



# **Oklahoma City Police Department**

# **OPERATIONS MANUAL**

Fifth Edition  
Published September 2014  
Updated December 12, 2016  
Planning and Research Unit



**RESERVED FOR FUTURE USE**



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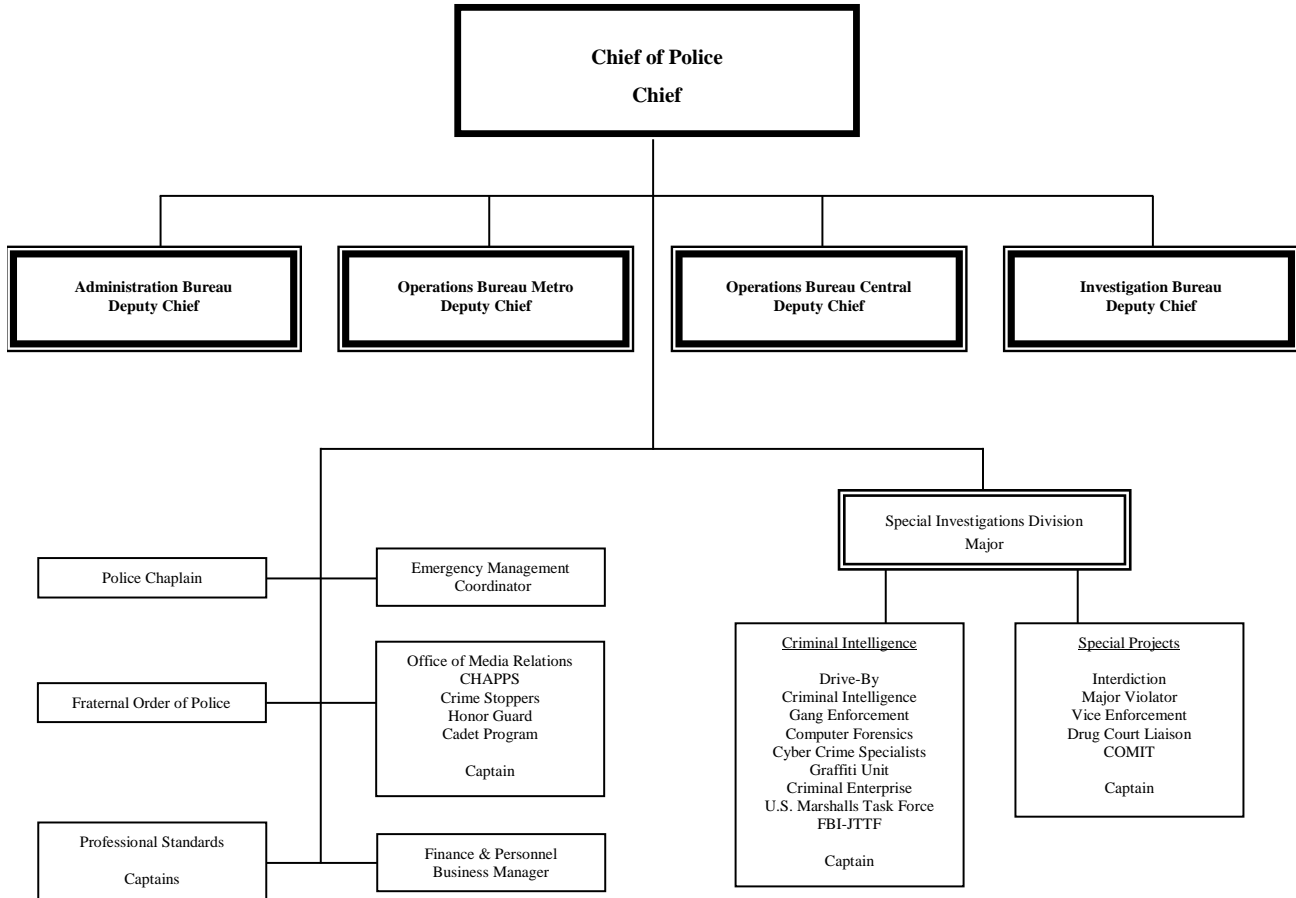
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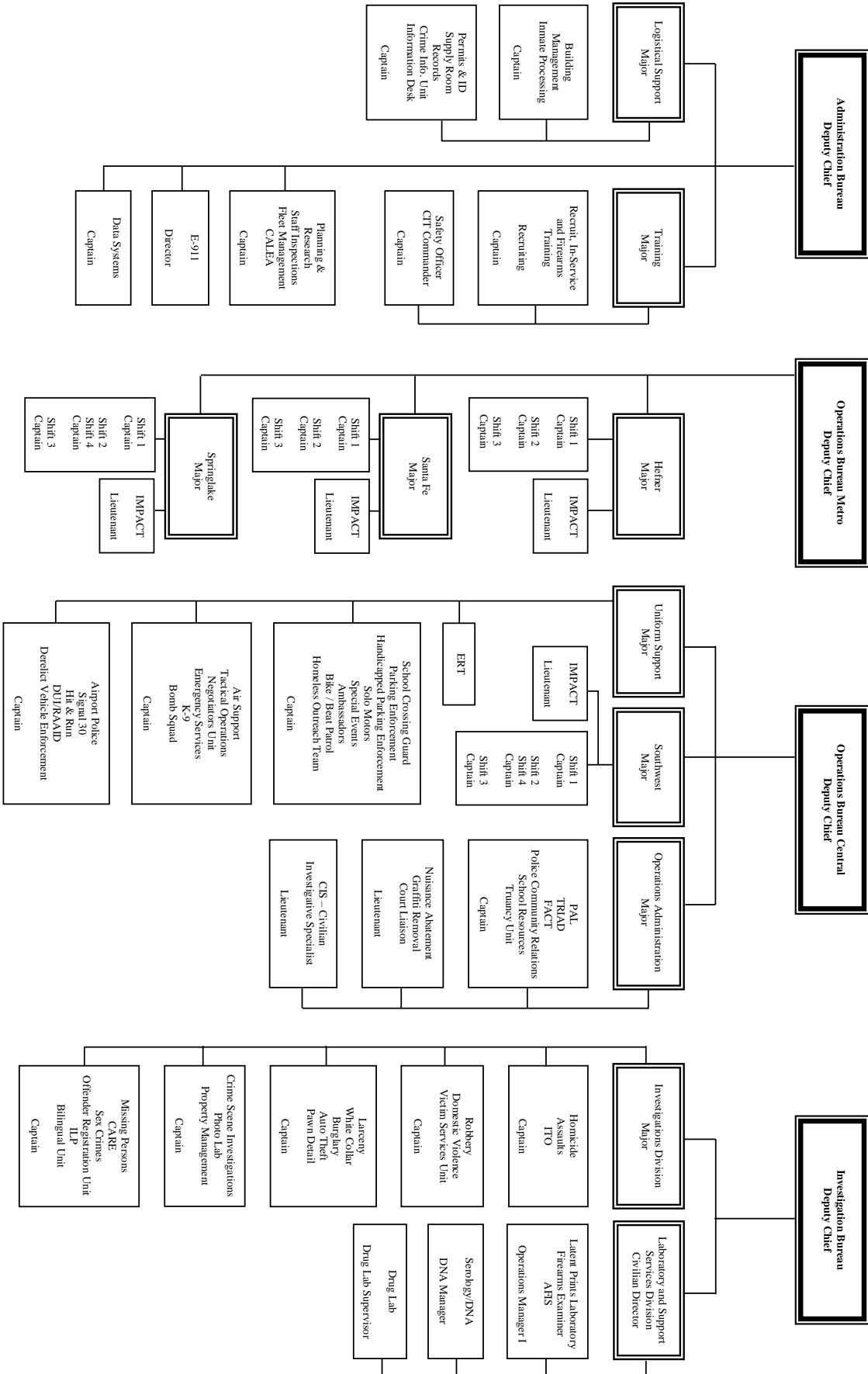


**RESERVED FOR FUTURE USE**



## DEPARTMENT ORGANIZATION





Revised 4th Edit., 2000; Revised 9/05; Revised 1/06; Revised 11/06; Revised 7/07; Revised 10/08; Revised 7/10; Revised 4/11; Revised 7/11; Revised 6/12; Revised 10/12; Revised 2/15; Revised 5/15; Revised 3/16; Revised 6/16



## POLICIES

### General Provisions

#### **010.0 Policy**

Policy consists of principles and values, which guide the performance of a Department activity. Policy is not a statement of what must be done in a particular situation; rather, it is a statement of guiding principles, which should be followed in activities, which are directed toward the attainment of Department objectives.

Policy is formulated by analyzing objectives and determining through research those principles, which will best guide the Department in achieving its objectives. Policy is based upon police ethics and experience, the desires of the community, and the mandate of the law.

Policy is articulated to inform the public and Department employees of the principles, which will be adhered to in the performance of the law enforcement function.

An officer in the performance of his duty is confronted with an infinite variety of complex situations, which require police action. Since policy is objective rather than situation oriented, it is broad enough in scope to encompass most situations. Policy, therefore, must be stated in general terms.

#### **020.0 Glossary**

##### **020.10 Value**

A value is a weight accorded to a quality of performance or accomplishment. Values are the basis for the determination of objectives and may be both ethical and functional.

##### **020.20 Objective**

An objective is specific and definable. It is a desired end for which effort is expended and which, if attained, fulfills the purposes of the Department. Within each objective, there may be a number of subordinate objectives, each of which, if attained, contributes to the accomplishment of the police mission.

##### **020.25 Goal**

A goal is an ideal, broad and general, to which all Department activities are directed.

##### **020.30 Principle**

A principle is a conceptual guide arrived at through logical deduction by evaluating experience with a view toward the attainment of objectives. A principle may be of assistance in the exercise of judgment in a duty-related or off-duty activity, and may be both ethical and functional.

##### **020.40 Procedure**

A procedure is a preferred and expected method of performing an operation or a manner of proceeding on a course of action. It differs from policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy. Both policies and procedures are objective oriented; however, policy establishes limits of action while procedure directs response within those limits. Procedures will be established in writing when possible and policy dictates that they be followed.

