, clutch back style and have black lettering. Officers shall wear polished silver while staff officers shall wear polished gold.
- (5) Breast Badge: Breast Badge shall be worn just above the left shirt pocket.
- (6) Shoulder Patch: Shoulder patch shall be worn on both sleeves  $\frac{1}{2}$ " down from top of sleeve seam centered on sleeve crease.

- (7) Sergeant Chevrons (Arm patches): Sergeant Chevrons shall be worn by all Sergeants when in uniform. The Chevrons are to be worn on Summer and Winter shirts, jackets, and coats (excluding the authorized leather coat). The Chevrons shall be displayed on both sleeves with the apex (pointed end) pointing toward the shoulder patch. They shall be centered ¼" below and aligned with the shoulder patch.

Exception for the Summer Shirts: Due to variation in sleeve length on Summer Shirts, the Chevrons may be placed closer than ¼" from the shoulder patch in order to fit the sleeve.

- (8) Duty Belt: Officers shall only wear plain black leather clarion duty belt with standard equipment. Nylon duty belts shall not be worn with class "A" uniforms.
- (9) Neck Tie: Officers shall wear a navy blue clip-on or Velcro break away neck tie when wearing a full class "A" long sleeve uniform shirt. The neck tie will not be worn with a short sleeve class "A" uniform shirt. Solid tie bar shall be worn with neck tie.

3. Class "A" Option 2 Uniform-Long Sleeve:

The class A2 uniform shall consist of all the above minus the neck tie. Officers will wear the shirt open collared with a black mock turtle neck exposed.

4. Class "A" Option 3 Uniform-Summer Shirt:

The class A3 uniform shall consist of the prescribed short sleeve uniform shirt (see guide) with all the above. The shirt shall be worn open collar with a black t-shirt. The Summer Class A shirt shall only be worn during the approved months.

5. Officers are strongly encouraged to wear one of the three Class A dress when attending court or any formal functions.

6. Class "B" Uniforms-Regular Duty Wear:

Officers may wear either long or short sleeve navy blue polyester uniform shirts with black buttons or polyester wool blend with black buttons. Navy blue polyester or wool blend style pants with or without cargo pockets are to be worn. Officers are not allowed to wear a mix of polyester shirt or pants with a cotton blend or wool blend shirt or pants.

The approved external vest carrier is the Blauer Armorskin vest carrier in either polyester or wool blend, navy blue in color. There will be NO wearing of mixed materials.

- (1) An actual breast badge (no patch badge) and an actual name tag (engraved metal) shall be worn on the external vest carrier.
- (2) The external vest carrier may not be used as a load bearing vest. No radio holders, carabineers, magazine pouches, etc. shall be attached to it.
- (3) The external vest carrier shall be laundered weekly at a minimum, and more frequently when required to maintain a clean, pressed, and professional uniform appearance.

- (4) The approved matching shirt for the external vest carrier is the Blauer Base shirt.
- (5) No Polo shirt or BDU shirt shall be worn with the external vest carrier.
- (6) Officers (rank of Sergeant and above) will place the rank designation pins parallel and ½" to the leading edge (front edge) of the collar. It shall be centered halfway between the top and bottom edge of the collar.
- (7) Shoulder Patch: The Shoulder Patch shall be worn on both sleeves ½" down from the top of sleeve seam, centered on sleeve crease.
- (8) Breast Badge: The Breast Badge shall be located directly above the left pocket.
- (9) Name Tag: The Officer Name Tag shall be worn on the right pocket tab.
- (10) Sergeant Chevrons: Due to the variation in sleeve length on Summer Shirts, the Chevrons may be placed closer than ¼" from the shoulder patch in order to fit on the sleeve.
- (11) A black t-shirt shall be worn under the short sleeve uniform shirt. Officers may wear either a black mock turtle neck or a black t-shirt under their long sleeve uniform shirt. The collar of the t-shirt MUST look crisp and clean in order to maintain a professional uniform look.
- (12) Duty Belt: Officers may wear either a plain leather clarion or Bianchi Accumold nylon duty belt with the standard class B uniform. Officers may only wear Bianchi Accumold Nylon duty belt with the external vest carrier uniform.
- (13) Neck Tie: Neck ties will not be worn with class "B" uniforms.
- (14) Approved meritorious and achievement pins may be worn above the right shirt pocket.

#### 7. Class "C" Uniforms

Officers may wear a Polo shirt. The approved polo shirt is navy blue in color and made by Elbeco. The polo shirt shall contain a sewn on badge with the officer's rank along with POLICE embroidered on the back of the shirt. The embroidered color shall match the color of badge the officer wears. The shirt will also contain shoulder patches, affixed in the same manner as all other uniform shirts. Officers shall only wear navy blue polyester style pants with cargo (BDU) pockets with class "C" uniforms. Officers shall only wear nylon duty gear with the class "C" uniform. Officers shall wear a black t-shirt under the polo.

Class "C" uniforms shall only be worn from April 1<sup>st</sup> through October 31<sup>st</sup>.

SRT/SWAT Uniforms are considered class "C" uniforms and may be worn only during such callouts or otherwise approved by the Chief of Police.

#### 4. Miscellaneous

- (1) Footwear: Only black smooth leather, round toe with a polish-able style shoe may be worn. Tennis shoes, western boots, jogging type shoes are not permitted.

(2) Headwear:

- a. Black straw campaign hat with badge and braid is to be worn 1½" above the eyebrow canted to the front.
- b. Sock hats are permitted only during inclement weather and are to be worn only with class "B" and "C" uniforms. Sock hats will not be worn with class "A" uniforms.
- c. Baseball style hats are not permitted.
- d. Black helmet with face shield (limited use).

(3) Outerwear:

- a. With the exception of leather jackets and rain coats, all ranking officers shall have their respective rank designation affixed within the appropriate location.
- c. Officers are authorized to wear the current issued Blauer jackets as well as black leather jackets. The Force/North Face model HS3342 jacket, or the approved Propper fleece jacket.

(4) Duty Belts:

- a. Duty belt and accessories holders are to be of black Clarino or Bianchi Accumold and shall not be interchanged.

(5) Other:

- a. Sergeant Chevrons (by Sergeants only)

Sergeant Chevrons shall be worn by all Sergeants when in uniform. The Chevrons are to be worn on long and short sleeve shirts, jackets and coats (excluding the authorized leather coat).

The Chevrons shall be displayed on both sleeves with the apex (pointed end) pointing towards the shoulder patch, center ¼" below and aligned with the shoulder patch.

- b. Hash Marks: (Optional) Service Stripes are to be worn on the left sleeve 2" above the back edge of cuff without outside edge bars touching the crease with bars running parallel to cuff. (Color: Gray with black edge)

B. Non-Uniformed Personnel

Investigators/Staff/School Attendance: While this section mainly addresses Investigators, this section shall also apply to Officers when on duty out of uniform, and officers attending training out of uniform or on duty out of uniform.

- (1) Investigators will be required to maintain all equipment issued both as an Investigator, as well as that equipment issued to them as a uniformed Patrol Officer.

- (2) Each Investigator will be required to maintain a duty uniform of the season, complete with head gear, in the event that it would be necessary to be in uniform for duty.
- (3) Each Investigator will be required to utilize his/her duty assigned weapon as an Investigator and/or a weapon approved for use by the Chief of Police, first being duly qualified/certified to carry that particular weapon.
- (4) Each Investigator, while on duty, will be required to wear clothing that is acceptable and in good taste, conservative in nature and manner.
  - a. Routine attire: Daily attire may consist of casual slacks (i.e.: dockers, hagger, etc), polo shirts or sport shirts, no ties, casual shoes, tennis shoes are not permitted.
  - b. Court details/Special events or assignments: Investigators will be required to wear business type suits, sports jacket and slacks, dress type shirt with tie, acceptable foot wear-dress shoes, foul weather outer coat suitable to a conservative appearance.
- (5) Each Investigator will be required to wear a belt attached badge clip-on type shield and display it on his/her jacket lapel when such duty would require same.
- (6) Each Investigator, as part of their respective uniform, will be in possession of hand cuffs, either available within their respective assigned vehicle or on their person.
- (7) Each investigator will maintain all other assigned equipment and utilize it accordingly (pager, portable radio, OC spray, etc...).
- (8) Investigators may purchase and wear crime scene hats/jackets of a standard logo for field/crime scene use.

