

2015 Policy Update

1. **2.02.24** Memorandum of Understanding between the Tippecanoe County Health Dept and the West Lafayette Police Dept.

-establishes animal bite duties and responsibilities

2. **2.05.26** Job Task Requirements: Property and Evidence Manager/Programs Director

-replaces old position/policy of IT Officer/Property-Evidence Manager

2. **2.08** Overtime Compensation

III(A)- remove Lieutenant of Investigations and Lieutenant of Patrol, making them FLSA exempt police officers

3. **2.15** Field Training Policy

III – changes from three to four training rotations.

-makes changes to verbiage throughout the policy in regards to the number of rotations

4. **2.26 (New)** Volunteer and Internship Policy

-creates a new policy that establishes program requirements and procedures

5. **4.01** Firearms Policy

III(B) include the word platform

III B (2a) removed and adds “Uniformed officers shall use a holster approved by a firearms instructor.”

C (2) replaces by with “be”

C (4) removes .22 caliber and replaced with “.380 handgun”

C (6) removes Chief of Police and replaced with “firearms instructor”

D (1) removes "The Chief of Police shall approve ammunition for other firearms."

E 8 (a) add "one round of"

E (9) remove "an immediate"

IV E (1) remove "during qualification"

IV F (a) change approved to "issued"

6. **4.12** Facilities Security/Security System/Parking

II A (1) remove "the weight room" and add "other areas as necessary"

II A (2) add "record division personnel or"

II A (4a) add "or their designee"

II A (7b) remove

II A (7c) renamed (7b)

II A (7b) renamed "Security System Recordings"

II A (7b) (1) will replace existing verbiage and state "Recordings shall be maintained on the security system for a period of 180 days. All recordings older than 180 days will be purged from the security system."

II A (7c) (1-5) remove

II A (7e) renamed (7c) "Copies of Recordings"

II A (7e) replace "tape" with "recordings"

7. **5.07** Pursuit Policy

A(2) add "and body worn camera"

(H) is removed, no longer allows rolling roadblocks

(I) remove last three paragraphs of this section

(L)(4)remove, removes verbiage that pertains to cutting medians

8. **6.27** Mobile Video Camera

IV B (d) removes "a minimum of"

IV B (e) removes "or 3 years, whichever is later"

9. **10.04** Prosecutor Memorandum of Understanding (MOU)

-See attached MOU

10. **12.08 (New)** Naloxone

-new policy providing guidance regarding the administration of Naloxone

Section II ADMINISTRATION

Department Policy #2.02.24

Memorandum of Understanding between the Tippecanoe County Health Department
and the West Lafayette Police Department.

See attached agreement.

Memorandum of Understanding

Between
Tippecanoe County Health Department
and
West Lafayette Police Department

This Memorandum of Understanding (MOU) dated 06/04/2015 is entered into by and between West Lafayette Police Department (WLPD), with an address at 711 W. Navajo St., West Lafayette, IN. 47906 and Tippecanoe County Health Department (TCHD), with an address at 629 N. 6th St. Ste A, Lafayette, IN. 47901.

Whereas Tippecanoe County Health Department and West Lafayette Police Department desire to enter into an agreement in which they will work together to comply with Indiana laws and regulations governing animal bite management.

Purpose

- Establish West Lafayette Police Department as the Tippecanoe County Health Officer's designee to carry out specific animal bite management duties as described in 410 IAC 1-2.3
- Establish a relationship between Tippecanoe County Health Department and West Lafayette Police Department for the purpose of consistent and complete animal bite management within the City of West Lafayette
- Assure the Indiana Administrative Code is known and followed in relation to animal to human bites, bite reporting, animal quarantine, and bite management
- Prevent duplication of services

Roles and Responsibilities

Responsibilities shall include, but are not limited to, the following:

Tippecanoe County Health Department will be responsible for:

- Communicating all information with WLPD Animal Control that is needed to fulfill their responsibilities
- Working with WLPD Animal Control to educate local healthcare providers on proper reporting and treatment procedures
- Planning yearly MOU review meetings
- Communicating changes in the law that will alter or affect the duties of either party
- Reviewing all animal to human bite reports to determining if post-exposure treatment is needed and managing such treatment.
- Reporting to Indiana State Department of Health

West Lafayette Police Department Animal Control will be responsible for:

- Communicating all information related to an animal bite investigation with TCHD
- Working with TCHD to educate local healthcare providers on proper reporting and treatment procedures
- Investigating all animal to human bite reports
- Quarantine as necessary
- Collecting the biting animal per Indiana Administrative Code 410 IAC 1-2.3

Review

This agreement will be reviewed annually to discuss concerns, questions, difficulties, and any other topics related to this MOU agreement.

Funding

This MOU is not an offer or commitment of funding from either party.

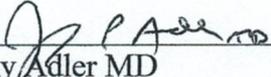
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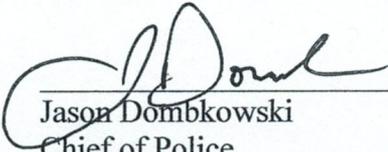
This MOU is at-will and may be modified by mutual consent of authorized officials from Tippecanoe County Health Department and West Lafayette Police Department. This MOU shall become effective upon receipt of signature by authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials this MOU shall end on January 1, 2017.

Contact Information

West Lafayette Police Department
Animal Control Officer
20 N. 6th St.
West Lafayette, IN. 47906
765-807-1200
jhking@westlafayettepd.us

Tippecanoe County Health Department
Nursing Division
629 N. 6th St. Ste A
Lafayette, IN. 47901
765-423-9798
bvanlaere@tippecanoe.in.gov

 Date: 6/4/15
Jeremy Adler MD
Health Officer
Tippecanoe County Health Department

 Date: 6/4/15
Jason Dombkowski
Chief of Police
West Lafayette Police Department

Section II Administration

Department Policy #2.05.26

Job Task Requirements: Property & Evidence Manager/Programs Director

- I. Purpose: This order establishes Job Task Requirements for the position of Property & Evidence Manager/Programs Director.
- II. Policy: The incumbent is responsible for a wide range of job responsibilities. He/She will deal primarily with the management of the property room and evidence management. Incumbent will also manage and direct programs and community outreach for the department. The incumbent will serve under the general direction of the Captain of Special Services.
- III. Functions and Duties:
 - A. Essential:
 - Property Room Management (70%)
 1. Intakes and processes all evidence and found property for the entire department.
 - a) Receives, logs, and stores seized property and evidence.
 - b) Performs data entry of seized property in the Records Management System (RMS) and keeps track of warehoused items.
 - c) Accesses court dockets via internet to determine status of seized property and evidence.
 - d) Conducts criminal records checks and property checks using IDACS and NCIC to determine status of property and evidence.
 - e) Prepare and transport evidence to court when needed.
 - f) Testify in court, when necessary, to chain of custody of items of evidence.
 - g) Contact officers and detectives to clarify disposition of evidence/property.
 - h) Transport evidence to the state police laboratory as needed.
 - i) Update all case reports and prepare paperwork when property is released.
 - j) Properly destroy and document the destruction of any property no longer needed as evidence as deemed by the courts or rules of evidence.
 - k) Periodically prepare property to be released for sale by department policy.
 - l) Maintain the lab, lab equipment, and assist Technicians with the purchase of supplies and equipment they need for evidence collection.
 - m) Manage DVR cards and purge video from the system as necessary.
 - n) Assist with body camera video as needed.

2. Director of Programs (30%)
 - a) Oversee all RAD programs for the department.
 - b) Conduct and coordinate all department Safe Training Classes.
 - c) Manage the department web based programs such as face book, twitter and other electronic media used by the department.
 - d) Assist when needed with community outreach and police related events.

IV. Qualifications:

A. Minimum:

1. Five years police experience or equivalent education and training.
2. Computer competency and knowledge of Windows Software and other related software operating systems.
3. A working knowledge in the operations of cameras and video equipment.
4. A working knowledge of WLPD's property management system, evidence collection, and documentation.
5. Basic knowledge of the rules of evidence and court proceedings.
6. Ability to properly handle (with training) biologically hazardous material.
7. Ability to properly handle dangerous weapons and assure safety protocol.

V. Working Environment

- A. Incumbent works normal daytime hours but is subject to after hour or weekend emergency call in. Incumbent primarily works inside but periods of outside work may be required. He/She will spend periods of time sitting, standing, walking, driving, and may be required to carry items related to assigned duties.
- B. Incumbent will wear business casual attire to work or as assigned by the supervisor according to duties.