##### **020.50 Rule**



A rule is a specific requirement or prohibition, which is stated to prevent deviations from policy or procedure. Rules allow little deviation other than for stated exceptions. Deviation from or violation of rules generally requires immediate and documented justification and explanation.

### **030.0 Review**

The Policies, Procedures and Rules contained in the Operations Manual shall be reviewed annually to ensure consistency with relevant Statutes, Ordinances, case law, Labor Contracts and contemporary police practice.



## **Objectives**

### **105.0 Mission Statement of the Oklahoma City Police Department**

The men and women of the Oklahoma City Police Department are committed to enhance the quality of life and lessen the criminal fears of all citizens.

Utilizing the authority and safeguards of the Constitution of the United States and the freedoms cited in the Bill of Rights, the laws and statutes of the State of Oklahoma and the Charter and Ordinances of the City of Oklahoma City, we, the members of the Oklahoma City Police Department, will work cooperatively with all segments of the general public and government to provide a safe environment and preserve the peace.

This partnership is drawn on the premise that our product be one of service to all citizens with special focus toward solving real and perceived problems within the community. Our remedies and resources shall be from all levels of government, working in concert, to accomplish our desired goals. Thus, as a Department of, and on behalf of, the City of Oklahoma City, we obligate ourselves toward becoming a catalyst for positive interaction between all services and functions of the City.

Adopted 12/90

### **110.0 Primary Objective**

A society free from crime and disorder remains an unachieved ideal; nevertheless, consistent with the values of a free society, it is the primary objective of the Oklahoma City Police Department to as closely as possible approach that ideal. In so doing, the Department's role is to enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the Constitutional rights of all persons. It is not the role of the Department to legislate, to render legal judgments, or to punish.

### **115.0 Police Authority**

According to Oklahoma State Statutes, police officers in the State of Oklahoma "...shall have the power to arrest all offenders against the laws of the State or of the City, by day or by night, in the same manner as the Marshal, and keep them in the City prison or other place to prevent their escape until a trial can be held before the proper office".

Oklahoma City Ordinances established the Police Department for the purpose of performing various public safety functions of the City. The City Ordinances state that the Police Department shall have and exercise the powers and duties of preventing and detecting crime, preserving the peace, protecting the citizens and others in their persons and property and maintaining public order.

City Ordinances further define the "General Power of the Police Department" by stating that police officers shall have the power to arrest all offenders against the laws of the State or the City by day or by night. Offenders will be placed in the County Jail or other place to prevent their escape until a trial can be had before a proper officer, or until a recognizance with sufficient surety is duly entered into by the prisoner in custody as provided by law.

Revised 10/04

### **115.10 Authority of the Chief of Police**

According to Oklahoma State Statutes, cities may create the position of Chief of Police, who shall at all times have power to make or order an arrest with proper process, for any offense against the laws of the State or of the City, and bring the offender for trial before the proper officer of the City, and to arrest without process, in all cases where any such offense shall be committed in his/her presence.

The Municipal Code of the City of Oklahoma City designates the Chief of Police as the chief administrative officer of the Police Department. All members of the Department serve subject to the orders of the Chief of Police.



The Code also empowers the Chief of Police to make rules and regulations, as he/she deems advisable. When approved by the City Council, these rules are binding upon all members of the Police Department.

Revised 10/04

## **115.15 Succession of Command**

The Chief of Police shall have the authority to designate an acting Chief when he/she is absent from the City or temporarily unavailable.

Should the Chief of Police become incapacitated through illness, death, or for any other reason can not carry out the duties of the office, the City Manager will appoint an interim Chief.

Adopted 9/05

## **120.0 Functional Objectives**

Peace in a free society depends on voluntary compliance with the law. The primary responsibility for upholding the law, therefore, lies not with police, but with the people. Since crime is a social phenomenon, crime prevention is the concern of every person living in society. Society employs full-time professional police to prevent crime, to deter it and, when that fails, to apprehend those who violate the law.

Crime is a symptom of ills within society, which is not the responsibility of the Department to cure. The Department is responsible, however, for interacting with the community to generate mutual understanding so that there may be public support for crime prevention. Community involvement is essential to facilitate a free flow of information between the public and the Department to assist in the identification of problem areas and to inform the public of crime statistics and trends.

Additionally, knowledge of the community is necessary so that each Department employee may be instilled with a sense of concern for the crime problems and law enforcement needs in his assigned area of responsibility.

The prevention of crime remains a basic obligation of society, and to the degree it becomes necessary to rely on police action to secure compliance with the law; society has failed in this responsibility.

### **120.05 Victim / Witness Assistance**

The Oklahoma City Police Department supports victim/witness assistance programs. Encouraging the cooperation of victims and witnesses of criminal acts is important to the Department's mission. The Department strives to treat victims and witnesses of crime with fairness and dignity.

Adopted 10/04

### **120.10 Apprehension of Offenders**

The administration of criminal justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of a law violator, and it has as its objective the voluntary compliance with the law as an alternative to punishment. Once a crime has been committed, it is the duty of the Department to initiate the criminal justice process by identifying and arresting the perpetrator, by obtaining necessary evidence, and cooperating in the prosecution of the case.

### **120.20 Recovery and Return of Property**

The actual costs of crime are difficult to measure; there cannot be a dollar value assigned to the broken bodies, ruined lives, and human misery, which are its products. However, it is possible to observe the steadily mounting cost of lost and stolen property. This loss as well as the other costs of crime must ultimately be borne by its victims.





To minimize the losses due to crime, the Department makes every reasonable, good faith effort to recover lost or stolen property, to identify its owners, and to ensure its prompt return.

### **120.30 Movement of Traffic**

To facilitate the safe and expeditious movement of vehicular and pedestrian traffic, the Department enforces traffic laws, investigates traffic accidents, and directs traffic. To enforce compliance with traffic laws and to develop driver awareness of the causes of traffic accidents, the Department appropriately warns, cites, and arrests traffic law violators. Traffic accidents are investigated to protect the rights of the involved parties, to care for the injured, to determine the causes of accidents so that methods of prevention may be developed and, when a traffic law violation is discovered, to gather necessary evidence to prosecute the violator. The Department provides direction for vehicular and pedestrian traffic where necessary. It provides information to the public in assisting them to safely and expeditiously arrive at their destination.

### **120.40 Public Service**

Often, because there are no other public or private agencies available, the public relies upon the Department for assistance and advice in the many routine and emergency situations, which develop in an urban society. For this reason, and because there is frequently a potential for crime, the Department regularly responds to incidents where it is not contemplated that an arrest will be made. To satisfy these requests and to assure the peace and safety of all persons, the Department responds to calls for service and renders such aid or advice as is necessitated or indicated by the situation. Such services are provided in cooperation and in coordinated effort with fire, rescue, ambulance and other safety agencies within the community.

### **123.0 Assistance to other Law Enforcement Agencies and Events of Concurrent Jurisdiction**

The Department maintains a close working relationship with other law enforcement agencies, and recognizes there are instances in which law enforcement agencies will need this Department's assistance and other incidents involving concurrent jurisdiction.

Therefore, it is the policy of this Department to provide assistance to other law enforcement agencies whenever possible.

Whenever a Department officer responds to a call for assistance by another agency outside the city limits of Oklahoma City or to an incident of concurrent jurisdiction, that officer will be governed and protected by the policies and procedures of this Department.

Revised 10/04

### **125.0 Specific Subordinate Performance Objectives**

In order to direct and evaluate the effectiveness of the daily activities of police officers, the Department will develop performance objectives that are specific, measurable and achievable. Specific performance objectives will be continually analyzed, modified when appropriate, and utilized to determine the degree of success the Department is experiencing in achieving its primary and functional objectives. Specific performance objectives are developed for individual employees, their immediate work groups, divisional units, and the Department as a whole to insure that efforts of all employees are coordinated toward a common purpose.

### **130.0 Resource Objectives**

#### **130.10 Department Personnel**

Police officers are frequently required to make decisions affecting human life and liberty in difficult situations where there is no opportunity to seek advice and little time for reflection. Law enforcement in a free and complex society requires an officer to have the stamina, intelligence, moral courage, and emotional stability necessary to fairly and impartially deal with human beings in the many complicated and potentially explosive situations, which



he encounters. To obtain the caliber of personnel necessary to provide the public with professional law enforcement, it is essential that the Department participate in the recruitment and selection of potential officers. Thereafter, the Department must constantly strive to maintain and perfect the quality of its officers through education and training and must also strive to promote the most qualified.

### **130.20 Utilization of Resources**

Law Enforcement is one of the most expensive and complex services provided by the City. The quality and extent of service provided is necessarily limited by available resources, which are to a large extent dependent upon the revenue sources of the City. To ensure that the highest level of service is obtained from the resources at its disposal, the Department must make use of the most efficient management and budgeting techniques available. It is further incumbent upon every employee to use resources as economically as possible.



## **Personal Conduct**

### **205.0 Standard of Conduct**

Success within the community is dependent upon each employee of the Oklahoma City Police Department exemplifying excellence, integrity, honesty and character. The combination of these traits should reflect the highest moral principles in all phases of public service. By uniting the integrity and commitment of each employee, the Oklahoma City Police Department shall reflect a positive image to the citizens.

It is the policy of the Oklahoma City Police Department to provide an employment and business environment free of disruptive, disorderly, abusive, discriminating, or harassing conduct, any unwelcome sexual advance or any other form(s) of verbal or physical conduct that would constitute sexual harassment as defined and prohibited by state and federal statutes.

The Law Enforcement Code of Ethics is adopted as a general standard of conduct for employees of the Oklahoma City Police Department. All employees of the Department shall adhere to the personnel rules and regulations of the City and the policies, procedures and rules of this Department.

Revised 9/95

### **205.10 Law Enforcement Code of Ethics**

As a law enforcement officer, my fundamental duties are to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

I recognize the badge of my office as a symbol of public faith, and I accept it, as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

### **205.15 Oath of Office**

All personnel prior to assuming sworn status must take and subsequently abide by the following oath of office:

I do solemnly swear that I will bear true allegiance to the Constitution of the United States, to the Constitution and Statutes of the State of Oklahoma, and to the Charter and Ordinances of the City of Oklahoma City.