### C. Civilian Personnel

All civilian, non-uniformed personnel, while on duty shall be required to wear clothing that is acceptable and in good taste, conservative in nature and manner.

#### 1. Communications Officer Duty Wear

Female Employee:

##### (1) Pants

- a. Jeans with no holes or threads showing
- b. Casual dress slacks
- c. Capris may be worn in the summer

If a belt is worn it needs to be casual dress with regular buckle.

##### (2) Tops/Blouses

- a. Casual dress shirt (Polo) or blouse (must cover the shoulders)
- b. Button up casual shirts long or short sleeve

- c. Sweatshirts with no writing or slogans
- d. Sweater cotton/knit blend
- e. Turtleneck or mock turtleneck

(3) Footwear

- a. Casual dress shoe/boot
- b. Tennis shoe (must be clean and in good repair)
- c. Open toe sandals (no shower flip flops or like shoe)

Male Employee:

(1) Pants

- a. Jeans with no holes or threads showing
- b. Casual dress pants (Dockers/cargo pants)
- c. If a belt is worn it needs to be casual dress with regular buckle.

(2) Shirts

- a. Casual dress shirt (polo style)
- b. Button up casual shirt long or short sleeve (tie optional)
- c. Sweatshirt with no writing or slogans
- d. Sweater cotton/knit blend
- e. Turtleneck or mock turtleneck

(3) Footwear

- a. Casual dress shoe/boot
- b. Tennis shoe (must be clean and in good repair)

All clothing items worn to work must be neat and clean in appearance and in good repair.

Issue date

/ /

Revision Number:

# 07

Date

09/23/14

By Order of the Chief:

\_\_\_\_\_

## **Section IV      Weapons / Equipment / Facilities**

### **Department Policy #4.04**

#### **Department Vehicles and Equipment**

- I. Purpose: The purpose of this policy is to establish guidelines for using and maintaining department vehicles and equipment.
- II. Policy: All police personnel assigned to a vehicle will read and follow the department policy regarding department vehicles and equipment.

#### A. Department Vehicles

##### 1. Use of

- a) City vehicles operated by the West Lafayette Police Department are to be used for official use only or as designated by the Chief of Police, or his/her designee.
- b) Personnel assigned take-home vehicles will not drive the vehicle outside Tippecanoe County unless authorized by the Chief of Police or his/her designee.
- c) City vehicles will not be operated by personnel after the consumption of alcoholic beverages.
- d) City vehicles will not be utilized to transport alcoholic beverages, unless the seized alcoholic beverage is evidence to be transported to Headquarters or in normal course of duty.
- e) Large items and animals will not be transported in patrol vehicles.
- f) Off duty officers shall be required to possess a department ID, badge, and handgun while operating a department vehicle.
- g) Officers shall wear a seat belt while operating a department vehicle.
- h) Off Duty Officers shall be dressed appropriately while operating a department vehicle, ( ie: no flip flop shoes, tank top shirts, shirts with any offensive language
- i) Officers shall possess a mobile radio, which will be in operation while the vehicle is in use.

##### 2. Damage

- a) Any damage to a police vehicle needs to be documented during the same shift it was discovered. The damage needs to be described in detail, and the cause listed if known.
- b) A copy of the case report should be placed in the mailbox of the Special Services Maintenance Technician and the Captain of SSB if the damage was a result of police action or an accident.
- c) The officer should then send e-mail to his/her Shift Lieutenant, Captain of Special Services and Special Services Maintenance Technician.

3. Cleaning and care

- a) Each officer is responsible for maintaining the cleanliness of his/her assigned vehicle. Vehicles should not be washed if the temperature is below 20 degrees Fahrenheit. A vehicle may be washed when the temperature is below 20 degrees Fahrenheit if the car is so soiled that it would be a danger to operate. In this case the officer should take care to thoroughly wipe down the car so doors/windows do not freeze up.
- b) If blood or body fluids are found in or on the car, the biohazard placard should be placed on both key locks of the car doors. The "deadlined" tag should be placed on the keyboard and a detailed memo should be left for the SSB Captain and Maintenance Technician. Officers should attempt to clean as much of the biohazard up as they can by using the appropriate PPE's and biohazard bag. Arrangements will then be made to have the car professionally cleaned.
- c) It is the responsibility of each officer to check their assigned vehicle out prior to going on duty. Failure or wear of equipment should be written up on the proper form, by the officer, before the end of his/her shift.
- d) Smoking is prohibited in all city owned vehicles.

4. On board equipment

a) (1) Glove Box:

- (a) 1 pair side cuts.
- (b) 1 2008 or newer North American Emergency Response Guide Book.
- (c) 35 mph and 1 80 mph radar tuning fork.
- (d) 1 digital camera.

(2) Trunk Box:

- (a) 1 sealed fire extinguisher.
- (b) 1 blanket.
- (c) 1 windshield scraper.
- (d) 1 broom.
- (e) 12 fuses.
- (f) 1 roll barricade tape.
- (g) 1 rolling measuring device.

- (h) 1 CPR resuscitation kit.
  - (i) 3 Stop Sticks.
  - (j) 1 line reel for use with Stop Sticks.
  - (k) 1 Remington 870 12 ga. Shotgun with 4 round of buckshot.
  - (l) Reflective traffic vest.
  - (m) 3 Flex cuffs.
  - (n) 1 electrical cord.
- (3) PPE case or First Aid Kit:
- (a) 1 ABD Combine Pad (5"x9")
  - (b) 50 Adhesive Bandages (1" x 3")
  - (c) 1 Adhesive Waterproof Tape (1/2" x 5 yds)
  - (d) 2 Ammonia Inhalants
  - (e) 6 Antiseptic Wipes
  - (f) 20 Assorted Woven Bandages
  - (g) 1 Cold pack (5" x 6")
  - (h) 1 Cotton Sterile Roll (1/2 oz)
  - (i) 2 Eye Pads
  - (j) 1 Eye Wash (1 oz)
  - (k) 6 First Aid Cream Packets
  - (l) 4 Gauze Pads (3" x 3")
  - (m) 1 Gauze Roll (2")
  - (n) 5 Non-Adhesive Pads (2" x 3")
  - (o) 1 Scissors (4 1/2")
  - (p) 1 Triangular Bandage (40" x 40" x 56")
  - (q) 1 Tweezers
  - (r) 1 Pair Latex Gloves

(4) CPR Mask Kit

- (a) 1 Adult CPR Mask
- (b) 1 Child CPR Mask
- (c) 1 Vionex Wipe
- (d) 1 Pair Latex Gloves

(5) Personal Protection Kit

- (a) 1 Face Mask/Eye Shield
- (b) 1 Anti-Microbial Wipe
- (c) 1 Fluid Impervious Gown
- (d) 1 Pair Latex Gloves
- (e) 1 Biohazard Waste Bag

Note: PPE cases should not be left out in extreme heat or cold. Cases should be brought in at the end of a shift if the car will not be used for the next shift. Failure to do so could cause damage to the contents of the case and be of no use to the officer when needed.