Issue Date

/ /

Revision Number: Date

_____ : / /

By Order of the Chief:

Section II Administration

Department Policy #2.08

Overtime Compensation

- I. Purpose: To establish a written guideline regarding overtime compensation for all department personnel.
- II. Policy: The following guidelines are to be followed to determine overtime compensation for Police Department Employees:
- III. Procedure:
 - A. FLSA non-exempt police officers (28 day work period)
{Patrol Officer (probationary, 2nd class, first class), Sergeant (Patrol and Investigations), Investigators}.
 1. In accordance with FLSA agreement with employees dated April 15, 1986, attached. Compensation time calculation formula and work sheet also attached.
 2. Compensation time is calculated at the end of each established 28 day work period. Certain factors affect the calculation.
 - a) Sick leave is subtracted from the calculation. Excused time does not (i.e.: vacations, personal holidays, and bereavement time).
 - b) Compensation time is earned in half-hour increments. If an employee works over in excess of fifteen minutes, they are compensated with one half hour of time. Time less than fifteen minutes is not compensated.
 - c) Time worked over between 161 hours and 168 hours is compensated at straight time hour for hour.
 - d) Time worked on a regular scheduled day off, and for time in excess of 168 hours, is compensated at time and one half.
 - e) In addition to FLSA agreement, the Chief of Police may exercise the option to pay any or all compensation that has been banked by a non-exempt employee. The Chief may also exercise the option to pay any special detail assignment or overtime detail.
 - f) Officers with non-exempt status may be paid for compensation time accrued in excess of the following amounts at the end of the 28 day work period:
 - (1) Patrol Officers (all ranks) and Patrol Sergeants who work their assigned shift, 40 hours.
 - (2) Investigators (all levels) and Technicians, 40 hours.
 - (3) Employees on special assignment by the department, 80 hours.

- g) Special enforcement grant time is paid in accordance with the terms of the grant and is not affected by sick leave or other detracting factors.
- h) Probationary Patrol Officers will not receive overtime compensation for any overtime required while attending the Basic Training course at the Indiana Law Enforcement Academy.

B. FLSA exempt police officers (40 hour work week)
(Chief, Deputy Chief, Captain, and Lieutenants)

1. Compensation time is calculated at the end of each established 28 day work period. Certain factors affect the calculation.
 - a) Sick leave is subtracted from the calculation. Excused time is not (i.e.: vacations, personal holidays, bereavement time, etc.).
 - b) Compensation time is earned in half-hour increments. If an employee works over in excess of fifteen minutes, they are compensated with one half hour of time. Time less than fifteen minutes is not compensated.
 - c) Time worked over on a regular scheduled day off, vacation day, or personal day is compensated at time and one half, all other time in excess of the regular 40 hours work week is compensated hour for hour straight time.
 - d) Officers with exempt status may be paid for compensation time accrued in excess of the following amounts at the end of the 28 day work period, or for time earned in the following circumstances:
 - (1) Captains, 60 hours or as designated by the Chief.
 - (2) Lieutenants, 40 hours or as designated by the Chief.
 - (3) Upon retirement or termination from the department, maximum amount payable is 240 hours, (per WLPD Policy 2.11).
 - (4) For working any assigned detail (i.e.: foot patrol, traffic/crowd control, special enforcement grants, and security details).
 - (5) Special enforcement grant time, is paid in accordance with the terms of the grant and is not affected by sick leave or other detracting factors. The Chief of Police is prohibited by an Attorney General ruling from being paid to participate in special grant enforcement activities.

C. FLSA non-exempt Patrol Dispatch Officers (40 hour work week)

1. Compensation time is calculated at the end of each work week. Certain factors affect the calculation.
 - a) Neither Sick Leave or Excused Time (ie: vacations, personal holidays, bereavement time) is subtracted from the calculation.
 - b) Compensation time is earned in half hour increments. If a dispatcher works over in excess of fifteen minutes, they are compensated with one half hour of time. Time under fifteen minutes is not compensated.
 - c) Time worked over the 40 hour work week is compensated at time and one half.
 - d) Time worked on a regular scheduled day off is compensated at time and one half.
 - e) The Chief of Police may exercise the option to pay any or all compensation that has been banked.
 - f) Patrol Dispatch Officers may be paid for compensation time accrued in excess of 24 hours at the end of the work week.

D. Civilian employees of the police department, other than Patrol Dispatch Officers, will be compensated in accordance with the City Personnel Policy (appendix #1)

1. Vacation time shall be considered hours worked for the computation of overtime pay/compensatory time in the event a civilian employee works on a scheduled vacation day.
2. The Chief may exercise the option to pay any special assignment or overtime detail.

Issue Date
8 / 30 / 2010

Revision Number: Date
4

By Order of the Chief

Section II ADMINISTRATION

Department Policy #2.15

Field Training Policy

- I. Purpose: The purpose of the policy is to establish guidelines for the training of probationary officers.
- II. Policy: It is the policy of the West Lafayette Police Department to prepare probationary officers to assume their full responsibilities as police officers through the use of an effective field training program.
- III. The Order: The field training program shall consist of four full rotations of training. Each rotation shall be of sixteen work days in duration. During these rotations the probationary officer shall experience the work of each shift with an emphasis on night shift work. The first rotation will commence when the probationary officer has completed the WLPD FTO Academy. The Chief of Police shall retain the authority to shorten the duration of the training for probationary officers with prior law enforcement experience. The duration of training may also be shortened for probationary officers with unusual ability or to satisfy the manpower requirements. The field training program is an extension of the hiring process. Probationary officers are required to complete the field training program successfully to be considered for further employment with the West Lafayette Police Department.
- IV. The Schedule:
 - A. Week One: During the first week of employment the probationary officer will be sworn in as a member of the Police Department. The probationary officer will also complete payroll and insurance information. During the first week of employment the probationary officer will be issued uniforms and other standard issued equipment.
 - B. Week Two: During week two the probationary officer will enter week one of the West Lafayette Police Department Training Academy. Upon completion of the West Lafayette Police Department Training Academy the probationary officer will be assigned to the first training rotation of the Field Training Program.
 - C. First Training Rotation
 1. WORKDAY ONE THROUGH FOUR/SHADOW: The probationary officer will be assigned to an FTO and may be given up to four work days to adjust to the new assignment. The probationary officer will observe the FTO as he conducts his duties. The probationary officer will ask relevant questions and will participate if required.
 2. WORKDAY FIVE THROUGH SIXTEEN: The probationary officer will begin to become familiar with the duties of his FTO and will begin to assume a portion of the workload. The FTO shall determine the workload for the probationary officer based on the probationary officer's ability. The probationary officer should assume a minimum of 25% of the workload by the end of the first training rotation. Detailed DORs will be completed during this period.

3. The FTO will complete a rotation summary at the completion of the training rotation. The rotation summary will include information pertaining to the probationary officer's specific strengths and weaknesses. This rotation summary shall be used by the next FTO to focus the training to the probationary officer's needs.
4. The probationary officer will be assigned to the second rotation.

D. Second Training Rotation:

1. The probationary officer's shift assignment and assigned FTO will be determined by the FTO coordinator.
2. **WORKDAY ONE/SHADOW:** The probationary officer may be given one workday to become familiar with the new FTO. This workday is to be used as an orientation day. The probationary officer will use this workday to learn the particular priorities of his/her new shift and FTO. The probationary officer will be expected to ask questions of the FTO in order to speed the familiarization process.
3. **WORKDAY TWO THROUGH SIXTEEN:** The probationary officer will begin to assume a larger portion of the workload to be determined by the FTO. The probationary officer will continue to polish the skills acquired during the first rotation. At the same time, the FTO will assign progressively more difficult and complex calls to the probationary officer in an effort to prepare him/her to assume the full responsibilities of a patrol officer. The probationary officer should handle a minimum of 25% of the workload at the beginning of the second training rotation. At the end of the second training rotation the probationary officer will be expected to have progressed to handling a minimum of 50% of the total workload. Detailed DORs will be completed during this time period.
4. At the conclusion of this training rotation the FTO will complete a rotation summary as outlined above.
5. The probationary officer will be assigned to the third training rotation.

E. Third Training Rotation

1. The probationary officer's shift assignment and assigned FTO will be determined by the FTO coordinator.
2. **WORKDAY ONE/SHADOW:** The probationary officer may be given one workday to become familiar with the new FTO. This workday is to be used as an orientation day. The probationary officer will use this workday to learn the particular priorities of his/her new shift and FTO. The probationary officer will be expected to ask questions of the FTO in order to speed the familiarization process along.
3. **WORKDAY TWO THROUGH SIXTEEN:** The probationary officer will begin to assume a larger portion of the workload to be determined by the FTO. The probationary officer will continue to polish the skills acquired during previous rotations. At the same time, the FTO will assign progressively more difficult and

complex calls to the probationary officer in an effort to prepare him/her to assume the full responsibilities of a patrol officer. The probationary officer should handle a minimum of 50% of the workload at the beginning of the third training rotation. At the end of the third training rotation, the probationary officer will be expected to have progressed to handling a minimum of 75% of the total workload of the FTO. Detailed DORs will be completed during this time period.

4. At the conclusion of this training rotation the FTO will complete a rotation summary as outlined above.
5. The probationary officer will be assigned to the fourth training rotation.

F. Fourth Training Rotation

1. The probationary officer's shift assignment and assigned FTO will be determined by the FTO coordinator.
2. The fourth training rotation is an evaluation period of sixteen workdays in duration. No shadow period will be given.
3. The FTO will wear civilian clothing and the probationary officer will assume the full responsibilities of a uniformed patrol officer.
4. The FTO is not expected to train during this rotation. The FTO will evaluate the probationary officer's fitness for solo patrol. The FTO should provide a safety net for the probationary officer and should only intervene to prevent unnecessary exposure to danger or civil liability. As always, the probationary officer will receive feedback from the FTO. During this training rotation the probationary officer will assume 100% of the workload of the FTO. The FTO will complete detailed DORs for this period of training.
5. At the conclusion of this training rotation the FTO will complete a rotation summary as outlined above.