I further solemnly swear that I will diligently discharge all orders and directions of the present, or future, Chief of Police of Oklahoma City, and other superior officers appointed over me according to the rules and regulations of the Oklahoma City Police Department.

I further solemnly swear that I will serve honestly and faithfully in the performance of my duties as a Police Officer and will accept my commission as a symbol of authority and a mark of service to the people of this community.

Revised 2/03



## **210.0 Loyalty**

In the performance of his duty to serve society, an officer is often called upon to make difficult decisions. He must exercise discretion in situations where his rights and liabilities and those of the Department hinge upon his conduct and judgment. An officer's decisions are not easily made and occasionally they involve a choice, which may cause him hardship or discomfort. An officer must be faithful to his oath of office, the principles of professional police service, and the objectives of the Department, and in the discharge of his duty he must not allow personal motives to govern his decisions and conduct.

## **215.0 Conduct Unbecoming a Police Employee**

A police officer is the most conspicuous representative of government, and to the majority of the people he is a symbol of stability and authority upon whom they can rely. An officer's conduct is closely scrutinized, and when his actions are found to be excessive, unwarranted, or unjustified, they tend to be criticized far more severely than comparable conduct of persons in other walks of life. Since the conduct of an officer or civilian employee, on or off-duty, may reflect directly upon the Department, each police employee must at all times conduct himself in a manner which does not bring discredit to the employee, the Department, or the City.

## **220.0 Respect for Constitutional Rights**

No person has a Constitutional right to violate the law; neither may any person be deprived of his Constitutional rights merely because he is suspected of having committed a crime or has committed a crime. The task of determining the constitutionality of a statute lies with a court of proper jurisdiction, not with an officer who seeks to properly enforce the law as it exists. Therefore, an officer may enforce any federal, State, or local statute, which is valid on its face without fear of abrogating the Constitutional rights of the person violating that statute. An officer who lawfully acts within the scope of his authority does not deprive persons of their civil liberties. He may within the scope of his authority make reasonable inquiries, conduct investigations, and arrest on probable cause.

However, when an officer exceeds his authority by unreasonable conduct, he violates the sanctity of the law, which he is sworn to uphold.

Revised 9/95

## **222.0 Non-Discrimination**

The Oklahoma City Police Department is committed to a policy of non-discrimination. It is the policy of the Department that no person or employee shall benefit or be discriminated against, in any manner inconsistent with the Constitution, federal law, state statutes, the City Charter, ordinances, resolutions, policies, rules, or regulations.

It is the policy of the Department that employment with the City will be free of conduct that is discriminatory, abusive, disorderly, disruptive, or retaliatory. Any employee's conduct, whether intentional or unintentional, that results in discrimination or harassment of other employees or any other person(s) with regard to race, color, creed, disability, age, religion, sex, national origin, or exercise of a legal right is strictly prohibited.

When dealing with persons who are mentally challenged, physically disabled or who clearly demonstrate a special need, employees will consider the disability and make reasonable efforts to take the special needs in consideration in the performance of their duties.

Revised 9/01; Revised 9/05

## **225.0 Bias-Based Policing Prohibited**

For the purpose of this policy, bias-based policing shall be defined as the detention, interdiction, or other disparate treatment of an individual on the basis of race, color, religion, sex, national origin, age, or handicap.



No officer or employee of the Oklahoma City Police Department shall engage in bias-based policing.

If an officer or employee is found in direct violation of the Department's policy regarding bias-based policing, the Department shall take appropriate action consistent with applicable laws, rules, ordinances, and policy.

Adopted 9/01; Revised 9/06

## **226.0 Disclosure of Domestic Violence**

The Omnibus Consolidated Appropriations Act of 1997 makes it unlawful for any person convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, receive, sell, or dispose of firearms or ammunition. This includes law enforcement officers who have been convicted of any qualifying misdemeanor including simple assaults on spouses, ex-spouses, or cohabiting partners. Those convicted will not be able to possess firearms for any reason, including performing their official law enforcement duties. The prohibition also applies to convictions prior to the law's effective date of September 30, 1996.

Any officer with a VPO against him/her, but does not have a conviction of domestic abuse or other related crimes, may be in violation of Title 18, U.S.C.A., Section 922 (d)(8)&(9) while acting in an off-duty status. Officers with a VPO may possess a firearm when acting in an official, on duty capacity, and in an "On Call" status with the approval of the Chief of Police. Off-duty officers with a VPO are prohibited from possessing a firearm even for such events as hunting. This includes the purchase of firearms while a VPO is in effect.

Any employee having any prior conviction, or is convicted of a crime fitting the above circumstances (misdemeanor or felony), while employed by the City of Oklahoma City, or is subject to a current, pending VPO or otherwise has reason to anticipate being subject to a VPO, must notify their Bureau Commander in writing without delay. Each case will be evaluated on its specific circumstances; assistance and guidance will be offered to the employee.

Adopted 2/03

## **230.0 Integrity**

The public demands that the integrity of its law enforcement personnel be above reproach, and the dishonesty of a single Department member may impair public confidence and cast suspicion upon the entire Department. Succumbing to even minor temptation can be the genesis of a malignancy, which may ultimately destroy an individual's effectiveness and may contribute to the corruption of countless others. Each Department employee must scrupulously avoid any conduct, which might compromise the integrity of his fellow employees or the Department, and has the obligation to report the dishonesty of others.

### **230.10 Gratuities**

Employees shall not accept any gift, gratuity, loan, reward, fee, or anything of value where the acceptance of such would influence directly or indirectly, the actions of the employee or any other member or employee in any matter of police business, or would cast an adverse reflection on the Department or any of its employees.

No member of this Department shall offer or give gifts, gratuities, or special privileges to any other person or agency in expectation of special benefit to himself or the Department.

Employees are prohibited from buying, selling, receiving as a gift, bartering, or by any other means acquiring anything of value from a person in police custody, or any person with a criminal record or under investigation or impending investigations by the Department, except as may be specifically authorized by the Chief of Police.

### **230.20 Solicitations**

No employee of this Department shall solicit any form of benefit for himself, the Department, the City, or any other organization, from any person, group, or firm, when the benefit is to be secured as a result of his employment by the Department, except as authorized by the Chief of Police



### **231.0 Public Statements**

Members of the general public tend to assign great credibility and weight to the word of police employees. As such, indiscreet, inaccurate, or incomplete statements made by police employees have great potential to cause irreversible damage to individual reputations, as well as to the reputation of the Department. For that reason, truth, accuracy, objectivity, and due regard for the rights and privacy of individuals must characterize all statements of law enforcement employees who supply information to the public, either directly or indirectly.

### **232.0 Court Testimony**

When testifying in court, employees shall present evidence honestly and without bias or prejudice. The sole object shall be to give evidence as the employee has knowledge of it. The employee shall not identify with the prosecution or defense, but provide evidence on the basis of actual fact.

### **233.0 Confidentiality**

Safeguarding information about an individual or group that has been obtained by the law enforcement employee in the course of duty or an official investigation is a primary obligation of all police employees. Such information is not to be communicated to others, unless certain important conditions are met.

No information shall be maintained or transmitted to another about the private life of an individual, which does not relate specifically to the violation of laws.

Security and privacy shall be assured all individuals whose records are maintained in order that such records shall be used only in criminal justice proceedings.

Only those with a legal right of access shall have access to any criminal justice agency records or record systems.

#### **233.10 Disclosure of Medical Information**

A Department employee shall not disclose any information regarding an individual's health status, either verbally, written or by any type of electronic transmission, unless legally required to do so. The U. S. Constitution provides the right to privacy in addition to Oklahoma State Statute Title 63, Section 1-502.2. Medical information cannot be released except in compliance with an enumerated provision of the law. The enumerated sections refer to the release of information for medical purposes. The Department may release medical information in any format only when the involved individual or their legal guardian signs a written release. Any employee whose actions violate these provisions may become civilly liable in addition to their employer.

Adopted 9/95

### **234.0 Recommending Attorneys, Bail Bondsmen, and Wrecker Services Prohibited**

Police employees shall not suggest, recommend, advise or otherwise counsel the retention of a specific attorney, bail bondsman or wrecker service to any person coming to their attention as a result of police business.

### **235.0 Political Activity**

City employees are encouraged to exercise their right of voting as citizens and may belong to political parties of their own choice.

During normal working hours, City employees shall not circulate petitions or campaign literature for, or against, candidates including elected officials, or for initiative or referendum petitions, nor be in any way concerned with soliciting, receiving subscriptions, or participating in political services or activities. On public improvement bond issues, the City Council may authorize qualified City personnel to assist in informing the public.



No person shall use or promise to use, directly or indirectly, an official authority or influence, whether possessed or implied, to secure, or attempt to secure, for any person an appointment to a position in the classified service, or any increase in pay or other advantage in employment in any such position, for the purpose of influencing the vote or political action of any person.

## **236.0 Courtesy**

Effective law enforcement depends on a high degree of cooperation between the Department, the public it serves, and other public agencies. The practice of courtesy in all public contacts encourages understanding and appreciation; discourtesy breeds contempt and resistance. The majority of the public are law-abiding citizens who rightfully expect fair and courteous treatment by Department employees. While the urgency of a situation might preclude the ordinary social amenities, discourtesy under any circumstance will not be condoned. The practice of courtesy by police employees is not a manifestation of weakness; it is, on the contrary, entirely consistent with the firmness and impartiality that characterizes professional police service.

### **236.10 Behavior Towards other Department Employees**

Each employee of the Department shall treat co-workers with respect and dignity. Each individual's demeanor should reflect courtesy and consideration, guarding themselves against any conduct or form of communication, which would discredit other employees.

Adopted 9/95

## **240.0 Compliance with Lawful Orders**

The Department is an organization with a clearly defined hierarchy of authority. This is necessary because obedience of a superior's lawful command is essential for the safe and prompt performance of law enforcement operations. The most desirable means of obtaining compliance are recognition and reward of proper performance and the positive encouragement of a willingness to serve. If there is a willful disregard of lawful orders, commands, directives or policies, retraining of personnel and/or disciplinary action will occur. It is each employee's responsibility to report such occurrences of neglect or the noncompliance of a supervisor's orders.