Issue Date

/ /

Revision Number: Date

# \_\_\_\_\_ : / /

By Order of the Chief:

\_\_\_\_\_

**Section IV Weapons/Equipment/Facilities**

**Department Policy #4.17**

**License Plate Reader (LPR)**

- I. **PURPOSE:** The purpose of this policy is to provide members and staff with guidance on the application and use of license plate readers (LPR) and the management of LPR data.
- II. **POLICY:** License plate readers have enhance the ability to effectively and efficiently manage parking operations. LPR can also assist in enhancing public safety by providing useful information in on-going criminal investigations. Members and staff will use LPRs in accordance with the procedures and guidelines set forth. Further, data captured from LPRs will be used properly and responsibly as defined herein.
- III. **GENERAL ADMINISTRATION:**
  - a. LPRs will be used only by members who have been properly trained.
  - b. LPR data will be accessed by staff who have been authorized by the Chief of Police for a legitimate law enforcement purpose.
  - c. The Chief of Police will designate an LPR Program Administrator who will oversee access to the system and be responsible for the overall management of the LPR Program.
- IV. **LPR DATA:**
  - a. The LPR scans the license plate and vehicle. LPR does not photograph the driver or occupants of a vehicle.
  - b. Access to LPR data will be limited to parking control enforcement and official police investigations.
  - c. LPR data from all mobile, portable and fixed LPRs will be managed by NuPark, the parking management system contracted with the City of West Lafayette.
  - d. All transactions and queries of the system are logged in the NuPark database and are subject to review at any time. Anyone found to misuse the system is subject to disciplinary action.
  - e. LPR data will be transferred/uploaded on a daily basis by Neighborhood Resource Officers to the NuPark central server.
  - f. LPR data will be maintained for 30 days or until a final disposition has been reached in the particular case. After the 30 day period the data will be purged from the server.
  - g. LPR data that is flagged for appeals or investigations are not subject to the 3 day purge.

Issue Date

/ /

Revision Number: Date

# \_\_\_\_\_ : / /

By Order of the Chief:

\_\_\_\_\_

## Section V Force

### ***Department Policy #5.05***

#### Use of Lethal Force (Firearms Discharge Investigation)

- I. Purpose: The purpose of this policy is to provide guidelines for all affected department personnel following a police shooting.
- II. Policy: The following procedures will be used to investigate every incident of a firearms discharge by a department member except for target practice, hunting, ballistic examinations and incidents involving the destroying of an animal:

#### A. Involved Officer

Whenever an officer discharges a firearm either accidentally or officially, the officer shall immediately:

1. Determine the physical condition of any injured person and render first-aid when appropriate.
2. Request necessary emergency medical aid.
3. Notify the Telecommunication Operator for the Department. If the discharge occurred outside our jurisdictional boundaries, notify the department having jurisdiction as well as our Telecommunication Operator.
4. The officer will remain at the scene, unless injured, until the arrival of the appropriate investigators (if the circumstances are such that the continued presence of the officer at the scene might cause a more hazardous situation to develop, then the ranking commanding officer at the scene shall have the discretion to instruct the officer to respond to another, more appropriate location).
5. The officer will protect the involved weapon for examination and submit said weapon to the appropriate investigator (do not empty or reload weapon unless tactical situation calls for it). (See Section II-C-3 for Weapon Replacement)
6. The officer shall prepare a detailed report of the incident.
7. The officer should not discuss the case with anyone except,
  - a) On scene command personnel.
  - b) Special Services Investigative personnel.
  - c) Criminal Investigator or (Detective).
  - d) Chief or Deputy Chief.

8. Upon leaving the scene, the involved officer shall report to headquarters and submit to a Breath Test for intoxication, to be administered by a Commanding Officer. The involved Officer may also be required to submit to a blood test or urinalysis test at the Department's expense, if ordered to do so by the Chief of Police or Special Services Investigator.
9. The officer shall be placed on "administrative leave" without loss of pay, or benefits, pending results of the investigations. The Officer shall be available at all times for Special Services Investigators and other administrative interviews, statement regarding the case, and shall remain subject to recall to duty at any reasonable time. The "administrative leave" shall not be interpreted to imply or indicate that the officer acted improperly.

B. Telecommunications

The notified telecommunications person shall:

1. Dispatch requested medical aid.
2. Notify the On-duty Uniformed Patrol Commander.
3. Notify the Senior Staff.
4. When injury results, notify the Criminal Investigation Unit (Detectives).
5. When injury results, notify the Police Chaplain.

C. On-Duty Commander

The Uniformed Patrol Commander shall:

1. Proceed immediately to the scene.
2. Secure the scene (set-up a crime scene perimeter).
3. Will upon arrival at the scene, seize the involved weapon, ammunition (including back-up ammunition from the involved officer, and secure same for evidence). The involved officer will be issued the Commander's weapon and ammunition until a suitable replacement can be provided at headquarters. (Do not leave the involved officer unarmed unless there is reasonable suspicion that discharge was criminally wrong).

4. Conduct a preliminary investigation to include the following:
  - a) Number of rounds fired.
  - b) Direction of shots fired.
  - c) Witnesses.
  - d) Suspect information.
  - e) Why shooting occurred.
5. Render command assistance to the assigned investigators.
6. Assist the involved officer(s).
7. Submit a detailed report to:
  - a) Chief of Police.
  - b) Assigned investigator(s).
  - c) Use of Deadly Force Review Board.

D. Internal Standards Review

The Internal Standards Unit shall conduct an administrative investigation of every incident of firearms discharge by a department member except when such discharge was for firearms training, hunting, ballistic examinations and incidents involving the destroying of an animal where no near miss or hit of a human resulted. Internal Standards Unit will conduct an investigation subordinate to any criminal investigation:

1. To determine whether or not the shooting was:
  - a) Within policy
  - b) Accidental

Upon completion of the investigation, the Internal Standards Unit will submit a detailed report of its findings to the:

1. Chief of Police.
2. Use of Deadly Force Review Board.

E. Criminal Investigation Unit (Detectives)

The Criminal Investigation Unit shall conduct a thorough investigation of every shooting by a police officer that results in injury or death. The investigation shall include the following minimum procedural standards:

1. Proceed immediately to the scene following notification.
2. Secure the Scene.
3. Examine the weapons of all officers present at the time the shots were fired including secondary weapon(s) and any weapon(s) in police vehicles.
4. Seize the weapon(s) that may have been fired (see Section II-C-3, Weapons Replacement).
5. Seize samples of unspent ammunition.
6. Separate, secure, and interview all on scene witnesses.
7. Photograph and diagram the scene.
8. Secure all physical evidence (have proper medical authorities secure projectiles and clothing from victim's body).
9. Secure telecommunications tapes.
10. Obtain hospital, autopsy, lab and photographic reports.

Upon completion of the investigation, the Criminal Investigation Unit shall submit a detailed report of the investigation to the:

1. Chief of Police.
2. Use of Deadly Force Review Board.

F. Use of Deadly Force Review Board

The Use of Deadly Force Review Board shall convene and review the circumstances attendant to each discharge of a firearm by a department member (except in those circumstances as already noted). The Board shall consist of:

1. Deputy Chief of Police/Captain of Operations (Board Chairman).
2. Captain of Patrol.
3. Commanding Officer of the officer who discharged their weapon.
4. Two (2) members of the same rank, if possible as the member who discharged their weapon.

The Use of Deadly Force Review Board will evaluate, in explicit and fact-finding fashion, each aspect of an officer-involved shooting. Such evaluation will include:

1. A thorough review of the Criminal Investigation report.
2. A thorough review of the Special Services Unit report.
3. A hearing of direct testimony, if necessary, from the officers, witnesses, and investigators.