G. ILEA

1. The probationary officer's speed of progression through the field training program will be influenced by the availability of ILEA basic academy. The probationary officer shall continue through the first two training rotations until the officer completes the ILEA basic academy. The probationary officer may be rotated between shifts and FTO's as needed until the ILEA basic academy begins.
2. The probationary officer will not be assigned to the third training rotation until the officer has successfully completed the ILEA basic academy.
3. Upon completion of the ILEA basic academy the probationary officer will be returned to the field training program where they left off prior to the ILEA training.
4. The probationary officer may be granted a short period of adjustment when returning from ILEA to the third training rotation.

H. Remediation

1. When deemed necessary by the Field Training Coordinator, the probationary officer will be assigned to remedial training. The need for remedial training may be deemed necessary in the case of substandard marks in any category recorded on the DORs.
2. Remediation plan:
 - a) The probationary officer will receive a detailed description of his/her specific problems in writing.
 - b) The probationary officer will receive a written plan of action to correct the problems.
 - c) The probationary officer's shift assignment and assigned FTO will be determined by the Field Training Coordinator. The probationary officer shall receive remedial training for a period of eight additional workdays in order to correct problems.
 - d) The probationary officer will be forwarded to the next training rotation.
3. The remediation procedure may be utilized at the end of all three training rotations for a maximum of thirty-two workdays of remedial training. Any substandard performance that has not been corrected in this time period will be included in a final report to the Chief of Police at the end of the field training program.

I. Field Training Program Final Report

1. Upon the probationary officer's completion of the four training rotations the Field Training Coordinator will complete a final report to be forwarded to the Chief of Police.
2. The final report will include specific information pertaining to the probationary officer's fitness for solo patrol.
3. The report will include the Field Training Coordinator's recommendation as to whether the probationary officer should be released to solo patrol or terminated from the training program.
4. In the event that the probationary officer approaches the first anniversary date of employment prior to completing the field training program, the final report will be forwarded to the Chief of Police no later than four weeks prior to that anniversary date.
5. The Chief of Police shall retain final authority to act on the recommendations of the Field Training Coordinator.

V. Summary

The West Lafayette Police Department will actively attempt to train probationary officers through the use of qualified field training officers following the schedule as outlined above. During this training process the probationary officer is expected to make every effort to absorb the teachings of the field training officers. The proper training of a probationary officer is dependent upon the diligence of the field training officers, the initiative of the probationary officer to learn the material, and the commitment of the senior staff to the success of the program.

Issue Date

/ /

Revision Number: Date

_____: / /

By Order of the Chief:

SECTION II ADMINISTRATIVE

Department Policy 2.26

Volunteer & Internship Program

- I. Purpose: This policy establishes program requirements, program content and program evaluation procedures designed to make the work experience meaningful and valuable to both the volunteer and WLPD. Establish a standardized training program which augments the volunteers work or education.
- II. Policy: West Lafayette Police realize the greatest asset of a community is its people. In an effort to give back to the community, WLPD has an internship program for students of law enforcement or related fields of study. WLPD also appreciate citizens who volunteer to give back to the community.
- III. Definitions:
 - A. Volunteers:
 - 1) Persons who perform services for the department without pay
 - 2) Augment WLPD staff, but do not replace paid staff positions
 - 3) Are non-sworn member and do not have authority or duties that would classify them as a police officer
 - 4) Consent to a background and criminal history check prior to final acceptance
 - 5) Must attend a mandatory orientation
 - 6) Display department issued identification at all times
 - 7) Complete WLPD Ride- Along Policy
 - B. Interns:
 - 1) Enrolled in a college or university studying law enforcement or related fields of study
 - 2) Have a minimum GPA of 2.5
 - 3) Consent to a background and criminal history check prior to final acceptance
 - 4) Complete and submit all information requested
 - 5) Display department issued identification at all times
 - 6) Complete WLPD Ridge -Along Policy
 - 7) Complete an interview with the Intern Coordinator
- IV. The Order:
 - A. You will be disqualified from being a volunteer or intern if any of the following apply. The following are also grounds for dismissal from the program once you are approved.
 - 1) Three (3) or more traffic violations during the last 24 months
 - 2) Any Felony or Class A Misdemeanor conviction (includes Deferred Adjudication convictions)
 - 3) Class B Misdemeanor in the past (1) year (includes Deferred Adjudication convictions)
 - 4) Family violence convictions
 - 5) Indictment for any criminal offense
 - 6) Not living in the United States legally
 - 7) Any abuse of prescription or alcohol
 - 8) Dishonorably discharged from the United States Armed Forces

- 9) Any physical/mental disability that would need accommodation. All requests for accommodations shall be turned into the WLPD Intern Coordinator. Requests for accommodations shall be reviewed and discussed during the interview with the Intern Coordinator.
- 10) Unlawful sexual conduct prior to and/or during your time with WLPD
- 11) Inappropriate behavior relating to sexual harassment or racial slurs
- 12) Committed an act or behavior that would bring reproach and/or discredit to themselves or the department.

B. The West Lafayette Intern program will strive to give the participant a full and complete view of the responsibilities of law enforcement. During the internship the student will at a minimum:

- 1) Acclimate themselves with the various departments with the police department
 - a) Records
 - b) Dispatch
 - c) Detectives
 - d) Property Room
 - e) Crime Scene Investigator
 - f) Neighborhood Resource Team
 - g) Vehicle Maintenance
 - h) Department Standard Operating Procedures
- 2) Observe the West Lafayette Fire Department in an effort to understand the requirements needed to accomplish the dual mission shared by both departments.
- 3) Majority of the internship will be spent within the patrol division learning but not limited to:
 - a) Vehicle operation
 - b) Enforcement of criminal law
 - c) Enforcement of traffic law
 - d) Enforcement of city ordinances
 - e) Citizen contacts
 - f) Dispute resolution
 - g) Crisis intervention
 - h) Community involvement
 - i) Business checks
 - j) Proactive policing

West Lafayette Police Department
Student Intern/Volunteer Application

Name _____

Last	First	Middle
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Present Address _____

Street	City	State	Zip	Telephone
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Home Address _____

Street	City	State	Zip	Telephone
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Do you understand If selected additional personal identifying information will be required for identification and security clearances. Yes No

Emergency Contact _____ Relationship _____

Have you ever been convicted of a crime other than a traffic offense? Yes No

If Yes explain _____

Will you submit to a background and criminal history check? Yes No

If yes please provide: DOB _____ Drivers License _____ SSN _____

School Attending _____

Major course of study _____

Advisor _____

Address _____ Telephone _____

Reason for volunteer/internship _____

Period requested from _____ to _____ Total hours required _____

Date _____

Signature of applicant

Code of Conduct

Any student or volunteer who violates or commits any of the following breaches of conduct shall be subject to immediate dismissal.

1. Any illegal use of drugs. Any use of intoxicating beverages 12 hours prior to or during a scheduled shift
2. Uses, carries, or conceals any firearm or other type of weapon including baton, mace, or other like chemical device during scheduled visit.
3. Uses, carries or conceals any camera or recording device
4. Willful misconduct or failure to comply or carry out instructions of supervising officer.
5. Releases or disseminates any information about any suspect, victim, officer or incident without written approval of the program supervisor.
6. Conviction of a felony or serious misdemeanor or conviction of a misdemeanor or ordinance violation involving physical abuse, firearms, drugs, alcohol or moral turpitude.
7. Discourteous, insulting, abusive, or inflammatory language or conduct toward the public or WLPD employees.
8. Participates or is directly involved in any law enforcement function or activity unless so directed by their supervising officer(s) to prevent bodily harm to themselves or another.
9. Fails to maintain good hygiene or wear appropriate attire.
10. When so directed or required, fails to complete written statements, forms, or documents or withholds testimony.
11. Immorality, indecency, lewdness, or conduct that may tend to discredit WLPD.
12. Interferes in any manner or means with any law enforcement officer in the performance of their duties.

I have read and understand the Code of Conduct. I agree to adhere to the Code of Conduct and all WLPD policies. I understand that any breach of the Code of Conduct or WLPD policy is cause for immediate dismissal from WLPD.

Signature

Date

Waiver of Liability

I have read, understand and have signed the WLPD Code of conduct. I agree to adhere to the regulations stated therein and those of the WLPD policy and procedure.

I hereby waive all right to claim damages against WLPD, City of West Lafayette, its officers, agent, servants and employees for any cause of action, which might arise, except gross negligence of said agency while I am participating with WLPD.

Applicants Name	Applicants Signature	Date
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Witness Name	Witness Signature	Date
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Student Internship Contract

I, _____, majoring in

_____ at _____

enter into an agreement with the West Lafayette Police Department to complete _____ hours of student internship.

I will be under the supervision of _____ and will observe the Code of Conduct all rules, policies and standers of West Lafayette Police Department. I will carry out all the responsibilities assigned to me as a student intern.