Revised 9/95

## **245.0 Use of Intoxicants**

There is an immediate lowering of esteem and suspicion of ineffectiveness when there is public contact by a Department employee evidencing the use of intoxicants. Additionally, the stresses of law enforcement require an employee to be mentally alert and physically responsive. Except as necessary in the performance of an official assignment or with expressed authorization from the Chief of Police the consumption of intoxicants is prohibited while an employee is in uniform or on duty. No employee is to consume intoxicants to such a degree that it impairs his/her on-duty performance. The odor of an alcoholic beverage or low-point beer on or about the breath and person of an on-duty police employee is prohibited.

Revised 10/08

## **250.0 Attention to Duty**

As most police work is necessarily performed without close supervision, the responsibility for the proper performance of the employee's duty lies primarily with the employee himself. An officer carries with him a responsibility for the safety of the community and his fellow officers. He discharges that responsibility by the faithful and diligent performance of his assigned duty. Anything less violates the trust placed in him by the people and will not be tolerated by the Department.

## **255.0 Financial Obligations**



Public employees have stable income upon which they may forecast future earnings. For this reason and because of public confidence in their responsibility, it is relatively easy for Department employees to contract financial obligations, which, if not controlled, may become an impossible burden. Such financial distress may impair the individual's effectiveness and tends to bring discredit upon the Department. Employees should avoid incurring financial obligations, which are beyond their ability to reasonably satisfy from their anticipated Department earnings.

## **265.0 Refusal to Work**

The alternative to law and its enforcement is anarchy and its resulting devastation. A police employee's commitment to public service and to his professional ethics require that he carry out assignments as directed. For these reasons, police employees do not have the right to engage in any work stoppage or slow-down, nor do they have the right to refuse to work for any reason that can be resolved through the established grievance procedure. It is the policy of this Department to seek appropriate disciplinary action of any employee who engages or attempts to engage in the aforementioned activities.

## **267.0 Employee's Right to Privacy**

Employees may be assigned departmentally owned vehicles, lockers, desks, cabinets and cases for the mutual convenience of the Department and the employee. All personnel are admonished that the retention of personal items in such containers or facilities is at the risk of the employee and the Department will not be responsible for any losses. Such equipment is subject to entry and inspection without notice, even if the employee has placed a personally owned lock on a piece of Department owned property.

## **270.0 Secondary Employment**

The policy of this Department is to provide guidelines to police employees, sworn and non-sworn, to inform them of the types of secondary employment which are appropriate; and to establish procedures to maintain accountability for the welfare of the Department. These requirements are essential for the efficient operation of the Oklahoma City Police Department and for the protection of the community. Employees are reminded the decision to work a secondary job is their option and not a requirement of the Department. Employees are advised secondary employment cannot be worked if the employer is The City of Oklahoma City. Employment by a public trust, even if The City of Oklahoma City is beneficiary of the trust, is not considered to be employment by The City of Oklahoma City.

To clarify the terms of secondary employment, the following definitions apply to the various types of employment that may be engaged in.

- A. Employment: The provision of a service, whether or not in exchange for a fee, other service, or any other valuable consideration.
- B. Extra-Duty Employment: Is defined as any off-duty employment, volunteering or charity work that is conditioned by the wearing of the police uniform or the actual or potential use of law enforcement powers by the police officer employee. All extra-duty employment must be approved prior to working the extra-duty. While working extra-duty, officers must comply with all OCPD Written Directives as defined by Procedure 146.01.
  - 1. A request for approval to work extra-duty employment where the work is within the corporate limits of the City of Oklahoma City must be submitted as outlined in this policy.
  - 2. A request for approval to work extra-duty employment where the work is outside the corporate limits of the City of Oklahoma City must be submitted to the Chief of Police.
- C. Outside Employment: Any off-duty employment that does not include wearing of the police uniform or will not require the use, or potential use of law enforcement powers by the employee.

Revised 6/94; Revised 7/11; Revised 6/14

## **270.10 Extra-Duty Employment**





Any police officer may be secondarily employed with an individual or business where the condition exists for the actual or potential use of law enforcement powers. Police officers may engage in extra-duty employment where a profit or not-for-profit entity requests the services of an off-duty Oklahoma City Police Officer(s) to provide security services. While in this capacity, officers will comply with all OCPD written directives as defined by OCPD Procedure 146.01.

Types of approved extra-duty services include:

- A. Traffic control and pedestrian safety.
- B. Crowd control.
- C. Security and protection of life and property.
- D. Routine law enforcement for public authorities.
- E. Plainclothes assignments.

Officers working extra-duty employment will not enforce company policies or house rules. Officers will only enforce city ordinances, state statutes or federal laws.

Any extra-duty arrest for Interfering with Official Process must be accompanied by a companion charge and approved by a supervisor.

Adopted 6/94; Revised 7/11; Revised 6/14

## **270.15 Outside Employment**

Any police officer may be secondarily employed by an individual or business that does not require the use or potential use of law enforcement powers by the off-duty officer.

A police officer may engage in outside employment that meets the following criteria:

- A. Employment of a non-police nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed while on-duty, nor while wearing the uniform
- B. Employment that presents no potential conflict of interest between their duties as a police officer and their duties for their secondary employer
- C. Employment that does not constitute a threat to the status or dignity of the police as a professional occupation.

Adopted 6/94; Revised 6/14

## **270.20 Uniform**

Employees working extra-duty jobs will conduct themselves in a manner that will not discredit the uniform, the Department, or the individual employee.

Employees performing extra-duty employment shall comply with Procedure 120.10 and Rule 250.0. The Class C Uniform is not authorized for extra-duty employment. Any exceptions must be approved by the Chief of Police.

Revised 12/99; Revised 6/14

## **271.0 Limitations**

Adopted 6/94

### **271.10 Extra-Duty Employment Limitations**

Limitations may be placed on extra-duty employment in order to regulate the consistency of the officer's actions. Those include:



- A. Officers who have not successfully completed the FTO Program, or
- B. The officer is either on new hire or disciplinary probation, medical leave, temporary disability, injury on duty, restricted duty (anything other than full duty), administrative leave, or disciplinary suspension.

Prior to performing extra-duty employment, a police employee shall comply with departmental procedures for granting approval of such employment.

A police officer may work a maximum of 16 hours per 24-hour period, which includes a combination of on-duty and off-duty employment. Officers working eight-hour shifts will work no more than 70 hours, which includes a combination of on-duty and off-duty employment, during their five scheduled workdays. Officers working 10-hour shifts will work no more than 112 hours, which includes a combination of on-duty and off-duty employment, during their eight scheduled workdays.

Work hours for all outside and extra-duty employment must be scheduled in a manner that does not conflict or interfere with the police employee's performance or duty.

A police officer engaged in any type of extra-duty or outside employment is subject to call-out in case of emergency, and may be expected to leave his/her outside or extra-duty employment in such situations.

Permission for a police employee to engage in extra-duty employment may be revoked when the officer has not complied with the written directives on secondary employment, or the supervisor can document that the off-duty employment had adversely affected on-duty performance.

In such case, the supervisor must document the performance problem and what the employee must do to improve his/her performance to an acceptable level, as well as the time frame in which the employee has to improve; not to exceed 60 days.

The Chief of Police may authorize off-duty police officers to perform extra-duty work for private employers that are regulated and/or licensed by or through the Police Department, provided the police officer performing the extra-duty work is not regularly assigned or directly involved in the regulation and/or licensing of the employer.

Adopted 6/94; Revised 6/09; Revised 7/10; Revised 6/14

## **272.0 Permission to Engage in Extra-Duty Work**

Adopted 6/94

### **272.10 Approval or Denial for Extra-Duty Required**

- A. Under no circumstances will an officer engage in extra-duty work until permission has been granted pursuant to the Extra-Duty Employment Request Form. Denial of extra-duty employment will not be used as a means of discipline. In general, outside and extra-duty employment should be denied only if the terms of this Policy and Procedure have not been met.
- B. The Division/Bureau Commander will also consider other factors in reviewing the request form, in order to provide for the safety of the officers while working on and off-duty. Those factors considered should include:
  - 1. Officers being limited to the maximum number of extra-duty hours worked. If the employee's status is being carried as days off with the Oklahoma City Police Department, the employee may work an extra-duty shift with a total of no more than 16 hours in that day;
  - 2. Compensatory or vacation time may be used to reduce "City work hours" allowing employees to work the equivalent amount of hours at extra-duty jobs;
  - 3. Whether the work would interfere with the officer's assigned duties within the Oklahoma City Police Department;
  - 4. Whether the officer is under an order to improve because a supervisor has documented attendance related problems due to off-duty employment;



5. Whether the officer has a high frequency level of sustained complaints; or
6. Whether the nature of the activity at the place of work would bring discredit upon the Oklahoma City Police Department.

Adopted 6/94; Revised 6/14

### **272.15 Non-Approval of Services**

Permission for extra-duty employment may be denied if:

- A. The officer is either on new hire or disciplinary probation, medical leave, temporary disability, injury on duty, restricted duty (anything other than full duty), administrative leave, or disciplinary suspension.
- B. If the extra-duty employment is outside the corporate limits of the City of Oklahoma City.

Permission will not be granted for extra-duty employment if:

1. The employment involves collecting bills or checks;
2. The employment involves domestic difficulties;
3. A person or entity engaged in a labor dispute or in a political or ideological controversy where the officer's off-duty employment reasonably may be construed as an endorsement or condemnation by the Department of a position taken by either party to the dispute or controversy;
4. The work involves surveillance for a private security and/or investigative agency, or private individual;
5. The work is for a private detective agency and involves services other than providing security for a business or individual to prevent theft, burglary, or robbery;
6. The employment involves process serving, bail bonding, repossessing, eviction from premises notices, towing of vehicles, or in any other employment in which police authority might tend to be used to collect money or merchandise for private purposes;
7. If the employer requires the police officer to have access to police information, files, records, or services as a condition of employment;
8. If the employer requests a police uniform and the task requested is not of a police nature;
9. The establishment sells pornographic books or magazines, sexual devices, videos, or otherwise provides entertainment or services of a sexual nature;
10. If the employment involves the sale, manufacture, or transport of alcoholic beverages as the principal business;
11. The employment is a gambling establishment;
12. Employment is, in any capacity, in or upon premises licensed as a tavern, club, or retail liquor store;
13. Employment for contractors doing business with the City in accordance with Article 4, Section 11 of the Oklahoma City Charter, as amended; or
14. An employee engages in any private business or employment where his official position might be used to obtain or use information not publicly available.