The Use of Deadly Force Review Board will develop findings and make recommendations to the Chief of Police in the following areas:

1. Whether or not the shooting was
  - a) Within policy
  - b) Accidental

\*Although this policy addresses police involved shootings, these same investigative guidelines also apply to any situation where a department member has used deadly force as defined in Policy #5.03.

This policy applies to all Police Officers and other personnel authorized to be armed with a firearm in the performance of their duties.

The Chief of Police reserves the right to request an outside law enforcement agency to conduct an investigation into the use of lethal force by a West Lafayette Police Officer.

Issue Date

Revision Number: Date

By Order of the Chief:

8 /30 /2010

# 4

\_\_\_\_\_

## Section VI Police Activity

### **Department Policy #6.04**

#### Driving While Suspended/Never Received License Enforcement

- I. Purpose: To establish guidelines for response to operating a motor vehicle while suspended or without ever having received a driver's license.
- II. Policy: In order to establish a consistent policy for the response to suspended drivers or without ever having received a driver's license, the following guidelines have been established for the safety of the officer and the public.
- III. Driving While Suspended Infraction. 9-24-19-1
  - A. When officers make contact with a subject operating a motor vehicle and they are found to be suspended/infraction the following is policy.
    1. The driver will be issued a citation to appear in Tippecanoe County Court according to current court schedules.
    2. The vehicle will be impounded as per current guidelines or released to a valid driver at the arresting officer's discretion.
    3. If the offender's vehicle is towed, start a case report.
      - a) If the vehicle is released to a valid driver, no case report is required. Complete a short narrative on the reverse side of the summons.

#### IV. Driving While Suspended Misdemeanor/Prior

- A. When officers make contact with a subject operating a motor vehicle and he/she is found to be suspended misdemeanor or prior (both class A misdemeanors), the following is policy.
  1. If reinstatement has passed, then cite for No Valid License.
  2. If suspended prior:
    - a) If this is County or surrounding Counties, cite and release.
    - b) If it is not this County or surrounding Counties, then arrest and transport to T1.
  3. The operator's vehicle may be impounded as per current towing guidelines.
  4. A summons into Tippecanoe County Court will be issued according to current county court schedules.

#### V. Out of State Suspensions and out of Country Suspensions

- A. When officers make contact with an out of state or country suspended driver the following is policy.
  1. Out of state or country suspensions will be handled as infractions.

VI. Operating a Motor Vehicle-Never Received License

- A. When officers make contact with a subject operating a motor vehicle and he/she is found to be operating without ever having received a driver's license, the following is the policy:
1. The driver will be issued a promise to appear or may be incarcerated at the county jail.
  2. The suspect will be processed as per department policy for misdemeanor arrest.
  3. The vehicle may be impounded as per current tow guidelines.

VII. Habitual Traffic Violators 9-30-10-4

- A. When officers make contact with the operator of a motor vehicle and it is determined his license status is H.T.V. (a felony) the following is policy.
1. The driver will be arrested and after processing will be incarcerated at the county jail.
  2. The suspect will be processed as per department policy for felony arrest.
  3. The vehicle will be impounded as per current tow guidelines.

Issue Date

/ /

Revision Number: Date

# \_\_\_\_\_: / /

By Order of the Chief:

\_\_\_\_\_

**Section VI                      Police Activity**

**Department Policy #6.05**

**Patrol Functions/Traffic Enforcement**

- I. Purpose: This order establishes the Patrol Function/Traffic Enforcement Policy for the West Lafayette Police Dept. Patrol Division. It further establishes the guidelines for the patrol division to use during the officer's tour of duty.
  
- II. Policy: This department recognizes that the Patrol Functions/Traffic Enforcement is a very important part of every patrol officer's duty. The intent of this policy is to guide the patrol officer and instruct them to patrol their assigned districts and maintain the required "Shift Based Norm".
  
- III. The Order:
  - A. Patrol Officers will respond to calls for service as given by Dispatch.
    - 1. These calls can include Property damage and personal injury crashes, Theft calls, Disturbance/Domestic calls, and/or Special Services.
  
  - B. Patrol Officers will check and observe for any suspicious activity while on patrol.
  
  - C. Patrol Officers will enforce city, and state laws.
    - 1. Officers will be required to maintain "Shift Based Norm" levels of traffic enforcement.
  
  - D. Patrol Officers will be assigned a district assignment at the beginning of each shift.
    - 1. Officers should patrol the district assigned to them without "floating" into the other districts.
  
    - 2. Officers should not "jump" other Officers calls unless requested to respond by dispatch or the Shift Commander/OIC.
  
  - E. Shift Supervisors shall enforce this Order and report in writing any observed violations to the Deputy Chief of Police.
  
  - F. Failure to comply with this Order could result in disciplinary action being taken against the violators.

Issue Date

/ /

Revision Number: Date

# \_\_\_\_\_ : / /

By Order of the Chief:

\_\_\_\_\_

## Section VI

## Police Activity

### **Department Policy #6.07**

#### Vehicle Towing/Impoundment

- I. Purpose: This order establishes the department's policy for vehicle towing/impounding. It further establishes the guidelines for the proper procedure to follow.
- II. Policy: To establish a consistent guideline for towing and/or impounding vehicles due to traffic, vehicle crashes, criminal or parking contacts.

#### III. The Order:

##### A. Traffic/Criminal Offenses:

1. The West Lafayette Police Department will impound all vehicles where the driver of the vehicle has been removed by police action for traffic or criminal offenses (i.e. HTV, DWS, OWI, false/fictitious, expired plates, hit and run crash, etc.).
  - a) Officers may release a properly registered vehicle to a valid driver with the permission of the vehicle's owner in lieu of impounding the vehicle where the driver has been removed by police action.
  - b) If the driver of a vehicle has been removed by police action, the vehicle must be driven away in accordance with the stipulations in this order or the vehicle will be impounded.
2. When towing a vehicle for a traffic or criminal offense the following procedure will be followed and adhered to after establishing that a tow is necessary:
  - a) Contact the on call towing service.
  - b) Complete inventory sheet or document inventory on BWC.
  - c) Complete a red tag for the vehicle if a HOLD is to be placed on it. (i.e. two valid drivers, valid registration, proof of insurance, hit & run crash, further investigation, etc.).

NOTE: If the vehicle is being held for further investigation, the officer will advise the towing service that the vehicle needs to be towed to the station and placed in the secure garage bay to protect any possible evidence.

- e) Complete tow card and attach red tag if applicable.

##### B. Crashes:

When towing a vehicle as a result of a crash, the vehicle need only be towed if the crash occurred on a city street or state highway, and the vehicle is not capable of being driven from the scene due to mechanical reasons or because the driver is incapable of driving it due to injury. The owner will first be asked for their preference of tow service and if they have none, then the on call service will be used.

C. Disabled Vehicles:

Disabled vehicles are any vehicle on a city street, alleyway, or state highway that pose a substantial hazard if they are not removed.

1. If the owner is present, their preference of tow service will be utilized, and if they have none, then the on call service will be used.
2. If the owner is not present, the vehicle may be towed from the travel portion of the road using the on call towing service. In this case the Officer will issue a parking ticket and complete the State tow form and a tow card.

D. Parking Violations:

1. When a vehicle is being towed for a parking violation, i.e. yellow curb/tow zone, parked blocking alleyway or driveway, etc., the following procedure will be followed:
  - a) Issue parking ticket for violation.
  - b) Contact on call service.
  - c) Complete inventory sheet .
  - d) Issue red tag if appropriate.
  - e) Complete tow card.
2. If the owner should return to the vehicle prior to the arrival of the wrecker, the vehicle can be released to the owner and the wrecker shall be cancelled.
3. If the owner should return to the vehicle and the tow service is already on scene, the vehicle may still be towed unless an agreement can be reached between the vehicle owner and the wrecker service.