Student Signature _____

Intern Coordinator _____

Date _____

SHIFT _____

EVALUATING OFFICER _____

1. Was intern's dress appropriate? Y N

If No, Explain _____

2. Was intern punctual and prepared? Y N

Rate the following criteria on a scale of 1 (unsatisfactory) to 10 (excellent)

3. Did intern ask meaningful questions? 1 2 3 4 5 6 7 8 9 10

4. Was intern courteous and respectful? 1 2 3 4 5 6 7 8 9 10

5. Was intern's attitude positive? 1 2 3 4 5 6 7 8 9 10

6. Was intern attentive to task? 1 2 3 4 5 6 7 8 9 10

7. Would this intern be a good candidate to become an officer? Y N

Explain _____

8. Observations _____

Section IV Weapons / Equipment / Facilities

Department Policy #4.01

Firearms

- I. Purpose: The purpose of this policy is to ensure the safety of the public and officers of the department by governing what firearms may be carried, by whom, and requiring proficiency in the use of such firearms.
- II. Policy: It is the policy of the West Lafayette Police Department that only the weapons and ammunition approved by the Police Chief will be authorized to be carried, and only officers who have received training and demonstrated proficiency in the use of each weapon will be authorized to carry the weapon in which proficiency is regularly demonstrated.

III. The Order:

- A. Authorized Personnel: Sworn officers with arrest authority as defined in Indiana Code as approved by the Police Chief shall be armed with a firearm while on official business for the police department. Officers may also be armed when off-duty unless otherwise directed by the Police Chief.
- B. Carrying Firearms: All weapons used by officers on or off duty must be inspected and approved by the Firearms Instructor. All weapons must be registered by serial number with the department.

Officers may not carry at any time, any firearm platform with which they have not demonstrated minimum proficiency as established by department standards, except while transporting said weapon to the department range for qualifying.

1. Weapons for sporting purposes (i.e. target shooting, hunting, etc.) not involved in law enforcement use are exempt.
2. Department issued holsters for:
 - a) Uniformed officers shall use a holster approved by a firearms instructor, or a holster of the same make and model being currently issued; no other holsters are authorized for on duty use.
 - (1) Must be used at all times while on duty, unless exemptions are individually authorized in writing by the Chief of Police.
 - b) Plain-clothes officers shall be issued a standard holster of outside-the-pants design that may be supplied by the department.
3. Personal holsters may be used by plain-clothes officers when approved by a Firearms Instructor.
4. Holsters for back-up weapons must be inspected and approved by a Firearms Instructor.

C. Authorized Firearms: All weapons carried on official business or off-duty must be approved by the Police Chief. The designated or ranking firearms instructor has the responsibility for issue, repair and replacement of department weapons and ammunition. Officers may be issued more than one department weapon for certain job assignments when authorized. The following guidelines for weapons are hereby established:

1. The standard department issued handgun is the Glock 22 or Glock 27 semi-automatic pistol.
2. Personally owned weapons may be used for regular duty carry only when said use is individually authorized in writing by the Chief of Police.
3. Off-Duty Firearm-While off duty, Officers are encouraged and permitted to carry a firearm subject to the restrictions contained in this policy. This will not preclude any employee from carrying or having any personal weapon for non-enforcement use that is in accordance with local county ordinances and state statutes.

The Officer will be required to qualify with said weapon. When operating a department vehicle while off-duty, officers must carry an approved firearm with which they have met minimum department proficiency standards. At other times, officers are permitted to carry firearms while off duty, with the following exceptions:

- a) Officers should not carry firearms at social events and other circumstances in which they anticipate consuming alcoholic beverages;
 - b) Officers should not carry firearms to places where they will engage in athletic activities, i.e., swimming, tennis, softball, bowling, etc., where its security may be compromised by leaving it in automobiles, lockers, or other temporary storage facilities; and
 - c) It is the policy of this department to carry all off-duty weapons in the most concealable and safest manner possible. Officers will not unnecessarily expose their off-duty firearms which may compromise their identity or alarm a citizen.
4. Back-up Firearm-Officers may elect to carry a back-up weapon on duty. Such weapon shall not be less than .380 handgun, shall be approved by the Police Chief and purchased at the officer's own expense.
 - a) Must be carried in a concealed, safe and unobtrusive manner.
 5. Other weapons-The Chief of Police may direct the issue of, or approve other firearms for special details or special assignments as is necessary (special purpose weapons).
 - a) Require qualification prior to being used or carried on duty with annual qualification.
 6. Modification-Officers shall not modify department issued firearms unless approved in writing by the Firearms Instructor.

D. Ammunition:

1. Only department issued ammunition may be carried or used in the City owned duty firearm, department shotguns or other department firearms.
2. Uniformed officers shall carry an additional two magazines in an approved carrier.
3. Department issued ammunition will be replaced annually.

E. Training/Proficiency Testing:

This agency, in order to protect the public and employees, shall provide training and require qualification in the use of authorized firearms by its sworn officers.

1. The Firearms Instructors have the responsibility and authority to provide firearms training for sworn officers of this agency. Ammunition (for department issued weapons) for proficiency testing and practice will be provided by the department.
2. Firearms training shall be conducted on the following standard department issued firearms:
 - a) Handguns
 - b) Shotguns
 - c) Patrol Support Rifle
3. Courses of fire shall be approved by the department staff, and reviewed each year to insure that:
 - a) Legal requirements are met.
 - b) Liability requirements are met, and that courses meet or exceed current state standards.
4. Qualification sessions are conducted at the department firing range, during a period determined by the Training Division and Firearms Instructors.
5. Qualification sessions shall be on a department-approved course of fire that includes the factors of time limitations, accuracy, dexterity and familiarity.
6. Qualification sessions shall be conducted at least once a year or as otherwise required by the Chief of Police.
7. Qualification sessions shall be conducted on all authorized weapons.

8. Qualification shall be according to the following criteria:
 - a) The course of fire will be one round of the ILEA pistol qualification course utilized to certify basic officers. It will be graded as a pass/fail with a passing score of at least 80% of the total score.
 - b) Conducted with each officer firing the approved course no more than three times during a session.
9. If an officer has an accidental discharge, the officer must undergo a qualification session prior to returning to full duty.
10. Officers unable to qualify due to sickness or injury shall do so at the earliest opportunity.
11. Officers unable to qualify on the first qualification session must return for a second session and successfully qualify.
12. Officers unable to qualify on the second (2) qualification session shall be unable to carry a weapon until completing an intense retraining period.
 - a) At the end of the training period a third (3) qualification session shall be held.
13. Officers unable to qualify on the third (3) qualification session shall be placed by order on "leave without pay" not to exceed 40 hours.
 - a) The Training Officer and/or Firearms Instructor shall be regularly available by appointment for additional sessions or training.
 - b) At the request of the officer on leave, the Firearms Instructor shall conduct a fourth qualification session.
 - (1) Qualification will require that the officer must successfully complete a qualifying session each month for three (3) successive months.
14. Officers unable to qualify on the fourth (4) session:
 - a) Failure to qualify shall necessitate the termination of the officer for the following reasons:
 - (1) The employee's safety
 - (2) The safety of co-workers
 - (3) The safety of the public
 - (4) Liability
15. If an officer shows a history of needing remedial firearms training or has difficulty on the first firearms qualification session attended, that officer may be subject to termination as outlined in E., 14, of this order.

F. Use: Firearms should only be discharged for training, practice, qualifying, or other lawful purposes. Improper use or horseplay with a firearm will be cause for disciplinary action up to and including dismissal.

G. Safety:

1. A clearing barrel has been placed at headquarters (garage/office) for safety. All loading and unloading, weapons clearing, weapons dry firing, etc. which takes place in headquarters shall be performed with the muzzle of the firearms placed into the top of the barrel (the bucket indentation on top).

IV: Support Rifles:

A. Definition: Any semi-automatic rifle approved for use by the Chief of Police, Training Coordinator, and Department Firearms Instructor that chambers a .223 caliber round.

B. Deployment:

1. Officers have the authority to deploy the support rifles when deemed necessary to control a given situation.
2. The Officer should take into consideration the following factors when deciding to deploy the weapon:
 - a) The seriousness of the incident
 - b) Effectiveness of the weapon in such an incident
 - c) Qualification status and expertise of the officer
 - d) Potential for incident escalation
 - e) Location , surroundings and circumstances

C. Reporting:

1. The procedures outlines in Department Policy #5.50, *Use of Lethal Force (Firearms Discharge) Investigation Policy*, will apply when deadly force is used.

D. Support Rifle Safety and Security:

1. Support rifles stored in vehicles shall be carried in the following manner: full magazine inserted, empty chamber with safety off and bolt in the forward position.
2. Officers who carry a personally owned support rifle will carry it in a case in the trunk of the vehicle or in the case of a utility-type vehicle, hidden from view, in the rear cargo area. If the vehicle has a weapon rack suitable for the patrol rifle, the rifle may be secured in the rack.
3. If a support rifle is left in a vehicle, the vehicle must be locked when left unattended.

E. Maintenance:

1. All weapons will be inspected by the department's armorer at least once a year.
2. Officers who carry personally owned support rifles will be required to perform routine maintenance and be subject to inspection by a supervisor, training coordinator, or firearms instructor upon request.

F. Ammunition and Magazines:

1. The department firearms instructors, with the approval of the Chief of Police, will determine the ammunition used in the support rifle.
 - a) Officer using personally owned support rifles must carry department issued ammunition.
 - b) Magazines will be of 30-round capacity.

G. Training and Qualification:

1. Officers may carry personally owned support rifles. However, officers should consult with the firearms instructors prior to purchasing such a weapon.
 - a) The firearms instructors shall coordinate the approval process with the Chief of Police.