Adopted 6/94; Revised 6/09; Revised 7/10; Revised 6/14

### **273.0 Response Procedures**

Adopted 6/94

#### **273.10 Extra-Duty Response Procedures**

As in all on-duty situations, officers will be required to take immediate action to protect life and property. Officers must therefore respond to crimes in progress or to prevent breaches of the peace. If time and opportunity permit, this should be done after ensuring on-duty officers have been called for assistance. If an officer takes police action, the officer shall be presumed to be within the scope and/or course of his employment as an Oklahoma City Police Officer.



NOTE: If the police action is such that the officer cannot continue to perform the extra-duty employment, he/she will be considered on-duty and compensated according to the current FOP contract.

When an officer receives a request for assistance concerning a non-emergency situation occurring away from the extra-duty job location, the officer will provide assistance by the most practical means available, whether it be assisting a citizen in calling 9-1-1 or personally handling the situation. The officer's guiding principle in any situation will be to ensure that the citizen receives proper and prompt assistance.

Adopted 6/94; Revised 6/14

## **274.0 Workers' Compensation**

Adopted 6/94

### **274.10 Workers' Compensation**

State law provides that a secondary employer shall be liable for any injury occurring to an employee during the hours of his/her employment. If an officer is injured while working for his/her secondary employer and not performing a law enforcement activity, state law prohibits the City of Oklahoma City from covering the injury under Workers' Compensation. If an officer is injured while working for his/her secondary employer and is performing a law enforcement activity, the City of Oklahoma City will cover the injury under Workers' Compensation. Officers working extra-duty employment should ensure that the secondary employer has workers' compensation insurance that covers the officer, if the officer is injured when not performing law enforcement activities.

In cases where an officer has been injured while taking action to prevent the loss of life, serious injury, the loss of property, the commission of a crime or make an arrest, the officer's action will be presumed to be within the scope of his/her employment with the City of Oklahoma City, whether or not the officer was also employed by another employer at the time, unless the Oklahoma City City Council determines that the officer's action should be considered outside the scope of his or her employment as that term is defined in the Oklahoma Governmental Tort Claims Act. Injuries occurring in the course of City employment shall not be charged against sick leave.

Sick leave may be used for treatment and/or recovery from non-job related personal illness or injury and medical appointments. Any accrued sick leave may be used if an employee becomes physically incapable of reporting for duty due to an off-duty injury. If an injury is submitted as a workers' compensation claim to the secondary employer, sick leave may only be used to make up the difference between the workers' compensation temporary total disability benefits and the officer's salary.

Adopted 6/94; Revised 6/14

## **275.0 Employee Grievances**

Effective management and respect for individual dignity require that employees have means available for the proper redress of grievances. A Department employee having a complaint relating to any matter affecting his employment is ensured the right to review at succeeding levels of Department authority until his grievance is resolved. The right of an employee to file a grievance and the resulting administrative review promote efficiency and result in improved morale. Those positive benefits are defeated if employees are reluctant to file a grievance. Therefore, no action of a formal or informal nature shall be taken by the Department against an employee, his witnesses, or his employee representative merely for having filed a grievance, nor is such filing to be otherwise looked upon with disfavor by the Department, unless it is determined that the grievance is false or malicious in nature.

## **280.0 Commendations**

The Oklahoma City Police Department expects a very high level of professional conduct from all employees; however, members of the Department frequently perform their duties in a manner exceeding the highest standards of the Department. The official commendation of such performance and the arrangement of appropriate publicity may



be provided by the Department to give recognition to those who have brought honor to themselves and the Department.

### **285.0 Allegations of Employee Misconduct**

It is essential that the public confidence be maintained in the ability of the Department to investigate and properly adjudicate complaints against its members. The rights of the employee as well as those of the public must be preserved, and any investigation or hearing arising from the complaint must be conducted in an open and fair manner with the truth as its primary objective.

It is the policy of the Oklahoma City Police Department to document and investigate all allegations of employee misconduct.

#### **285.10 Objectives of Personnel Investigations**

**Protection of the Public** - The public has the right to expect efficient, fair, and impartial law enforcement. Therefore, any misconduct by Department personnel must be detected, thoroughly investigated and properly adjudicated to assure the maintenance of these qualities.

**Protection of the Department** - The Department is often evaluated and judged by the conduct of individual members. It is imperative that the entire organization not be subjected to public censure because of misconduct by a few of its personnel. When an informed public knows that its police Department honestly and fairly investigates and adjudicates all allegations of misconduct against its members, the public will be less likely to feel any need to raise a cry of indignation over alleged incidents of misconduct.

**Protection of the Employee** - Employees must be protected against false allegations of misconduct. This can only be accomplished through a consistently thorough investigative process.

**Removal of Unfit Personnel** - Personnel who engage in serious acts of misconduct, or who have demonstrated they are unfit for law enforcement work, must be removed for the protection of the public, the Department, and the Department employees.

**Correction of Procedural Problems** - The Department is constantly seeking to improve its efficiency and the efficiency of its personnel. Occasionally, personnel investigations disclose faulty procedures that would otherwise have gone undetected. These procedures can then be improved or corrected.

### **287.0 Discipline**

Disciplinary action, excluding termination, is a tool intended to give the employee the chance to correct unsatisfactory performance and/or behavior.

Revised 10/08

### **290.0 When to Take Police Action**

#### **290.10 Responsibility of On-Duty Officers**

On-duty officers within the city limits, after considering the tactical situation, are to take all steps reasonably necessary and consistent with their assignment to protect life and property, to effect the enforcement of the laws of the City, State and Nation and to serve the public, without regard to the person's race, sex, creed, color, religion, occupation, or public position.

#### **290.20 Responsibility of Off-Duty Officers**

For the purposes of this policy, the term "off-duty officer" does not apply to officers when they are employed by another entity in a security or police related capacity.



Under Oklahoma law, a peace officer's authority to arrest is limited by jurisdiction. Off-duty officers may, on occasion, encounter circumstances that require police action. Police action may range from direct intervention to causing the appropriate action to be taken. Direct intervention should only be taken after careful consideration of the tactical situation and full knowledge that the officer's action may come under close scrutiny. The officer's decision must be swayed by answering the question: "Is police action in the public interest?"

Under Oklahoma law, a private citizen has the right to arrest a person who commits a felony or breach of the peace in his presence, or to arrest a person where a felony has been committed and where the arresting citizen has probable cause to believe and does believe, the person arrested to be guilty. When a police officer effects a citizen's arrest of an individual in another jurisdiction, he must not do so under the color of his office.

When an off-duty officer uses his peace officer authority or becomes involved in a situation, which may reflect negatively on or cause involvement of the Police Department of the City of Oklahoma City, an on-duty supervisor shall be notified immediately. The officer shall make a detailed written report immediately upon his return to work, unless the on-duty supervisor requests an earlier written report.

### **290.30 No Peace Officer Authority Outside of State**

Peace officer powers of Oklahoma City Police Department Officers do not extend beyond this state except as provided for under the Uniform Act on Fresh Pursuit. Officers who are outside the boundaries of this state for extradition or other matters of direct concern to the City are not to engage in police activities unless necessary in the performance of their duties as an officer of the City, except when called upon to assist another police agency or when necessary to protect the life of any person.

### **290.40 Off-Duty Weapons**

In accordance with Oklahoma Statute 21 O.S. 1289.23, full time duly appointed police officers who are certified according to the provisions of Section 3311 of Title 70 of Oklahoma Statutes, are authorized to carry a weapon certified and approved by their employing agency, within the State of Oklahoma, during periods when they are not on active duty.

When not wearing the prescribed uniform of his/her department, the police officer will have his/her official badge, commission card, and CLEET certification card on his/her person at all times when carrying a weapon certified and approved by the employing agency.

The officers will keep the authorized weapon concealed from view at all times, except when the weapon is used within the established guidelines, rules, and regulations of this department.

Officers electing to carry off-duty weapons as authorized by statute shall be responsible at all times for complying with all applicable departmental guidelines, rules, and regulations and Municipal, State, and Federal Law.

Officers of The Oklahoma City Police Department may be prohibited from carrying off-duty weapons while on administrative leave or suspension.

Revised 3/93; Revised 2/03



## **Police-Community Interaction**

### **310.0 General Provisions**

Police community interaction is based upon the principle that in a democratic society the police are an integral and indivisible element of the public they serve. Community relations are manifested by positive interaction between the people and the police and represents their unity and common purpose.

The Department must strive for the establishment of a climate where an officer may perform his duties with the acceptance, understanding, and approval of the public. Additionally, the willing and practiced participation of the people in enforcing the law is essential for the preservation of freedom.

### **320.0 Individual Dignity**

Recognition of individual dignity is vital in a free system of law. Just as all persons are subject to the law, all persons have a right to dignified treatment under the law, and the protection of this right is a duty, which is as binding on the Department as any other.

An officer must treat a person with as much respect as that person will allow, and he must be constantly mindful that the people with whom he is dealing are individuals with human emotions and needs. Such conduct is not a duty imposed in addition to an officer's primary responsibilities; it is inherent in them.

### **330.0 Role of the Individual Officer**

Police community interaction is manifested in its most common form in the numerous daily encounters between individual officers and citizens. It is at this level that reality is given to the unity of the people and the police and where the greatest burden for strengthening community relations is laid.

In dealing with people, each officer must attempt to make his contact one which inspires respect for himself as an individual and professional, and one which generates the cooperation and approval of the public. While entitled to his personal beliefs, an officer cannot allow his individual feelings or prejudices to enter into public contacts. However, since an officer's prejudices may be subconsciously manifested, it is incumbent upon him to strive for the elimination of attitudes which might impair his impartiality and effectiveness, keeping in mind that initial contacts leave lasting impressions both of the individual officer and of the Department as a whole.