E. Private Parking Violation

1. See City Ordinance Code 9-91.

F. Any questions or concerns that arise reference towing or impounding of a vehicle should be addressed to the on-duty Shift Commander or OIC at the time of the tow and the final decision rests with that officer.

G. Supervisors shall observe that this Order is being followed and completed properly and any failure to comply with the Order could result in disciplinary action being taken against the violator.

Issue Date

/ /

Revision Number: Date

# \_\_\_\_\_ : / /

By Order of the Chief:

\_\_\_\_\_

**Section VI                      Police Activity**

**Department Policy #6.07.01**

**Vehicle Towing/Impoundment for Seizure/Forfeiture**

- I. Purpose: This order establishes the department's policy for vehicle towing/impoundment. It further establishes guidelines to follow for proper procedure.
- II. Policy: To establish a consistent guideline for towing and/or impounding vehicles due to narcotic felony arrest.
- III. The Order:
  - A. Criminal Offenses/Narcotic:
    - 1. The West Lafayette Police Department will impound all vehicles where the driver of the vehicle has been removed by police action for narcotic offenses (i.e. felony weight marijuana, cocaine, methamphetamine, precursors, illegal lab, etc.).
      - a) Officers may not release a properly registered vehicle to a valid driver in lieu of impounding.
    - 2. When towing a vehicle for a narcotics felony offense the following procedure will be followed and adhered to after establishing that a tow is necessary:
      - a) Complete an inventory sheet.
      - b) Complete a red/orange tag for the vehicle. A HOLD should be placed on the vehicle (i.e. POSSIBLE SEIZURE/CONTACT DTF, two (2) valid drivers, valid registration, proof of insurance etc.).
      - c) Complete a tow card and attach the red/orange HOLD tag.
      - d) Contact Jim's Garage for towing service. (Jim's Garage has a verbal agreement with TCDTF for long-term storage for seizure vehicles.) The officer should notify the driver of the towing service that the vehicle might be a drug seizure.
    - 3. A vehicle may be released once the West Lafayette Police Department DTF representative and/or the Tippecanoe County Prosecutors Office has reviewed the case and vehicle assessment for seizure. The conditions of the release of the vehicle must still be met (i.e. two (2) valid drivers, valid registration, proof of insurance, etc.).
    - 4. Any questions or concerns that arise in reference to towing or impounding of a vehicle should be addressed to the on-duty Shift Commander or OIC at the time of the tow.

Issue Date

/ /

Revision Number: Date

# \_\_\_\_\_ : / /

By Order of the Chief:

\_\_\_\_\_

## Section VI Police Activity

### Department Policy #6.12

#### Search and Seizure/Field Interviews/Investigatory Stops

- I. Purpose: This Order establishes guidelines for conducting searches, field interviews, and investigatory stops.
- II. Policy: The West Lafayette Police Department recognizes the need to conduct legal searches, field interviews and investigatory stops, as well as the need to insure that any items seized and information gained will be admissible in court.
- III. Probable Cause for Search Warrant:
  - A. Probable cause for a warrant must exist.
    1. Probable cause may exist with information learned through an independent source with direct knowledge of a crime that has been committed.
    2. Probable cause may exist with an officer's direct knowledge of a crime committed, including but not limited to the officer's senses.
- IV. Obtaining A Search Warrant:
  - A. When reasonably possible, a member of the Tippecanoe County Prosecutor's office will be contacted prior to requesting a search warrant. The Prosecutor's office will assist with completing an affidavit for the warrant.
    1. The affidavit will contain information describing the location (house, vehicle, etc.) to be searched and particular item(s) the officer is searching for. The officer will establish probable cause by documenting the facts known to him/her or information based on hearsay. When based on hearsay, the affidavit must either:
      - a) contain reliable information establishing the credibility of the source and each of the declarants of the hearsay and establishing that there is a factual basis for the information furnished; or
      - b) contain information that establishes that the totality of the circumstances corroborates the hearsay.
    2. If the Judge/Magistrate feels that probable cause does exist, the warrant will be signed, thus becoming a valid search warrant.
    3. Once signed, the warrant should be served as soon and as safely as possible.
      - a) A search warrant is valid for ten days after it is signed by a Judge/Magistrate. However, search warrants are often issued based on information that can become "stale". In these instances, officers should attempt to serve warrants before the information becomes stale. If this is not possible, the warrant will be returned appreciable delay between the occurrence of the circumstances that create probable cause and the time a warrant is issued or served, the facts supporting the probable cause determination may become stale, in that, although the alleged facts may have once supported a probable cause determination, presently, they may not. Staleness is judged on the facts and circumstances of each case. The length of time between the occurrence of the illegal act and the issuance of a warrant is more likely to be a factor with an isolated crime and is less significant with regard to ongoing crimes.

4. An affidavit of probable cause must be on file with the Judge/Magistrate before a search warrant is issued. When an officer is seeking a search warrant at the courthouse during business hours, the officer will leave the original signed affidavit of probable cause with the court issuing the search warrant. When an officer seeks a search warrant after hours, the officer will leave the original signed affidavit of probable cause with the Judge/Magistrate. If the signed affidavit of probable cause is sent to the Judge/Magistrate by facsimile, that officer must ensure the original affidavit of probable cause is taken to the court of the issuing Judge/Magistrate the following day. An affidavit of probable cause for a search warrant issued by the Magistrate should be filed in Superior Court 6.

#### V. Service of Search Warrant:

- A. A Technician shall be notified and be present during the service of the search warrant to assist with the collection and documentation of any items seized.
- B. Officers will announce themselves as police officers and knock at the main entrance to the location unless exigent circumstances exist for an immediate or "no knock entry".
  1. When an officer is seeking a search warrant, and the officer feels that a "no knock entry" is justified when serving the search warrant, the officer must document his/her justification for the "no knock entry" in the accompanying affidavit of probable cause. The Judge/Magistrate issuing the search warrant will determine if a "no knock entry" is justified. This does not apply if an officer has already obtained a search warrant, and prior to executing the search warrant, the officer obtains or becomes aware of new information or other circumstances arise where the officer feels justified in making a "no knock entry". These instances will be authorized by the commanding officer on scene. Failure to follow this policy can result in the suppression of evidence and civil liability for the officers involved.
- C. Once inside the location the warrant will be read out loud to the occupant(s). If no one is at the location, the warrant will still be read out loud. In the case of the occupants being home a copy of the warrant will be left with the homeowner/resident. If the homeowner/residents are not present during the search a copy of the warrant will be left in a highly visible location inside the residence.
- D. The original warrant will have the date, time warrant served, time search concluded and the signature of the serving officer on it.
- E. Once the search is concluded the original warrant and a "search warrant return" should be sent to the signing Judge/Magistrate as soon as possible on the next working day. The search warrant return will consist of a list of all items seized from the location as evidence. 35-33-5-4 (5-7)
- F. In some circumstances C.I.D. may be needed when otherwise determined by the shift commander.

#### VI. Consent Searches/Probable Cause Searches:

- A. Consent must be voluntary and by the actual occupant of the property. In the case of a vehicle the operator of the vehicle may give consent if the owner is not present.
  1. To validate a consensual search the officers must be able to show that the accused's consent was "Voluntary and not the result of force or coercion.