H. Restrictions:

1. Personally owned support rifles used for duty purposes are subject to the following:
 - a) Inspection by Supervisors and Firearms Instructors upon request.
 - b) Serial number registered with the Firearms Instructors.
 - c) Investigative seizure.
 - d) All other conditions imposed on duty-use firearms.
2. Any supervisor finding an officer in violation of this policy shall seize the weapon and suspend authorization to carry a support rifle pending further investigation.
3. The Chief of Police may revoke the authorization of any officer to carry a support rifle upon the determination that the officer has violated this procedure.

Issue Date

Revision Number: Date

By Order of the Chief:

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6 5/20/2014

Section IV Weapons / Equipment / Facilities

Department Policy #4.12

Facility Security/Security System/Parking

- I. Purpose: To ensure the security of employees while working in the building and to control the access of non-city employees.
- II. Policy: Shift Command and Dispatch shall control the flow of non-police personnel in and out of the Police Department. Shift Command shall ensure that non-police personnel do not enter the building without first being identified, and once in the building they shall not be permitted to roam around without being checked.

A. All doors except the North main entrance to the Police Department shall remain locked at all times. The North entrance shall remain unlocked from the hours of 0800 to 1800 hours Monday through Friday. The main North door shall remain locked on weekends and holidays from 1800 hrs. Friday - 0800 hrs. the following Monday or the next open police department day.

1. City Employees:

- a) Only authorized city employees shall be issued codes to the Police Department, which will allow them access to the fitness facility, or other areas as necessary.

2. Non-city Employees:

- a) Non-city Employees shall report to the lobby area of the Police Department where Record Division personnel or Dispatch will check with them and determine with whom they have business. Once they have declared whom they wish to meet with, Records or Dispatch will notify that employee that a subject is in the lobby for them.

The employee will go to the lobby and escort the guest to a location within the department where they will conduct business. When they are finished with their appointment the employee will escort the guest back to the lobby area so they may leave.

3. Deliveries:

- a) Deliveries to the lobby:

- (1) Deliveries to the lobby area of the department shall be met by records personnel and escorted to the place of delivery, and then back to the lobby area.

4. Repair Workers:

- a) Repair workers who have business at the Police Department shall be identified by Records personnel. The Captain of Special Services, or their designee, should be notified and shall meet with the subject. The Captain of Special Services, or their designee, shall confirm the work order and escort the repair person to the location of the repair. If the Captain of Special Services, or their designee is not available or not on duty then shift command shall assume this responsibility. The employee who completes the escort for a repair does not need to witness the entire repair process but should monitor the person's activity until the work is complete.

5. Prisoner:

- a) All prisoners shall be brought into the department by way of the West door and placed in the secure holding area. If the prisoner needs to use the restroom facilities they shall use the restroom facilities in the holding area.

6. Juveniles:

- a) Any juvenile brought into the Police Department shall be held either in the holding area with the door unsecured or in any other monitored, unsecured area as necessary.

7. Security System:

a) Maintenance/Repair of System:

- (1) The Captain of Special Services shall be responsible for the maintenance and repair of the security system.

b) Security System Recordings:

- (1) Recordings shall be maintained on the security system for a period of 180 days. All recordings older than 180 days will be purged from the security system.
- (2) Recordings to be used as evidence shall be considered and handled as evidence. These recordings shall be copied to a CD or DVD and entered into evidence in the evidence/property room by means of the evidence lockers, or turned directly over to an Evidence Technician.
- (3) Recordings and all CD/DVDs shall remain the property of the West Lafayette Police Department and shall not be duplicated or released outside of the Department without proper authorization. All original CD/DVD recordings shall remain the property of the West Lafayette Police Department.
- (4) Recordings and recording segments produced on the Department's security system shall not be duplicated, altered, erased, or reused in any other manner inconsistent with this policy.
- (5) Any display or copying of any recording, other than that normally required in conducting police duties, shall be approved in advance by the Chief of Police.

c) Copies of Recordings:

- (1) When required, recordings will be copied by an Evidence Technician.
- (2) In our effort to cooperate with other law enforcement agencies and other interested parties with legitimate needs, the Department MAY provide copies of a recording, subject to certain guidelines.
 - (a) All recordings being maintained as evidence are subject to criteria imposed by the rules of evidence.
 - (b) Requests must be made in writing to the Chief of Police on official letterhead of the requesting agency.

- (c) Requests MUST be signed by the Chief Administrative Officer of the requesting agency.
- (d) The recording requested is not currently the subject of judicial review.
- (e) These duplicated recordings are furnished to the requesting entities for the express use of the requester and further duplication and/or distribution is prohibited without the express written authorization of the Chief of Police. The duplicate shall be labeled in a manner consistent with the intent of this paragraph.

Issue Date

07/06/2009

Revision Number: Date

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By Order of the Chief:

Section V Force

Department Policy #5.07

Pursuit Policy

Policy: The West Lafayette Police Department will actively attempt to apprehend violators who choose to evade police attempts to stop them, either by means of vehicle or by foot. The West Lafayette Police Department recognizes the need to protect the public from dangerous or potentially dangerous individuals who choose to evade police, and commit continuing hazardous violations.

All members of the West Lafayette Police Department will use due regard in their attempt to stop the fleeing violator with the following procedure to be viewed as an administrative guide in carrying out that duty.

A. Initiation/Pursuit Responsibilities.

1. IC 9-21-1-8 states in part, the driver of any authorized emergency vehicle, when making use of audible or visual signals meeting the requirements of law and responding to an emergency call or in the pursuit of an actual or suspected violator of the law, may exercise certain privileges such as:
 - Park or stand, irrespective of other provisions of this chapter;
 - Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
 - Exceed the maximum speed limits so long as the driver does not endanger life or property.
 - Disregard regulations governing direction of movement or turning in specified directions.
2. The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of intentional or unintentional disregard for the safety of others. West Lafayette Officers shall have the video recording system within their police vehicle and body worn camera operating while engaged in a vehicle pursuit.
3. A motor vehicle pursuit is justified only when the necessity of immediate apprehension clearly outweighs the level of risk created by the pursuit. The West Lafayette Police Department will only initiate a pursuit for violent misdemeanors (OWI, Battery, Hit and Run Crash) and felony offenses. West Lafayette Police Officers will not pursue motorcycles unless the offense committed by the operator constitutes deadly force.

Risk level definitions

- **Low Risk:** Based on the Officer's observations there is little or no chance that the pursuit will involve the following risk factors: high traffic volume, active school zone, poor weather or road conditions, or high pedestrian traffic.
- **Moderate Risk:** Based on the Officer's observations there is likelihood that the pursuit will encounter multiple risk factors simultaneously.
- **High Risk:** Based on the Officer's observations the pursuit is actively taking place in or there is a high probability that the pursuit will encounter multiple risk factors simultaneously.

- **Before pursuing, an Officer should ask these questions:**
 - a) Does the seriousness of the crime warrant a pursuit and immediate apprehension when compared to the potential risk to public safety?
 - b) What are the traffic conditions?
 - c) What are the weather conditions?
 - d) What is the condition of the police vehicle?
 - e) Is the pursuing alone or is the assistance of another officer available?
- 4. Totally encompassing guidelines cannot be established to cover all types and circumstances of emergency and pursuit driving. However, Officers involved in emergency driving or vehicular pursuits will be held accountable for their decisions made during the pursuit and must constantly strive to use good judgment and observe for the unexpected variables that spontaneously occur.
- 5. Personnel shall exercise extreme caution in all emergency and pursuit driving situations as dictated by the conditions of the roadway, density of vehicular and/or pedestrian traffic, visibility, terrain, and all other circumstances relating to the probability of a crash. Other considerations should be type of vehicle being pursued, information on suspects and the officers' driving ability.
- 6. Personnel shall recognize the limitations of emergency equipment. Officers shall not rely on emergency equipment alone, but drive with due regard for the safety of the public.
- 7. The initial pursuing police unit (primary unit) and two backup units shall be the only units to pursue the suspect vehicle. Officers in all other units shall stay clear of the pursuit, but remain alert to its progress and location. The primary unit may request additional units to join the pursuit if it appears that the officers in the three vehicles involved would not be sufficient to safely affect the arrest of the suspect. This request will be approved or denied by the Shift Supervisor. It is the obligation of all officers working to assist in ending the pursuit by getting into a position where assistance can be provided if needed.
- 8. The police vehicle shall maintain a safe distance behind the fleeing vehicle to allow for safe turns or the sudden stops that may occur.
- 9. Officers shall not pursue suspects the wrong way on an interstate or other controlled access highway or divided roadway unless specifically authorized by the shift supervisor. Officers may operate their vehicles in front of the fleeing vehicle while heading the wrong way. This would be to help communicate to oncoming traffic the coming danger.
- 10. When paralleling is authorized by the shift supervisor, paralleling units will not be operating under emergency driving conditions. An exception would be for the paralleling vehicle to get ahead of the pursuit to block off public access to the pursuit route or to deploy tire deflating devices to assist in terminating the pursuit.