### **340.0 Equality of Enforcement**

As a person moves throughout the city, he must be able to expect a similar police response to his behavior wherever it occurs. Where the law is not evenly enforced, there follows a reduction in respect for the law and a resistance to its enforcement.

In order to respond to varying law enforcement needs in the different parts of the City, the Department must have flexibility in deployment and methods of enforcement; however, enforcement policies should be formulated on a citywide basis, and applied uniformly in all areas.

Implicit in uniform enforcement of law is the element of even-handedness in its application. The amount of force used or the method employed to secure compliance with the law or to make arrests is governed by the particular situation. Similar circumstances require similar treatment in all areas of the City and for all groups and individuals.

To ensure equal treatment in similar circumstances, an officer must be alert to situations where, because of a language barrier or for some other reason, he may be called upon to display additional patience and understanding in dealing with what might otherwise appear to be a lack of response.

### **350.0 Responsiveness to the Community**



The Department must be responsive to the needs and problems of the community. While the Department's task is governed by the law, the policies formulated to guide the enforcement of the law must include consideration of the public will. This responsiveness must be manifested at all levels of the Department by a willingness to listen and by a genuine concern for the problems of individuals or groups. The total needs of the community must become an integral part of the programs designed to carry out the mission of the Department.

### **351.0 Neighborhood Policing Defined**

The Department recognizes that the concepts of Neighborhood Oriented Policing are based on a philosophy that recognizes the interdependence and shared responsibility of the police and community in making Oklahoma City a safer, more livable city. It is a method of policing which encourages a partnership that identifies community safety issues, determines resources, and applies innovative strategies designed to create and sustain healthy, vital neighborhoods. Neighborhood Oriented Policing will coordinate with the efforts being made by private, nonprofit, and public agencies to bring about a comprehensive approach to Oklahoma City's problems of crime and disorder. Neighborhood Oriented Policing reflects the values of community participation; problem solving; officer involvement in decision-making; police accountability; and deployment of police personnel at a level closer to the neighborhood.

Adopted 12/90

### **360.0 Openness of Operation**

Law enforcement operations in a free society must not be shrouded in secrecy. It is necessary that there be full public disclosure of policies and openness in matters of public interest. Consistent with protection of legal rights of involved individuals and with consideration of the necessity for maintenance and confidentiality of Department records and of other primary Department responsibilities, the Department is to disseminate accurate and factual accounts of occurrences of public interest. Additionally, the Department must strive to make known and accepted its objectives and policies.

### **370.0 Interpersonal Communication**

To promote understanding and cooperation, there must be interpersonal communication between members of the community and officers at all levels of the Department. Each employee must be aware of the law enforcement needs of the community and his particular assigned area of responsibility. Guided by policy, an officer must tailor his performance to attain the objective of the Department and to solve the specific crime problems in the area he serves. The Department must provide for programs to encourage productive dialogue with the public at all levels and to ensure that the unity of the police and the public is preserved.

### **380.0 Language Assistance Plan**

Oklahoma City incorporates many diverse cultural backgrounds within its population. Included are individuals who are Limited English Proficient (LEP). The limited ability to speak, read, write, or understand English may inhibit these individuals from accessing or understanding important rights, obligations, and services, and from communicating accurately or effectively with law enforcement personnel. Involvement from all areas of the community is crucial in working towards achieving our primary objective and serving all citizens, including those who are LEP. Therefore, the Oklahoma City Police Department will take reasonable steps to provide LEP individuals timely and meaningful access to the services and benefits the Oklahoma City Police Department provides in all department-conducted programs and activities. All department personnel shall provide free language assistance services to LEP individuals whom they encounter or whenever a LEP individual requests language assistance services. Department personnel will also inform members of the public that language assistance services are available free of charge to LEP individuals and that department personnel will provide these services when needed or requested.

Adopted 6/12





## **Community Affairs**

### **410.0 News Media Relations**

A well-informed public is essential to the existence of a democratic society, and a free press serves the people by supplying needed information.

This Department actively seeks to establish a cooperative climate in which the news media may obtain information on matters of public interest. However, in some instances, certain information must not be released in order to protect the Constitutional rights of the accused, to avoid interference with a Department investigation, or because it is legally privileged. If, at any time, a representative of the news media is denied access to certain information, he will be given a courteous explanation of the reason for such denial.

Unless specifically instructed otherwise, officers involved in matters of public interest should contact the public information officer prior to releasing information to the news media. If this is not practical, officers may release the information; however, they will be held responsible for the information they give and shall not prejudice any case by the information they release.

### **430.0 Department Role in Non City Labor Disputes**

Negotiation and collective bargaining are legally recognized methods of peacefully settling labor disputes. In such disputes, it is not the function of the Department to deal with the issues involved; rather, it is the role of the Department to protect the rights of the public and the disputants by enforcing the law and by maintaining order.

#### **430.10 Impartiality of the Department in Labor Disputes**

Except where specifically prohibited by law, strikes and on site picketing are not, in themselves, violations of the law. It is the illegal acts, which sometimes arise from such activities, which are the concern of the police. The effectiveness of the Department in labor disputes is maintained by its remaining at all times impartial regarding the parties and issues involved and by taking appropriate action whenever criminal violations are observed or reported.

#### **430.20 Enforcement of Laws at Labor Disputes**

The Department seeks to minimize criminal violations connected with labor disputes by discussing with both parties those laws regarding the right to the use of public sidewalks and roadways, free access to public places and the right of persons to enter and leave private premises without interference. The voluntary cooperation of both parties to insure these rights shall be sought. In a case where there is a violation of these rights, the Department will take prompt and impartial police action. Violations of court orders and injunctions do not ordinarily constitute criminal offenses for which the Department will take enforcement action.

#### **430.30 Liaison with Labor and Management**

The Department maintains liaison with management and labor officials to obtain information and to explain the Department's policies and procedures in relation to labor disputes. By seeking the cooperation of the parties involved, tensions are reduced and self-discipline is encouraged so that the parties may police their own conduct.

#### **430.40 Deployment at Labor Disputes**

A designated officer gathers information regarding strikes, investigates related crimes, and meets with officials of labor, management, and the Department to discuss and alleviate police problems arising from such disputes.

Police officers will not normally be deployed at strike scenes; however, when such deployment becomes necessary, it is the responsibility of the concerned Patrol Division commanding officer to take the necessary police action to deter crime and to keep the peace.



## **450.0 Liaison with Criminal Justice System**

### **450.10 Cooperation with Other Law Enforcement Agencies**

The Department maintains a close working relationship with other law enforcement agencies, and makes available to them information concerning techniques and procedures developed or used by the Department.

### **450.20 Criticism of Criminal Justice System**

The Department shares responsibility with the judiciary and other law enforcement and prosecution agencies in the criminal justice system. All elements of the system work toward common objectives and each element is functionally complementary. The cooperative and harmonious working relationships, which are essential in attaining those objectives, are impaired by unnecessary criticism of others engaged in the administration of criminal justice. For that reason, officers should be aware of the effect their criticism may have upon law enforcement in general, on other law enforcement or prosecution agencies, or on individual members of the judiciary.

### **450.30 Interference with the Justice Process**

Equal application of the law is the foremost principle of democracy. Race, color, creed, religion, sex or age must not influence an officer's judgment, nor can friendship be used to influence or alter the justice process. Once a complaint is filed or a citation issued, the proper adjudication of it appropriately belongs with the court of jurisdiction. Members of the Oklahoma City Police Department are strictly prohibited from using the influence of their position to alter the outcome of the justice process for personal benefit or gain.

### **450.40 Plea Negotiations (Plea Bargaining)**

Plea negotiations are an essential part of our Criminal Justice System. Final plea-bargaining and plea reductions are entirely within the discretion of the prosecutor. Ideally, negotiations should always be in the public interest and in the interest of effective criminal justice administration.

With prior consent of the prosecuting authority, the officer causing charges to be filed may negotiate with a person accused of a crime by stating to him that his cooperation, clearing of other crimes, or other assistance will be relayed to the prosecuting authority. The officer may recommend that such cooperation or assistance be given consideration in legal action to be taken against the person accused of a crime.

## **460.0 Diplomatic Immunity**

Oklahoma State Statutes exempt ambassadors and other public ministers accredited to the President or the Government of the United States from criminal prosecution under state law. Such persons, as well as their families and employees, are to be returned to their own country for trial and punishment upon commission of a criminal offense.

International agreement protects diplomatic officers, their families, official staff and servants if they are foreign nationals and not permanently residing in the United States. Diplomatic officers are understood to be ambassadors, ministers, minister counselors, counselors, First Secretary, Second Secretary, Third Secretary and Attaché. All persons having this status enjoy an unlimited immunity from arrest and prosecution.

Other consular officers such as consuls general, deputy consuls general and vice consuls are not liable to arrest or detention pending trial except in the case of a capital crime. The extent of their immunity is subject to the determination of the court. Family members of consular officers do not have immunity.

Other foreign nationals such as students and tourists have no immunity from arrest or prosecution but should be allowed to contact their nation's representative after arrest.



## **Law Enforcement Operations**

### **505.0 Nature of Task**

Law enforcement operations consist of many diverse activities, which are directed toward the attainment of Department objectives. Activities such as patrolling, conducting field interviews and issuing traffic citations are not objectives in themselves; rather, they are methods of achieving the real objective of preventing and deterring crime, arresting criminal offenders, and preventing traffic accidents.

Decisions in law enforcement operations frequently must be made in an instant, and the lives of officers and others may depend on the quality of those decisions. An officer is confronted in stress situations with both criminal and non-criminal behavior, and he must base his conduct and action in each instance upon the facts of the situation as they reasonably appear, relying upon his experience, training and judgment to guide him toward morally justified and lawful decisions and actions.

### **510.0 Police Action Based on Legal Justification**

What is reasonable in terms of appropriate police action or what constitutes probable cause varies with each situation, and different facts may justify either an investigation, a detention, a search, an arrest, or no action at all. The requirement that legal justification always be present imposes a limitation on an officer's action. In every case, an officer must act reasonably within the limits of his authority as defined by statute, judicial interpretation, and Departmental Policy, thereby ensuring that the rights of both the individual and the public are protected.