2. A person in police custody has the right to the assistance of counsel before consenting to a search. The person in custody must be specifically advised of this right and give a valid waiver of the right before consent can be obtained. (Indiana Pirtle Warning)
  3. All custodial consent searches will be documented on the department "Advise of Rights – Consent to Search" form
  4. All custodial consent searches will be documented by a police report.
- B. Revocation of consent.
1. The person giving consent may at any time revoke his/her consent. The accused may also limit his/her consent to only certain areas.
- C. Consent search of homes documented.
1. Consent will be documented on the department "Consent to search form."
  2. A consent to search will also be documented by a police report.
- D. Consent to search of Automobile.
1. Consent will be documented on the department's "Consent to search form" or "captured on the officer's Body Worn Camera."
  2. The consent search of a vehicle will be documented by a police report. If only traffic charges result, the case will be titled as, "Traffic Violation," and the violator's name will NOT appear on the daily bulletin. If criminal charges result, the subject's name will appear on the bulletin as well as the charges.
- E. Probable cause search of moving vehicle.
1. Officers may search an automobile that has been moving or is temporarily stopped, if they have probable cause to believe the vehicle contains items subject to seizure that are in plain view and observed during the stop.
  2. This type of search can occur when officers have probable cause to believe the vehicle contains weapons or "Contraband." Probable cause may be based on traces of contraband in "plain view" or the odor of the same. The presence of contraband or weapons may also be inferred if an occupant of the vehicle makes a "furtive gesture" as if to be hiding something from the officer.
  3. The probable cause search of a vehicle will also be documented by police report. The same procedure will be followed as above pertaining to information placed on the daily bulletin.

## VII. Inventory Search of Impounded Vehicles

- A. The West Lafayette Police Department will make a routine inventory search of all vehicles being impounded.

1. The vehicles contents will be documented on the department approved, "Inventory Form" or Body Worn Camera.
2. The total vehicle will be inventoried, including closed containers at the officer's discretion.

#### VIII. Emergency Warrantless Searches

- A. A warrantless search may be justified in emergency situations.
1. Officers may enter a dwelling without a warrant in response to exigent circumstances, i.e.: screams for help, fire, etc. This search will be limited to locating victims or suspects unless seizable items are observed in "plain view."
  2. Officers may also enter a dwelling when in "hot pursuit" of a suspect.

#### IX. Stop and Frisk Search

- A. Officers may often find it necessary to approach subjects that they feel are engaged in "unusual" conduct that leads an officer to believe that criminal activity is occurring or is about to occur, and that the suspect is possibly armed.
1. Officers in this situation may conduct a "pat down" search for weapons, and must be able to articulate specifically why the suspect may be in possession of a weapon.
- B. Items located by "plain touch or feel."
1. An object that when felt inside clothing, due to its mass or contour, makes its identity "immediately apparent" as contraband may be seized. The officer must be able to show "experience" with the item or substance recovered.

#### X. Items Subject to Seizure

- A. Contraband
1. Anything illegal to possess, i.e. narcotics.
  2. Fruits of a crime, i.e. stolen checks, stolen credit cards or any other stolen items.
  3. Instruments of crime, i.e. weapons used in a crime, burglary tools, etc.
  4. Mere evidence of crime, i.e. bloody clothing, ski mask, wigs, etc. providing probable cause to believe the item(s) are related to a crime.
  5. Any other items specified by a judge on a search warrant.

Issue Date

/ /

Revision Number: Date

# 3 : 12/04/2012

By Order of the Chief:

\_\_\_\_\_

## Section VI Police Activity

### Department Policy #6.13

#### Investigations – Suspect Rights

- I. Purpose: This order establishes criteria for providing proper dissemination of suspect's rights information.
- II. Policy: This agency, in order to provide for proper dissemination of suspect's rights information, shall require all officers to adhere to the standards set forth in this order.
- III. The Order:
  - A. This order provides that all officers shall administer suspect's rights in accordance with proper Police procedure and the standards set forth by the Supreme Court of the United States.
  - B. This order shall establish a uniform statement and waiver of rights forms for adults and juveniles in compliance with the Supreme Court standards.
  - C. This order provides that the established Uniform statement of rights forms shall be provided to all officers.
- IV. Investigations – Suspect's Rights
  - A. Advisement of rights pertinent to proper police procedure.
    1. If a person is in custody and they are to be interrogated about a criminal act, they shall be advised of their rights using the uniform statement of rights form issued by this department.
    2. In a felony criminal investigation, where a suspect is questioned in a place of detention, all interrogations and suspect statements will be recorded electronically.
    3. In a felony criminal investigation conducted in the field, officers should use the recording equipment in the squad cars to make an electronic recording of felony interrogations and related suspect statements whenever possible.
    4. Suspects need not be told they are being recorded electronically.
    5. In the event that a suspect refuses to be recorded, but agrees to talk otherwise, officers should record the refusal from the suspect on a standard statement form or capture the agreement on video.
    6. For the purpose of this policy, a **place of detention** means a jail, law enforcement agency station house, or any other stationary or mobile building owned or operated by a law enforcement agency at which persons are detained in connection with investigations.
    7. An **electronic recording** is an audio-video recording that includes the image and voice of the suspect in addition to the voice of the interrogating officer at a minimum.
    8. Interrogations conducted outside the State of Indiana, for felony investigations will be recorded electronically. Officers should be prepared to carry the necessary equipment to satisfy rule 617 when travelling out of State for an interrogation.

9. If they are in custody but not being questioned regarding a criminal act, they need not be advised of their rights.

a) Custody shall be defined as the inability, whether perceived or real, to move about or leave Police presence at any time.

b) Custody shall be, but not limited to, handcuffs, locked squad cars, detention rooms, jail cells, blocked egress, Police control, etc.

B. Interrogation and rights advisement.

1. When questioning changes to interrogation where you reasonably believe the subject has become or is a suspect, the subject shall be advised of their rights if they are in custody.

C. Juvenile Statement of Rights.

1. Rights advisement criteria is the same for juveniles with some exceptions.

2. When rights advisement is given to a juvenile, it shall be in the presence of their legal guardian.

3. Juveniles shall be given the opportunity to discuss the juvenile rights statement with their Legal Guardian in private and to consult with a lawyer before effecting a statement.

4. Juveniles who are a ward of the court shall be represented by personnel provided by the court.

D. Where custody and interrogation requirements are not present, officers shall have the discretion of rights advisement.

E. If interrogation under rights advisement has ceased and is later resumed, advisement of rights shall precede resumed interrogation.

F. If during interrogation, another unrelated crime is brought forth, the subject shall be advised of his rights regarding the new crime.

G. All officers shall use the department's uniform statement of rights forms for suspect rights advisement.

H. All officers shall document the advisement of suspect's rights in their case reports.

I. Officers shall refrain from writing, typing, or placing information on any part of the suspect rights forms except designated areas.

J. When suspect's rights have been administered and refused, the rights form shall be completed with "Refused" typed or printed in the suspect's signature blank, unless the refusal is captured on video which will suffice.

K. Completed suspect rights forms shall be placed and retained with the case report file as evidence.

Issue Date

Revision Number: Date

By Order of the Chief

06 /06 /2011

# \_\_\_\_ 1 \_\_\_\_ : / /

\_\_\_\_\_

**Department Policy #6.15.01**

## Missing Children Reports

- I. Purpose: To provide a guideline for the receipt and initial investigation of the various types of missing children reports.
- II. Policy: It is the policy of this department to thoroughly investigate reports of all missing children and to treat every child reported missing as “at-risk” until information to the contrary is confirmed.

**Definitions**

- A. Child – any person under the age of 18
- B. Missing child – a child outside the care/control of their parent, guardian, or caretaker
- C. Endangered – a missing child who fits one or more of the following categories
  - 1. 12 years old or younger or
  - 2. believed to be
    - a) out of their “safety zone” for their age and development (i.e. a young child from out of town lost at Happy Hollow Park)
    - b) mentally incapacitated
    - c) in a life threatening situation (needs medication, etc.)
    - d) in the company of others who could endanger his/her welfare (i.e. abduction, etc.)
- D. Runaway – a child who voluntarily leaves custody/care of guardian or caretaker (note: a runaway **can be** an endangered child)
- E. Abducted – a missing child who has been involuntarily removed from guardian or caretaker custody. Abductions fall into two broad categories:
  - 1. Family – a family member has taken the child outside the established custody agreement.
  - 2. Non-family – a person not related to the child has taken the child without the permission or knowledge of the guardian.