B. Initial Pursuing Officer Responsibilities.

1. Immediately upon determining that a suspect is fleeing, and the officer intends to pursue, the officer should notify dispatch of the following:
 - Unit ID.
 - Location.
 - Direction of travel, speed, and traffic volume.
 - Description of vehicle (including license if known).
 - Description of occupants, if possible.
 - What action caused the pursuit.
 - **Failure to provide the above information will cause a Shift Supervisor to order a termination of the pursuit.**
2. Once the pursuing officer has notified dispatch of the above information, he/she shall place radio on TCSD SPD talk group as soon as this can be done safely. TCSD SPD shall remain the primary radio frequency until the pursuit is completed.
3. Once primary and secondary units have been established, the secondary units should be responsible to keep other officers advised as to the progress and location of pursuit.
4. Radio discipline should be maintained to provide clear air time in order for officers directly involved to communicate. Unrelated radio traffic should be kept to a minimum unless an urgent need exists.
5. When conversation is necessary with an officer of another department, plain English should be used in place of radio signals or ten codes to reduce misunderstandings.
6. If the primary officer terminates a pursuit, the officer shall immediately notify dispatch. If the suspect vehicle stops, the primary officer shall immediately notify dispatch of the location of the stop.
7. The initiating officer will be responsible for the arrest of the suspect(s) when suspect(s) voluntarily terminate the pursuit, is involved in a traffic accident, or is forced to stop by other means.
8. The initiating officer will be responsible for completing a case report, and a vehicle pursuit form and shall make all reports "Attention" to his/her Shift Supervisor to be forwarded through the chain of command. All secondary units shall complete a supplement to the primary officer's report. A report shall be completed for all pursuits, whether or not an apprehension is made. This is for review to determine if changes in policy or procedures are needed.

C. Shift Supervisor/Dispatch Responsibility.

1. Once Shift Supervisor/Dispatcher receives information that an officer is in pursuit, he/she shall immediately broadcast a "pursuit in progress". Broadcast shall be done on Simul-cast to Uniform/TCSO SPD. The broadcast should include the following.
 - Location of pursuing officer.
 - Direction of travel, speed, and traffic volume.
 - Description of vehicle (including license if known).
 - What action caused the pursuit.
 - Other pertinent information such as shots fired, hostage situation, etc.
 - Shift Supervisor/Dispatch should check for the nearest available unit(s) to assist and advise other units to disregard.

If dispatch is advised that the pursuit is entering another jurisdiction, Dispatch shall immediately notify the appropriate agency and advise them that our pursuit is entering their jurisdiction. Dispatch shall keep the other agency updated, as best as possible, to the progress and location of the pursuit.

Exception:

If the other agency is able to monitor our radio traffic on TCSO SPD, they may choose to listen directly and dispatch would not need to keep them informed. However, Shift Supervisor/Dispatch shall make notification in all instances, and let the other agency decide if our dispatch needs to keep them informed.

2. Dispatch has the responsibility to notify the Shift Supervisor that a pursuit is in progress and advise the Shift Supervisor of the details if he/she did not hear the original dispatch.
3. Shift Supervisor may advise the dispatcher to tell all units involved to terminate the pursuit. If this be the case, all units involved will give a verbal response indicating that they know the pursuit is being terminated.
4. The primary officer in the pursuit will also advise dispatch when the pursuit is being terminated. Shift Supervisor/Dispatcher shall immediately notify all units of the termination.
5. The primary officer in the pursuit will also advise Shift Supervisor/Dispatch if the suspect vehicle is stopped. Dispatch shall immediately notify all other units.
6. The primary pursuing officer shall give the location of the stop. The Shift Supervisor will direct the number of officers needed at the scene.
7. The Shift Commander or designated Supervisor has the responsibility to monitor all pursuits so they can make decisions to continue or terminate the pursuit, based on the facts available to them at the time.

8. The Shift Supervisor should avoid participating in the pursuit if possible, so that he/she can make an objective decision regarding the pursuit.
9. The Shift Supervisor will be responsible to assign additional units to the pursuit, or scene of the stop, if a need exists for more than three units. No other units will be permitted to assist without Shift Supervisor approval.
10. The Shift Supervisor or primary pursuing officer should never hesitate to order the termination of a pursuit if conditions warrant.

In some situations the best decision is to abandon the pursuit, especially if heavy traffic, high congested areas, or erratic driving which endangers others, is involved. By terminating the pursuit, the fleeing driver has the opportunity to slow down and possibly abandon the vehicle.

D. Unmarked Cars and Vans.

1. Any police vehicle not equipped with operable red and blue lights and siren cannot pursue.
2. Any unmarked police vehicle or van with operable red and blue lights and siren may initiate a pursuit. If the initiating officer in pursuit is driving an unmarked car or van, the driver of such vehicle shall relinquish their primary status to a marked police vehicle with red and blue lights and siren operating, and may operate as a secondary unit until another marked police vehicle is available to take over as the secondary unit. At that point, the officer in the unmarked police vehicle or van shall proceed under normal conditions in the event of an apprehension, to the scene of the stop.

Exception:

Any police vehicle with a prisoner or civilian inside cannot initiate or join a pursuit at any time under any circumstances.

E. Assisting Other Agencies.

1. The agency which initiated pursuit will remain in overall control of the pursuit until the suspect is apprehended or pursuit is terminated for other reasons.
2. When another agency is involved in a pursuit that enters West Lafayette jurisdiction, WLPD officers will only assist actively in the pursuit if requested by the pursuing agency, and approved by shift supervisor. WLPD Officers may deploy tire deflation devices without approval from the pursuing agency in attempts to prevent the pursuit from continuing into the city of West Lafayette. Officers may attempt to clear intersections along the route of the pursuit or assist the other agency by relaying road information that may be beneficial to the pursuing agency. WLPD officers will disregard their involvement with the pursuit once the pursuit leaves West Lafayette jurisdiction. **Supervisor may authorize further involvement if deemed necessary.**
3. If any other agency loses a vehicle that was being pursued and a West Lafayette officer later picks up the same vehicle, this would be considered a separate pursuit. WLPD Officer may initiate a pursuit at this time if warranted.

F. Vehicle Force Continuum.

The recognized Pursuit Use of Force Continuum by this department is as follows:

- a.** Level 1 - Lights and Sirens
 - b.** Level 2 - Tire Deflating Devices
 - c.** Level 3 - Vehicle Contact Maneuvers
 - d.** Level 4 - Deadly Force
1. Police vehicle presence (emergency equipment activated). Level 1 force.
 2. Tire deflating devices. Level 2 force.
 3. Rolling Road Block. Level 3 force.
 - Officers shall not attempt to pass the suspect vehicle, nor should they attempt to drive beside the suspect vehicle, unless they are justified in establishing a rolling roadblock, which requires supervisor approval, or to provide safety for the public.
 - Rolling Road Blocks should only be used in low risk situations, when weapons do not pose a threat.
 4. Precision Immobilization Technique. Level 3 force.
 - Only trained officers will be allowed to perform the Precision Immobilization Technique.
 5. Stationary Road Block. Level 3 force.
 6. Ramming (Deadly Force). Level 4 force.
 - Deliberate ramming of the suspect vehicle by a police vehicle is prohibited, unless the officer is justified in using deadly force. Even if deadly force is applicable, deliberate ramming is as dangerous to the officer as it is to the suspect, as well as any citizens who may be in the area. Therefore, deliberate ramming should only be used as a last resort.
 7. Firearms (Deadly Force). Level 4 force.

G. Tire Deflating Devices.

Officers of the West Lafayette Police Department will be authorized to use the issued stop sticks to assist in stopping or preventing vehicle pursuits.

Tire deflation devices can be used in conjunction with an authorized stationary roadblock or alone in an attempt to stop a vehicle pursuit.

- When tire deflation devices are used in conjunction with a stationary roadblock, they shall be deployed across the open lane that shall be left as an avenue of escape for the target vehicle.

Tire deflation devices will NOT be used on:

- Any two wheeled vehicle unless deadly force is justified (motorcycles)
 - Any vehicle transporting hazardous material
 - Any vehicle that would pose an unusual hazard
1. The deploying officer(s) shall notify the pursuing units where the tire deflation devices have been deployed.
 2. The deploying officer(s) shall notify the pursuing units whether or not the tire deflating devices have been struck.
 3. The deploying officer(s), when safe to do so, shall remove the tire deflation devices from the roadway after the suspect vehicle has passed the location of deployment.
 4. The deploying officer(s) shall deploy tire deflation devices as trained by the department designee.
 5. If circumstances and time permits, prior approval from a supervisor shall be sought before deploying tire deflation devices.

H. Precision Immobilization Technique (PIT).

The Precision Immobilization Technique will be used in order to stop the pursuit at the safest, fastest and most appropriate opportunity before the pursuit continues placing civilians in danger. If the danger of using the PIT maneuver is greater than the threat of danger presented by the violator, PIT shall not be used.

The officer that intends to perform the PIT maneuver must notify other units involved that he/she may use the PIT maneuver at the first available opportunity.

The decision to use the PIT must take into account the suspect's hazardous driving and other means to stop the pursuit in accordance with the Vehicle Force Continuum. PIT restrictions, speed, the safety of bystanders, the risk of physical injury to the occupant(s) of the vehicle fleeing and to the police officer(s) must also be considered. Enough room and lack of restrictions must be present prior to implementing PIT. The use of PIT within guidelines and training of the West Lafayette Police Department is not designed or likely to cause serious bodily injury or death. Officers will not use the PIT maneuver in a less than deadly force situation unless previously trained by a certified instructor in the area of the PIT maneuver.