### **512.0 Alternatives to Physical Arrest or Detention**

Once a violator has been identified, it is the function of the Department to initiate the criminal process; however, there are circumstances when a crime may occur and the Department will not make a physical arrest. There may be a report written and a Municipal Citation issued or in some cases, when the offense is of a minor nature, a verbal warning or other direction may be given. The decision not to make an arrest will be guided by Department policy and the factual situation involved, not by the personal feelings of the officer. An arrest does not dictate a booking, and a booking does not dictate continued detention.

### **516.0 Calls for Service**

#### **516.10 Professional Standards of Service**

The Department cannot be aware of each circumstance in the City where police action or assistance may be required. The Department is dependent upon members of the community for such information. The people, in return, expect the Department to respond to requests for police service within a reasonable time and to satisfactorily perform the necessary service. A person calling for police assistance expects, as a matter of right, to be provided with a service. As a practical matter, the extent of the service may necessarily be limited but, regardless of its extent, a professional quality of service must be rendered in all cases.

#### **516.20 Priority of Handling Calls for Service**

It is not always possible for the Department to respond to every call for service; therefore, the Department must organize available resources to give the highest level of efficient service possible. Priority of call assignment depends on many factors, and it is normally the responsibility of Communications personnel to make such assignments. However, an officer in the field may be required to decide whether to continue on an assigned call or handle a citizen's complaint or other observed event and cause his call to be reassigned. In any event, the decision of the officer or Communications personnel may be overridden by a field supervisor. Such determination should be based upon the comparative urgency and the risk of life and property of the assigned call and of the intervening incident. When it is impossible for an officer to handle a citizen's complaint or an observed event, he should, if circumstances permit, either give directions for obtaining such assistance or initiate the necessary notifications himself.



## **520.0 Preliminary Investigation**

### **520.10 Scope of Preliminary Investigation**

The scope of the investigation made by an uniformed officer may be very restricted or may constitute virtually the entire investigation of a crime. The officer's assignment workload, the number of unassigned calls for service and other factors will affect the decision as to the amount of time which can be spent continuing the preliminary investigation. In all cases, an officer should continue this preliminary investigation to the point where all physical evidence has been gathered and properly submitted, and all witnesses and possible witnesses have been identified and interviewed. If a delay in the preliminary investigation will jeopardize the investigation, the officer should continue the investigation to its logical conclusion, consistent with his other responsibilities.

### **520.20 Follow-Up Investigation by Uniformed Officers**

Uniformed officers may conduct a follow-up investigation when there is a reasonable chance of apprehending the suspect, when there is a need for obtaining additional information for the preliminary investigation report, or when there are other compelling circumstances. The uniformed officer must notify his supervisor as soon as practical.

### **520.30 Investigative Task Force**

In the event a crime of major proportion occurs within the City, the Department may implement an Investigative Task Force, which utilizes a number of trained personnel to conduct the investigation. By saturating the field with highly trained personnel and tracing all possible leads as expeditiously as possible, the opportunity of solving the crime is increased.

## **524.0 Civil Disputes**

Officers are frequently called to the scene of civil disputes where no crime has been committed. The presence of Officers at such scenes is primarily to preserve the peace and to prevent a crime from occurring; it is not to give Legal advice. Officers should avoid becoming unnecessarily involved in civil disputes. If a non-criminal violation of a City ordinance or State statute has taken place, and the officers believe no probable cause exists for an arrest, the party or parties will be advised as to the alternate methods for filing a complaint.

## **525.0 Domestic Violence**

Domestic violence represents a serious threat to the physical and emotional well-being of both adults and children involved in the situation. The manner of police response can substantially affect future incidents of a similar nature. Officers of this Department shall treat domestic violence as criminal conduct, treating requests for police assistance and criminal investigation from victims as any other type of criminal act.

The existence of elements of a crime shall be the sole factors determining the proper method of handling the incident. Dispute mediation shall not be used as a substitute for appropriate criminal proceedings where physical violence has occurred. The Department encourages arrest, when warranted, in domestic violence incidents.

## **528.0 Field Supervision**

Since emergency situations occur without warning, and their duration is often brief, officers must frequently make critical decisions without benefit of on-the-scene direction. In most police operations, however, supervision is available and necessary to provide guidance and training. Supervision gives coherence to the police task and directs the energies of the Department into an organized effort. Proper supervision is essential to maintain a professional level of competence in law enforcement operations.

## **532.0 Command Responsibility at Police Situations**

Command of Department resources at a police situation rests with the field commander or the assigned senior officer. Such person has the authority to direct the operation and is responsible for its outcome. A senior command



officer at an emergency scene who does not choose to take command may be held accountable for unfavorable developments, which he could have prevented by assuming control. Appearance of a ranking officer at a scene by itself does not indicate he has assumed command, unless he makes an announcement indicating otherwise.

## **536.0 Crime Scene Supervision**

The Operations Bureau is in charge of a crime scene unless relieved of the responsibility by the assigned investigator or other command personnel.

The investigator shall take command of any scene he deems appropriate. Nothing prevents an investigator from having a task he feels important to the case performed without taking command of the crime scene.

## **540.0 Follow-Up Investigation**

### **540.10 Investigation of Reported Crimes**

Follow-up investigation consists of efforts to interview victims and witnesses; locate, identify, and preserve physical evidence, recover stolen property, identify, locate, interview, and arrest suspects; present the case to the prosecutor, and cooperate in the prosecution of the defendant. Such investigations are conducted to produce evidence relating to the guilt or innocence of any suspect and to recover property.

### **540.20 Allocation of Resources**

As it is not feasible to expend equal time and energy in the investigation of all reported crimes; priority of investigation and allocation of resources must be based upon the relative seriousness of each reported crime and solvability factors. However, reported crimes will be investigated to the fullest extent possible without regard to the status of the victims or the areas of the city in which the crimes occur.

## **544.0 Informants**

### **544.10 Use of Informants**

Often, information from confidential sources is the investigative lead which solves a case and without which, there could not be a prosecution.

Information is received by the Department regarding criminal activities and suspects from persons in all walks of life. Many people who give information have been victims or witnesses of crimes, or they may have a strong desire to aid law enforcement. There are others motivated purely by selfish interest. However, regardless of their motivation, the use of informants is a basic weapon in the fight against crime, and they are judicially recognized sources of information. An informant's motivation should be carefully evaluated in determining the extent upon which the information will be relied.

### **544.20 Informant's Immunity from Prosecution**

Informants will sometimes offer to exchange information for immunity or for their release. Such immunity may only be granted by a prosecuting attorney; however, neither the Department nor any of its members may grant any person's immunity from prosecution without prior consultation with the appropriate prosecuting authority.

Revised 8/97

### **544.30 Individual Officer's Informant Responsibilities**

Officers should keep their supervisors informed of the relations and activities involving informants. The Department requires that the identity of all informants utilized by officers be kept in an informant register maintained under the authority of the Criminal Intelligence Unit Captain.



A release form signed by a parent or guardian which gives the Department permission to utilize a juvenile informant must be included in an informant file, maintained by the control officer, except in cases where a family member is the subject of the investigation.

Revised 8/97

## **546.0 Conduct of Undercover Officers**

In order to obtain information and evidence regarding criminal activities, it may be necessary that the Department utilize undercover officers. Such officers shall not engage in entrapment.

## **548.0 Department Response to Impending Civil Disorder**

When the City is confronted with a situation, which may escalate into a civil disorder, the Department must establish control of the situation by reacting quickly and committing sufficient resources to control the situation. Control must be established in all parts of the involved area so that there are no areas into which the Department cannot go. Law violators must be arrested and their prosecution sought. Finally, the Department must remain in the affected area with adequate personnel and equipment for a sufficient period of time after order is restored to convince all concerned that additional outbreaks will not be tolerated.

## **552.0 Police Actions Concerning Demonstrations**

The Department will expend whatever resources are necessary to protect the rights of any person or group to conduct a peaceful and lawful demonstration at any location within the City. However, unlawful activity, whatever its guise, requires prompt and effective action by the Department. The Department will take appropriate legal steps to discourage unlawful acts.

The tactics employed by dissidents engaged in disruptive activities frequently include efforts to draw the police and other public officials into responses likely to produce violence and injury to participants and thus garner support for their cause. It is therefore incumbent upon the Department to cope with disruptive situations in a professional manner, which will minimize the potential for violent confrontations.

## **553.0 Body-Worn Cameras**

The Oklahoma City Police Department utilizes body-worn cameras to improve openness, transparency and public confidence in the performance of law enforcement functions. Body-worn cameras provide unbiased documentation of law enforcement activities including traffic enforcement, public contacts, emergency responses and critical incidents. These recordings may increase the level of detail in police department records, reports and employee testimony, thereby providing valuable information to the judicial system. While utilizing body-worn cameras, the department will maintain confidentiality and privacy interests of persons and employees consistent with state and federal laws.

Adopted 10/15

## **554.0 Use of Force – General**

The value of human life is immeasurable in our society. Police officers have been delegated the responsibility to protect life and property and apprehend criminal offenders. The apprehension of criminal offenders and protection of property must at all times be subservient to the protection of life.

Constitutional justification for the use of force is evaluated on the concept of “reasonableness.” Police officers are restricted to the use of force that is “objectively reasonable” in light of the facts and circumstances as a reasonable officer would perceive them to be at the time of the incident. Information learned after the time of the officer’s application of force is irrelevant to assessing the appropriateness of the force used.

Revised 8/03



### **554.10 Definitions**

Deadly Force - that force which is intended to cause death or serious bodily harm or which is likely to cause death or serious bodily harm, regardless of intent.

Less Lethal Force/Device - that force/device which meets operational objectives with less potential for causing death or serious physical injury.

Firearm - Any pistol, rifle or shotgun capable of discharging a projectile or a series of projectiles of any material which may reasonably be expected to be able to cause lethal injury.

Less Lethal Ammunition - A projectile(s), which is not reasonably expected to cause lethal injury.