III. Procedure: This section outlines the basic responsibilities of each department member involved in such a call.

A. Dispatcher

1. Collect information from caller

- a) If the caller reports a runaway 12 YEARS OLD OR YOUNGER or the child is endangered, regardless of age, an officer will be dispatched to the scene as soon as possible.
- b) If the caller reports a runaway 13 YEARS OLD OR OLDER and there are no endangering circumstances given, the caller will be asked to come to Police Headquarters with a photo of the child to make the report.
- c) If the caller reports a LOST OR MISSING CHILD, regardless of age, an officer will be immediately dispatched to the location the child was last seen. The caller will be instructed to meet the officer at that location.
- d) If the caller reports an ABDUCTED CHILD an officer should be immediately dispatched and the shift commander notified. Details of the abduction should be obtained by dispatcher and broadcast to all units immediately. Information should be given to all area agencies for immediate broadcast.

2. Once members are on the scene, provide normal communications support.

3. When member verifies a child is missing (whatever the circumstance) information will be given to a dispatcher for immediate entry into IDACS/NCIC in compliance with federal law.

B. First responding officer

1. Respond in an appropriate manner (emergency response may be warranted).

2. Identify caller, and the witness/complainant with most information (i.e. person to last see child).

3. Collect information (basic who/what/why/when/where/how); establish the time frame between when the child was last seen and when they were discovered "missing".

4. **BASED ON THE INFORMATION GATHERED, MAKE AN INITIAL ASSESSMENT OF THE TYPE OF INCIDENT; IF NOT ENOUGH INFORMATION IS DEVELOPED FOR A CLEAR ASSESSMENT, TREAT THE INCIDENT AS AN ABDUCTION.**

a) If the report is of a runaway age 12 or younger, or endangered at any age, request assistance for a preliminary search for the child while the initial investigation is completed.

b) The responding officer shall provide a copy of the missing children pamphlet (attached) to a person making a report of a missing child less than 18 years of age.

- (1) once enough information has been gathered, notify communications by phone or radio for an immediate attempt to locate, broadcast and entry of the missing child into IDACS/NCIC
  - (2) obtain a parent/guardian signature on the clearinghouse report form
  - (3) obtain a photograph of the missing child
  - (4) notify the shift commander of the situation
  - (5) carefully observe the conditions of the child's home
  - (6) assess report; is this case a true runaway?
- c) If the report is of a runaway 13 or older, with no endangering factors, investigate the runaway, with the complainant coming to HQ to make the report.
- (1) have the parent or guardian sign the clearinghouse report form
  - (2) obtain a recent photograph of the missing child
  - (3) have the missing child entered into IDACS/NCIC
  - (4) Follow-up any immediate leads on the missing child's location
  - (5) request broadcast of child's description and possible locations
- c) If the initial report is of a lost child
- (1) request immediate broadcast of child's description and circumstances of disappearance
  - (2) request additional unit(s) for search as area dictates through shift commander
  - (3) identify additional witnesses who can verify the reporter's account of the incident
  - (4) preserve/secure scene, if it is identifiable where child was last seen
  - (5) identify child's "comfort zone" (places child might play or be attracted to)
    - (a) if child was last seen at home, search home and immediate area with focus on places child might hide and become trapped (i.e. vehicles, crawl spaces, etc.)
    - (b) if child was lost away from home, ensure there is someone at the child's residence if the child returns home
  - (6) and if child is not found in a reasonable (short) amount of time
    - (a) have the child entered into IDACS/NCIC
    - (b) have parent or guardian sign clearinghouse report form
    - (c) handle case with "abduction" response protocol
- d) If the report is of an abducted child

- (1) provide immediate broadcast of child/suspect descriptions, relationship of child to suspect, vehicle description, type of force used
- (2) search home and immediate area (comfort zone)
- (3) request additional units through shift commander as perimeter dictates
- (4) if abduction was witnessed,
  - (a) ISOLATE WITNESSES
  - (b) SECURE CRIME SCENE
- (5) if abduction was not witnessed, identify crime scene as soon as possible
  - (a) coordinate preliminary search of area from information gathered, if warranted
  - (b) as soon as possible, have information provided to communications for entry into IDACS/NCIC
  - (c) have parent or guardian sign missing child report (clearinghouse form)

(The initial responding member's responsibility is large, so many of these tasks may be delegated by that member to other responding members. The responsibility for completion of these tasks will remain with the first responder.)

C. Responding Shift Commander (in case of abduction or possible abduction)

1. Confirm initial responding officer's assessment of situation.
2. Have communications notify Chief, Deputy Chief, and Division Captains of situation if assessed as abduction.
3. Request additional personnel as needed.
  - a. investigative personnel
  - b. Evidence Technician if crime scene is identified
  - c. additional on-duty officers for search, if needed
4. Establish command post separate from the crime scene or victim's house

5. Assign personnel
  - a. Search Team Leader (if needed). If the child was reported missing from another location, go to the child's home and search their room and the immediate area (with consent). Be mindful the child may have returned home and may be hiding in or near their house.
  - b. Member to remain with victim's family (to conduct in-depth interview, provide assistance, etc.)
  - c. Team Leader to organize neighborhood canvass, if applicable
6. Brief arriving personnel and assign them tasks as needed

D. Responding Detectives (in case of abduction or possible abduction)

1. Debrief first responders
2. Interview witnesses
3. Initiate records checks on victim, parents
4. Review developed information and resolve contradictory information
5. Coordinate and provide information gathered to command post for distribution to search teams, etc.
6. Consider immediate media contact, coordinate news release through one source

IV. Other Circumstances

A. Runaway reports

1. All cases of reported runaways will be assigned to a detective. It is the discretion of the shift commander if case should go through normal case assignment, or if a detective should be immediately contacted
2. If a missing child reported as a runaway reaches the age of emancipation, the reporting parent or guardian will be contacted and a missing person report will be offered as an option to the reporting party. If the reporting party declines to report the runaway as missing or they have had contact with the missing person, the runaway report will be cancelled.

B. Family Abductions

1. If it is determined the child has been taken by a known family member
  - a. the first responder will attempt to identify the legal guardian and request, if possible, to see custody agreements, etc.
  - b. the first responder will determine by investigation whether the child's welfare is endangered

1. If it is determined the child is endangered or the child has been physically removed in violation of a custody order, the initial investigation will proceed as a possible abduction.
  - a. once initial investigation has been conducted, the prosecutor or one of his deputies will be contacted and advised of the situation
  - b. the department will request an opinion on whether the case is civil, criminal, or unable to determine
  - c. if the case is ruled criminal in nature or there is not enough information to determine the nature of the case, the investigation will continue as full abduction

Issue Date

07/06/2009

Revision Number: Date

# 2 / /

By Order of the Chief:

\_\_\_\_\_

**AMBER ALERT ACTIVATION PROCEDURE**

A. The Amber Alert criteria are:

1. The child must be under the age of 18.
2. The child must be believed to be in danger of serious bodily harm or death.
3. There must be enough descriptive information to believe the Amber Alert will assist the investigation.

B. Procedure for Activation:

1. Obtain approval from the Chief of Police, the Deputy Chief of Police or their designee.
2. Obtain as much information as possible on abduction and contact Indiana State Police for activation as quickly as possible. Use ISP Amber Alert Request Form as a guide.