The PIT maneuver will be used by those trained officers in a manner to prevent property damage, injury to officers, suspects or civilians. Therefore, the PIT may only be used while traveling at speeds not exceeding fifty (50) miles per hour. If an officer uses the PIT at a speed greater than fifty miles per hour, it must be a deadly force issue.

Vehicular damage may occur to vehicles involved in the PIT maneuver. PIT is a trained pursuit termination procedure. Damage to vehicles is not an accident, thus accident review and report procedures will not be instituted.

I. Stationary Roadblock.

Stationary roadblocks can only be used if authorized by the Shift Supervisor. The Shift Supervisor shall evaluate all information and determine what type, if any is necessary. The decision to use the Stationary Roadblock must take into account the other means to stop the pursuit in accordance with the Vehicle Force Continuum.

Should a stationary roadblock be necessary the Shift Supervisor shall monitor and/or directly supervise the operation of it until its completion.

Many factors should be considered when deciding to activate a stationary roadblock:

1. The seriousness of the crime.
2. Sufficient information and descriptions of wanted persons and vehicle.
3. Type of location of the stationary roadblock.
4. Safety of officers and civilians if the pursuit were to continue.
5. Are the suspects actively resisting arrest or attempting to evade arrest by flight.

Upon the authority of the Shift Supervisor, stationary roadblocks shall be established using the following criteria:

1. Except in deadly force situations an escape route through a roadblock must be established. The escape route must be established in such a manner as to be maneuvered through at a reasonable speed.
2. The location shall provide a sufficient clear view ahead so that the vehicle will be able to stop. A stationary roadblock shall not be established on a blind curve or crest of a hill where the driver of the fleeing vehicle, or any other vehicle, would be denied the ability to stop. The stationary roadblock shall not be placed in a dark or shaded location where it cannot be readily seen by any driver of any vehicle.
3. Every effort should be made to locate the stationary roadblock in an area that would minimize the probability of property damage or personal injury. Considerations include day and night hours, population, proximity to parks, hospitals, schools, residential and business districts.
4. Any vehicle used for the purpose of setting up a stationary roadblock should readily be identified as a police vehicle with emergency lights activated.
5. A privately owned vehicle should not be used in any type of stationary roadblock.
6. Dispatch shall be advised of the stationary roadblock and all pertinent information for relay to the pursuing vehicles.

J. Normal Driving Conditions.

1. All employees of this agency who operates a department vehicle will:
 - a. Obey all traffic regulations.
 - b. Consider road, traffic and weather conditions when operating a department vehicle.
 - c. Ensure that all front seat passengers including the operator of the vehicle wear seatbelts.

K. Emergency Driving Conditions.

1. The only departmental vehicle authorized to operate under emergency driving conditions will be those equipped with emergency equipment. West Lafayette Officer shall have the video recording system within their police vehicle operating while operating in emergency mode.
2. Officers may respond using emergency equipment to field situations where there is reasonable belief a crime is in progress, a person's life may be in jeopardy, or when the possibility of criminal apprehension is increased due to the expedited response. Officers may elect not to use or discontinue using the siren when the nature of the situation and/or proximity of the incident dictate a "Silent Response". Officers are authorized to use emergency equipment to clear traffic as needed.
3. When operating the vehicle in emergency status:
 - The emergency equipment must be operating.
 - While responding, the operator of the departmental vehicle should exercise due regard so as not to present a greater danger to the public than the violation that occurred.

L. Pursuit Review Board.

The Pursuit Report Form must be forwarded to the involved officer's immediate Shift Supervisor. The Pursuit Report Form will be forward through the Chain of Command to the Chairman of the Pursuit Review Board.

The Pursuit Review Board shall be chaired by the Captain of Patrol. The board will further consist of a Shift Supervisor that the pursuit occurred on, and a maximum of two, minimum of one, Emergency Vehicle Operations Instructors of the West Lafayette Police Department.

Once the Pursuit Report Form has been obtained by the Chairman of the Pursuit Review Board, the Chairman shall make notice to all members of the Pursuit Review Board of the location and time that the Pursuit Review Board shall meet to discuss the pursuit(s) to be reviewed.

It is the job of the Pursuit Review Board to analyze the pursuit and all relative reports and determine if the pursuit was "In Compliance" or "Not in Compliance" with department policy. The board will further evaluate pursuits in which the West Lafayette Police Department was involved and assist in determining if any changes should be made within department policy. Results of the Pursuit Review Board will be forward to the Chief of Police for his/her review.

Issue Date

Revision Number: Date

By Order of the Chief:

06 /06 /2011

7 : / /

Section VI

POLICE ACTIVITY

Department Policy #6.27

Mobile Video Camera

- I. This section of this policy will provide officers with guidelines for the proper use of the in-car video/audio recording equipment. Mobile video/audio recording equipment has been demonstrated to be of value in the prosecution of traffic violations and related offenses, in evaluation of officer performance, and as a good visual training aid for new officers.
- II. In order to get the maximum use from this mobile video/audio recording (MVR) system, while using it in an efficient manner, officers shall follow the procedures for MVR equipment as set forth in this policy. All department personnel assigned to a vehicle with a Mobile Video Camera will understand and follow established procedures for its use.
- III. Program Objectives:
 - A. The West Lafayette Police Department has adopted the use of the MVR system in order to accomplish the following:
 1. Accurate documentation of events, actions, conditions, and statements made during arrests and critical incidents, so as to enhance officer reports, collection of evidence and testimony in court.
 2. The enhancement of this agency's ability to review probable cause for arrest procedures, officer and suspect interaction, and evidence for investigative purposes, as well as for officer evaluation and training.
- IV. Operating Procedures:
 - A. Officers shall adhere to the following procedures when operating MVR system equipment.
 1. MVR equipment installed in vehicles is the responsibility of the officer assigned to that unit during his/her shift.
 2. Prior to each shift, officers shall determine whether their MVR equipment is working properly and shall bring any problems to the attention of their shift commander and/or the Captain of Special Services and the Technicians. This shall be done in writing.
 3. MVR equipment will automatically activate when the vehicle's emergency warning devices are in operation. The MVR may be manually deactivated during non-enforcement activities such as funeral escorts, property damage accidents when protecting the scene, routine patrol, etc.
 4. Where possible, officers shall ensure that MVR equipment is operating in order to record traffic stops or other enforcement actions. In doing so, they will ensure that:
 - a) The MVR is positioned and adjusted to record the events.
 - b) The MVR is not deactivated until the enforcement actions are completed.
 - c) The wireless microphone is activated in order to provide narration with the video recording to explain the reasons for their current or planned enforcement action.
 5. Where possible, officers shall also use their MVR equipment to record:
 - a) The actions of suspects during interviews, when undergoing sobriety checks or when placed in custody if the recording will prove useful in later judicial proceedings.

- b) The circumstances at crime and accident scenes or other events such as the confiscation and documentation of evidence or contraband.
 6. Officers shall not erase, reuse or in any manner alter MVR recordings.
 7. Cards removed from vehicles shall be submitted to the Evidence Section as follows:
 - a) CF Cards without evidentiary video shall be submitted to the evidence room. It is not necessary to label or package the card.
 - b) CF Cards with evidentiary video shall be submitted like all other evidence, in an evidence locker. The case number is required on the envelope containing the card. No markings shall be made on the CF card itself .
 8. Each officer who removes recording media from the MVR unit is responsible for placing a new flash card in same machine.
 9. Officers are encouraged to inform their shift commander or Captain of Special Services, and the Technicians of any recorded sequences that may be of value for training purposes.
 10. Officers shall only use flash cards that are issued/approved by the department Technicians for use in the MVR.
- B. Recordings Control and Management:
1. MVR recordings containing information that may be of value for case prosecution or in any criminal or civil adversarial proceeding shall be safeguarded as other forms of evidence. As such, these recordings will:
 - a) Be subject to the chain of evidence procedures used by this department.
 - b) Not be released to any other criminal justice agency for trial or other reasons without having a duplicate copy made.
 - c) Will not be released to other than bona fide criminal justice agencies without prior approval of the Chief of Police or Deputy Chief of Police.
 - d) Recordings not entered as evidence and not scheduled for court proceedings or other adversarial or department uses shall be maintained for 180 days. All recordings shall be maintained in a manner that allows efficient identification and retrieval. These recordings will be stored and maintained in the West Lafayette Police Evidence Section.
 - e) Recordings entered as evidence shall be retained until the case is fully adjudicated.

Issue Date

8 /30 /2010

Revision Number: Date

4

By Order of the Chief:

SECTION X Media Relations

Department Policy #10.04

Prosecutor Memorandum of Understanding

Pursuant to Indiana Model Rule of Professional Conduct 3.8(f) the Prosecuting Attorney for Tippecanoe County does issue the following memorandum:

See attached agreement

SUGGESTED FORM MEMO TO PROSECUTORS AND INDIANA LAW ENFORCEMENT

Pursuant to Indiana Model Rule of Professional Conduct 3.8(f) the Prosecuting Attorney for Tippecanoe County does issue the following memorandum:

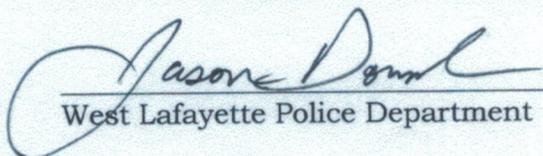
Deputy Prosecuting Attorneys, law enforcement officers and those working in conjunction therewith should, pursuant to Rule 3.6, refrain from making any statement relating to:

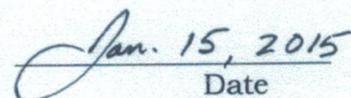
- a) the character, creditability, reputation or criminal record of a party, suspect in a criminal investigation or witness, or the identity of a witness, or the expected testimony of a party or witness;
- b) in a criminal case or proceeding that could result in incarceration, the possibility of a plea of guilty to the offense or the existence or contents of any confession, admission, or statement given by a defendant or suspect or that person's refusal or failure to make a statement;
- c) the performance or results of any examination or test or the refusal or failure of a person to submit to an examination or test, or the identity or nature of physical evidence expected to be present;
- d) any opinion as to the guilty or innocence of a dependent or suspect in a criminal case or proceeding that could result in incarceration;
- e) information that the lawyer knows or reasonably should know is likely to be inadmissible as evidence in a trial and that would, if disclosed, create a substantial risk of prejudicing an impartial trial; or
- f) the fact a person has been arrested or charged with a crime is merely an accusation, and the defendant is presumed innocent until and unless proven guilty in a court of law. This phrase should be included in each and every press release your agency issues involving a person's involvement in a criminal investigation.

In addition, in accord with Indiana Rule of Professional Conduct 3.6 it shall generally be permitted for the above named individuals to state:

- a) the claim, offense or defense involved and, except when prohibited by law, the identity of the persons involved;
- b) information contained in a public record;
- c) that an investigation of a matter is in progress;
- d) the scheduling or result of any step in litigation;
- e) a request for assistance in obtaining evidence and information necessary thereto;
- f) a warning of danger concerning the behavior of a person involved, when there is reason to believe that there exists the likelihood of substantial harm to an individual or the public interest;
- g) the identity, residence, occupation and family status of the accused;
- h) if the accused has not been apprehended, information necessary to aid in apprehension of that person;
- i) the fact, time and place of arrest; and
- j) the identify of investigating and arresting officers or agencies and the length of the investigation.

This memorandum should be considered only a guide and should any questions arise regarding the potential prejudicial effect on a specific case or defendant, please call my office immediately before the issuance of any such statement.


West Lafayette Police Department


Date

Section XII Health & Safety

Department Policy #12.08

Naloxone (Training & Use)

I. Purpose: The purpose of this policy is to provide guidance regarding the administration of Naloxone, an overdose intervention drug. Accidental drug overdose has been declared an epidemic by the Centers for Disease Control and Prevention, and this trend has been documented in our community. Deaths from this epidemic can be mitigated by the use of Naloxone. Indiana Code 16-31-12 permits law enforcement officer to possess and administer an overdose prevention drug to an individual suffering from an overdose.

II. Policy: It is the policy of the West Lafayette Police Department that all officers are required to be trained in the administration of nasal Naloxone by an approved trainer, and equipped with Naloxone kits for use in overdose intervention situations.

A. Definitions:

1. Overdose Intervention Drug – a prescription medication used to reverse opioid overdose.
2. Naloxone (Narcan) – the generic drug name of the overdose intervention drug referred to in this policy.
3. Medical Director – a medical physician who oversees and directs the training for the West Lafayette Police Department overdose intervention program, and issues standing orders for Naloxone.
4. Opioid – For the purposes of this policy the term opioid includes opioid and opiate drugs. The term includes opium-like natural, synthetic, and semi-synthetic narcotic drugs that act on the body's opioid receptors and cause effects including analgesia and respiratory system depression. Opioids include, but are not limited to, heroin, morphine, hydrocodone, oxycodone, hydromorphone, etc.

B. Training: Every West Lafayette Police Officer will receive annual training approved by an approved trainer to include:

1. A statement of the problem;
2. Opioid drug understanding;
3. Opioid drug overdose signs;
4. Nasal Naloxone - pharmacology, administration, and expectations;
5. Storage temperature range; and
6. Shelf life.

C. Naloxone Administration:

1. The overdose intervention drug to be used by West Lafayette Police Department in accordance with this policy is Naloxone.

2. If a person has respiratory depression or is unresponsive officers may nasally administer Naloxone into the person's nostrils by use of a nasal atomizer.
3. Officers who administer Naloxone shall:
 - a. Ensure EMS and Fire are called to the scene; and
 - b. Administer the Naloxone as instructed in the required training.
 - c. Patient given Naloxone cannot sign a refusal of treatment. They must be transferred to the hospital.

D. Reporting:

1. Officers shall notify a supervisor any time Naloxone is administered and shall complete a report.

E. Issuance and Storage:

1. Upon completion of required training, each officer in the Uniform Division will be issued 1 one kit containing a single dose of Naloxone.
 - a. This kit is considered equipment for purposes of Use and Care of Equipment requirements as outlined in the Department Rules and Regulations.
 - b. Officers shall store Naloxone at the recommended storage temperature range.
 - c. Kits are not to be stored in the vehicle, but may be carried on the officer or in a duty bag.
2. Kits must be maintained in a state of Operational Readiness as outlined in the Department Rules and Regulations.
 - a. The Special Services Commander shall be responsible for replacing unused dosages if the dosages are beyond the recommended shelf life.
3. Spare Naloxone kits will be stored in a secured area at the West Lafayette Police Department, and at the West Lafayette Fire Departments.
4. After administering Naloxone, officers shall replace the used ampule through the West Lafayette medical storage area, or from the WLFD unit on scene.

F. Attachment from Medical Director

Issue Date
00/00/0000

Revision Number: Date
_____: / /

By Order of the Chief:

Intranasal Naloxone (Narcan) for Basic Life Support EMS

Note:

- **Naloxone is only used for opiate overdose**
- **Naloxone is NOT effective against respiratory depression due to non-opiate drugs**
- Naloxone is an opioid/opiate (narcotic) antagonist that can reverse Central Nervous System and respiratory depression secondary to an overdose of opioids/opiates.

Indications for the use of Naloxone:

- Respiratory arrest or hypoventilation with evidence of opioid/opiate use
 1. Bystander report
 2. Drug paraphernalia
 3. Opioid prescription bottles
 4. Track marks
- Recognition of the opioid/opiate toxidrome:
Signs and symptoms:
 1. Unresponsive or minimally responsive with a pulse
 2. Respiratory arrest
 3. Depressed respiratory rate (< 6 per minute)
 4. Agonal respirations
 5. Cyanosis
 6. Miosis (constricted pupils)
 7. Decreased mental status or confusion
 8. Slurred speech and/or difficulty ambulating
 9. Nausea/vomiting

On Scene:

- You may know you are responding to a suspected overdose, or you may be told upon arrival
- Scene safety is a top priority
- Do you have police present or responding?
- Remain non-judgemental and non-confrontational
- Ask bystander(s) what and when the patient injected, ingested, inhaled, or transdermal patch.
- Was more than one substance used?

Contraindications:

- Known hypersensitivity (rare)
- Recent seizure (by report or signs)
- Head/facial trauma
- Nasal trauma (obstruction and/or nosebleed)
- Cardiopulmonary arrest

Intranasal Naloxone (Narcan) for Basic Life Support EMS Continued

Adverse reactions:

- Use caution when administering naloxone to narcotic dependent patients.
- Rapid opiate withdrawal may cause nausea and vomiting and extreme combativeness.
- Keep the airway clear and be prepared to suction.

Note:

A patient given naloxone cannot sign a refusal of treatment. They must be transferred to the hospital.

- Documentation: patient presentation, signs and symptoms before and after treatment, vital signs before and after treatment, clinical response, record time drug was administered, amount, route.
- Utilize an intranasal naloxone kit that contains:
 1. Two naloxone hydrochloride pre-filled Luer-lock (needleless) syringes containing 2mg/2mL
 2. Two mucosal atomization devices
 3. One container for security/storage

Adult nasal atomizer use:

1. Ensure scene safety.
2. Maintain appropriate Body Substance Isolation.
3. Assess level of consciousness and vital signs.
4. Activate ALS if not already responding.
5. Initiate transfer as soon as possible.
6. Maintain open airway and assist ventilations (use a BMV and oral airway if unresponsive with a pulse).
7. Suction as needed.
8. Assess the patient to ensure their nasal cavity is free of blood or mucus.
9. Control the patient's head with one hand.
10. Gently, but firmly, place the atomizer 1.5 cm within one nostril with other hand, carefully occluding the opposite nostril.
11. Briskly compress the syringe to administer 1 mL of atomized spray. (have towel handy to catch any secretions)
12. Remove and repeat in other nostril, so all 2 mL of solution are administered (will be total of 2 mg).
13. Continue ventilating the patient as needed
14. Consider contacting poison control if poly-substance abuse is suspected 800-222-1222

Pediatrics

- An opioid overdose is suspected in a pediatric patient (<15 years old)
 1. Infants: 0.5mg per nostril (total 1mg)
 2. Child: 1mg per nostril (total of 2mg)

Michael Kupon MD
WLPD Medical Director

Effective Date