Indiana State Police Amber Alert:

Telephone: 317-232-8248

FAX: 317-232-0652

E-mail: [Operations@isp.state.in.us](mailto:Operations@isp.state.in.us)

3. Use West Lafayette Police Dispatch telephone number of 765-775-5200 as contact number to be used in the Amber Alert.
4. Continue with the procedures of investigation as outlined in the Missing Children Reports 6.15.01.

C. Procedure for Canceling Amber Alert:

1. Confirm that child has been located.
2. Continued broadcast of the Amber Alert is no longer needed.
3. Obtain approval from the Chief of Police, the Deputy Chief of Police, or their designee to cancel the Amber Alert.
4. Contact Indiana State Police Operations to cancel the Amber Alert.

Issue Date

07/06/2009

Revision Number: Date

# 2 / /

By Order of the Chief:

\_\_\_\_\_

## **National Runaway Safeline**

3080 N. Lincoln  
Chicago, IL 60657  
1-800-RUNAWAY  
www.1800runaway.org

The mission of the National Runaway Safeline (NRS) is to help keep America's runaway, homeless and at-risk youth safe and off the streets. Beginning as the National Runaway Switchboard, and now as National Runaway Safeline, NRS' capabilities and services have grown considerably. The 1-800-RUNAWAY hotline and 1800RUNAWAY.org online crisis services are available 24-hours a day, 7 days a week and 365 days a year throughout the United States and its territories, including Puerto Rico, the U.S. Virgin Islands, and Guam. The organization serves as the federally designated national communication system for runaway and homeless youth.

### **Crisis Intervention**

NRS operates a confidential 1-800-RUNAWAY hotline and 1800RUNAWAY.org online crisis service (live chat, emails, bulletin board) 24/7/365. Texting is now also another option for kids in crisis to connect at 66008. NRS's team of staff and volunteers receive 40 hours of training to provide non-judgmental, non-sectarian and non-directive support, empowering callers to develop a plan of action to improve their situation.

### **Information & Referrals**

A database of about 10,000 youth and family resources provides countless options for callers to access a myriad of services, such as counseling, shelter services, alcohol/drug treatment and child protective services.

### **Message Service**

NRS maintains a message service for youth who want to relay a message but are not ready to communicate directly with their parent. NRS' message service is a less intimidating means for a youth to reestablish contact with their parent/guardian and often serves as the first step toward reunification. In addition, a parent may access the service to leave a message for his/her child.

### **Home Free**

In partnership with Greyhound Lines, Inc., NRS helps reunite runaway youth with their families, or alternate living arrangement through a free bus ticket home. More than 15,000 youth have been reunited with families through the Home Free Program since 1995.

### **Online Resources**

Our website, 1800RUNAWAY.org, has four main goals: to provide online crisis intervention with one-on-one chats, emails or bulletin board postings, to direct calls to the hotline so that youth and families can receive verbal, individualized attention and support; to engage youth and families so they can access critical information before a runaway episode occurs; and to disseminate information about NRS, youth and runaways to the community.

To contact the National Runaway Safeline call: **1-800-RUNAWAY** or 773-880-9860.

**National Center for Missing & Exploited Children**  
Charles B. Wang International Children's Building  
699 Prince Street  
Alexandria, Virginia 22314-3175  
1-800-THE-LOST (1-800-843-5678)  
www.Missingkids.com

Established in 1984, the National Center for Missing & Exploited Children® is the leading nonprofit organization in the U.S. working with law enforcement, families and the professionals who serve them on issues related to missing and sexually exploited children. As part of its Congressional authorization, NCMEC has created a unique public and private partnership to build a coordinated, national response to the problem of missing and sexually exploited children, establish a missing children hotline and serve as the national clearinghouse for information related to these issues.

Missing Children

When a child goes missing the National Center for Missing & Exploited Children® is ready to assist families and law enforcement agencies 24 hours a day. Each case brings its own set of unique challenges, and NCMEC is prepared to help meet those challenges. NCMEC's case management teams work each case on an individual basis by providing coordinated support and access to analytical and technological resources. NCMEC is prepared to assist in all missing child cases, even when a child has been missing for a long period of time, was abducted internationally by a parent or has special needs.

Child Sexual Exploitation

NCMEC operates the Cyber Tipline, Child Victim Identification Program, Sex Offender Tracking Team and Child Sex Trafficking Team to help law enforcement and the private sector reduce the proliferation of child pornography and prevent child victimization. NCMEC also provides assistance to law enforcement to help identify and recover victims and prosecute offenders.

Victim and Family Support

NCMEC provides support services to victims and families coping with the traumatic experiences of abduction and sexual exploitation. Services are administered by master-level trained mental health and child welfare professionals. The victim and family support services provided by NCMEC include:

- Immediate crisis intervention when a family needs help with a missing, exploited or recovered child.
- Support for survivors of abduction and exploitation, including helping them to connect with other victims.
- Emotional support for endangered runaways, parents, guardians and families.
- Referrals to appropriate agencies and mental health professionals.
- Reunification assistance from skilled therapists to help reintegrate a recovered child back into the home during each stage of reconnecting and rebuilding.
- Support for siblings of victims.
- Assistance in locating federal, state and local organizations for sexually exploited youth.

**NCMEC is ready to provide support and assistance to you and your family. Call 1-800-THE-LOST® (1-800-843-5678.)**

**Section VI**

**POLICE ACTIVITY**

*Department Policy #6.28*

**Knox Box Use**

- I. Purpose: The purpose of this Knox Box policy is to give guidance to the Police Officers when the Knox Box key can be used. The Knox Box key can be used by Police Department personnel to gain access to the structure during emergency situations only. If access is needed to be gained to the structure for routine police activity, the owner, manager, or resident is to be contacted to provide entry.
- II. Policy: West Lafayette Police Personnel may use the Knox Box key to gain access to the building or structure during emergency situations. Knox Box keys are attached to each patrol car key ring. After the emergency is mitigated, the Knox key shall be returned to the building's Knox Box and secured. The Police Officer that used the Knox key is responsible for returning the key and making sure the Knox Box is locked back to the secured condition. The Officer using the Knox Box key shall inform dispatch by radio that the key has been used. Dispatch will be responsible for documenting the usage in CAD.
  - A. Police Department personnel are reminded that some newer Knox Boxes are attached to a "tamper switch". When the Knox Box is opened, this tamper switch sends a signal to the alarm company that the Knox Box has been opened.
  - B. Police Department personnel are to report any lost or missing Knox keys immediately to Shift Command or the Special Services Commander. If a Knox key is missing, a CAD report shall be initiated by the reporting Officer.
  - C. Police Department personnel are to report any damaged or missing Knox Boxes immediately to Shift Command or the Special Services Commander. The building's owner or manager will be contacted and advised of the damage.
  - D. By City Code, Chapter 119.01, new or commercial buildings, multi-family residential structures, fraternities, sororities or cooperatives, government structures, nursing care facilities, religious or church structures, or buildings that contain a quantity of hazardous materials shall be equipped with a Knox Box. The Knox Box model #3200 series is approved.

Issue Date

/ /

Revision Number

# \_\_\_\_\_

By Order of the Chief

\_\_\_\_\_

**Section XII Health & Safety**

***Department Policy #12.10***

**Heart Scan**

**I. Purpose:** The purpose of this policy is to provide members of the department with information about their cardiac health and to be proactive with preventative care for sworn employees.

**II. Policy:** All sworn personnel shall submit to a hear scan upon request by the Chef of Police.

**III. Procedure:**

A. Upon completion of the procedure, members shall submit documentation to the Chief of Police or his designee. This documentation need only confirm that the member completed the procedure and the date of that appointment.

Issue Date

00/00/0000

Revision Number: Date

# \_\_\_\_\_: / /

By Order of the Chief:

\_\_\_\_\_