Felon - a person committing a felony crime in the presence of the police officer or a person the police officer has probable cause to believe has or is committing a felony crime.

Felony - a crime, which is, or may be, punishable by death or by imprisonment in the State Penitentiary.

Misdemeanant - a person committing a misdemeanor.

Misdemeanor - every crime, which is not a felony.

Probable Cause - probable cause is present if the facts and circumstances known to the officer would lead a man of prudence and caution to believe that an offense has been or is being committed.

Reasonably Necessary - a use of force is reasonably necessary when all other reasonable means to accomplish the desired action have been exhausted or would clearly be ineffective under the circumstances.

Violent Felony - a felony crime, which causes the danger of death or serious bodily harm.

Non-Violent Felony - a felony crime, which does not cause the danger of death or serious bodily harm.

Serious Bodily Harm - A bodily injury that creates a substantial risk of death; or causes serious, permanent disfigurement; or results in long-term loss or impairment of the functioning of any bodily member or organ.

Revised 9/01; Revised 9/05

### **554.20 Legal Requirements**

State law provides for situations within which police officers may use force to accomplish their required duties. State law does not provide that police officers must use force, nor does it eliminate the civil consequences of use of excessive force. In the performance of their duties, no officer will use more force in any situation than is reasonable and necessary under the existing circumstances. Any force used will be in accordance with the State law and established departmental written directives and training. Physical techniques of custody and control should never be used to punish.

Officers may use only the amount of force that is reasonably necessary to:

- A. Affect a lawful arrest.
- B. Prevent the escape of a person lawfully arrested.
- C. Apprehend a person who has escaped from lawful arrest.
- D. Protect themselves or others from danger of death or bodily harm.

Revised 8/03; Revised 9/05; Revised 10/15



## 554.30 Weapons

Officers are to use only department approved weapons for which training is provided in the Oklahoma City Police Department Academy and/or through other specialized and approved training. Such approved weapons are:

- A. Physical strength and skill.
- B. Department issued or approved baton and approved firearms.
- C. Less lethal devices. These devices may be used to control dangerous and violent subjects when other tactics have been or will likely be ineffective. Officers choosing to use these devices **SHOULD NOT** compromise their safety.

Flashlights or other non-approved defensive weapons should not be used as weapons, except as a last resort.

Revised 9/01; Revised 9/05

## 554.40 Use of Deadly Force

Officers may use deadly force against a person under the following circumstances only:

- A. To protect themselves or others when the officers have probable cause to believe that they or others are in danger of death or serious bodily harm and that the use of deadly force is reasonably necessary to protect themselves or others;
  1. Officers may not consider that a collision involving an occupied vehicle justifies the use of deadly force unless the intent to injure the officer/person is reasonably apparent and there is imminent danger of death or serious bodily harm. Mere contact between two vehicles does not constitute a violent felony;
- B. When reasonably necessary to affect an arrest for a violent felony crime; or to prevent a person who the officer has probable cause to believe has committed a violent felony crime from escaping; or to apprehend such a person who has escaped:
  1. When all other reasonable means have failed, and;
  2. The officers witnessed the violent felony being committed or have probable cause to believe that a violent felony has been committed and by that person.
- C. From a moving vehicle only if being fired upon or threatened to be fired upon; or
- D. At an occupant of a moving vehicle only:
  1. If being fired upon or threatened to be fired upon; or
  2. If the officer is being actively pursued or targeted by the suspect vehicle; and
    - a. The officer has exhausted all means to avoid and move out of the path of the moving vehicle; and
    - b. The officer shall not place themselves in the path of the moving or stationary suspect vehicle; and
    - c. The presence of innocent occupants of a vehicle must be considered before firing at a moving vehicle where innocent lives may be placed in jeopardy.

If feasible, a warning should be given prior to the use of deadly force.

**MERE SUSPICION IS NOT SUFFICIENT TO JUSTIFY THE USE OF DEADLY FORCE.**

Revised 9/05; Revised 10/15

## 554.50 Deadly Force Prohibitions

Officers **SHALL NOT** use deadly force under the following circumstances:

- A. To affect any misdemeanor or non-violent felony arrest.
- B. To prevent the escape of a misdemeanant or a non-violent felon.
- C. To apprehend any person who is fleeing from arrest for a misdemeanor or non-violent felony.





Revised 9/05

### **554.60 Use of Firearms**

Officers are required by law to use only the minimum amount of force necessary to protect themselves and other persons or to affect an arrest. The use of firearms is the application of maximum and deadly force. Officers shall exhaust all other reasonable means before resorting to the use of firearms.

Officers may discharge firearms under the following circumstances **ONLY**:

- A. When permissible as a use of deadly force, as defined in Policy 554.40;
- B. To kill a dangerous animal or an animal that is so seriously injured that humane considerations require an immediate end to its further suffering; or
- C. For purposes of firearms training, practice or qualification.

Officers **SHALL NOT** discharge firearms under the following circumstances:

- A. When the use of firearms clearly constitutes a greater threat to innocent lives than allowing a violent felon to escape;
- B. To affect an arrest for a misdemeanor or non-violent felony;
- C. To prevent the escape of a person arrested for a misdemeanor or non-violent felony;
- D. To apprehend a person fleeing arrest for a misdemeanor or non-violent felony; or
- E. To fire a warning shot.

The rules of firearm safety shall be adhered to at all times, including while inside department buildings. Officers are not to unholster their weapons unless it is necessary for inspection, safety, security or other valid reason.

Revised 9/05; Revised 10/15

### **555.0 Ingestion of Contraband**

When faced with a subject ingesting possible drugs or other physical evidence, officer(s) will not use any physical force to remove the contraband. If a subject is suspected of placing anything in his/her mouth, the officer(s) should only request the subject voluntarily remove the article and:

In cases when the subject is under arrest for other violations and refuses to eject the materials from his/her mouth, or has swallowed the material, transport the subject to the hospital for evaluation by a doctor prior to jail booking.

In cases when a subject is not under arrest, every effort should be made to convince the subject to seek medical treatment if he/she has swallowed a substance. If he/she refuses medical treatment and there is no indication of physical distress, the subject should be released and an incident report made documenting the refusal.

This procedure does not prevent officer(s) from using life saving techniques in cases when the subject is choking and unable to breathe.

Adopted 8/03

### **556.0 Operation of City Vehicles/Equipment or Leased Vehicles/Equipment**

Employees of this Department shall operate City vehicles/equipment or leased vehicles/equipment authorized by the Chief of Police or designee in a lawful and proper manner at all times with due regard for the safety of all persons and with due regard for maintaining the proper condition of the vehicle/equipment itself. All drivers AND front seat passengers occupying any City vehicle/equipment or leased vehicles/equipment shall wear properly fastened restraint devices. Any exception shall be documented in a report.

Revised 9/01; Revised 9/14



### **556.05 Transportation and Restraint of Children**

Every driver when transporting a child under six years of age in a motor vehicle operated on the roadways, streets, or highways within the corporate limits of this City shall provide for the protection of said child by properly using a child passenger restraint system. "Child passenger restraint system" means an infant or child passenger restraint system that meets the federal standards for crash-tested restraint systems as set by the United States Department of Transportation.

Children at least six years of age and less than 13 years of age shall be protected by the use of a child passenger restraint system or a properly secured seat belt.

Any exception shall be documented in a report.

Adopted 9/01; Revised 10/08

### **556.10 Pursuits Involving Police Vehicles**

A pursuit is an active attempt by an officer in an authorized emergency vehicle to perform a vehicle stop, and the operator of the suspect vehicle indicates by his/her action, an intent to elude or evade apprehension. The officer must reasonably believe that the suspect(s) knows he/she was directed to stop, refused to stop, and was willfully fleeing in an attempt to avoid capture by using high speed driving or other evasive tactics.

Effort should be made to avoid pursuits due to the extreme danger present in such activity. Officers shall consider the risk to the public (and themselves) in any pursuit.

Officers of the department must balance the need for immediate apprehension of the suspect with the need to protect the public from the danger caused by the pursuit. All officers are reminded that their basic responsibility is to protect the public. When the danger of a pursuit exceeds the value of an immediate apprehension, public safety shall be paramount and require alternative methods of apprehension.

Revised 9/01; Revised 9/06

### **556.20 Security of City Vehicles/Equipment or Leased Vehicles/Equipment**

Employees shall lock and remove keys from any City vehicles/equipment or leased vehicles/equipment when left unattended, except in emergency situations. Personal vehicles containing Department equipment shall likewise be secured.

Any portable radio, firearm, ECD, body armor or uniform item with OCPD markings shall be secured in the trunk of any vehicle or removed from any vehicle when parked while off-duty.

Revised 9/01; Revised 9/14

### **560.0 Hostages**

Criminals who use hostages to effect their escape are desperate individuals who, if allowed to escape, will pose a continuing threat to their hostage and to the public at large. Assurance that a hostage will be released unharmed is a meaningless promise. The Department does not have the ability to protect the safety of a hostage who is allowed to be removed from the presence of officers. The safety of hostages can be best assured by keeping them in the presence of officers and by preventing their removal by the suspect. Officers should use every verbal and tactical tool at their disposal to secure the arrest of the suspect without harming the hostage. However, officers should realize that exceptional situations could arise where considered judgment might dictate allowing removal of a hostage, such as where there is imminent and probable danger to a large group of persons.



### **561.0 Emergency Rapid Deployment**

Officers may be required to confront a criminal suspect(s) who is actively engaged in the process of killing or attempting to kill other persons. Such an incident may take place in any geographical area or structure. In those situations where the suspect(s) has shown that the intent is to kill or cause serious bodily harm to other persons, officers can reasonably assume the suspect(s) will continue the activities until physically stopped.

An emergency rapid response, consisting of immediate and armed intervention by responding officers, is the most critical factor in reducing death and serious bodily injury. Responding officers are authorized and encouraged to deploy as quickly as possible to confront the suspect(s). The sole objective in this action is to prevent further injury or loss of life by utilizing force that is reasonably necessary.

Adopted 9/01

### **564.0 Officers Surrendering Weapon**

An officer may find himself at the mercy of a suspect who has the advantage. Experience has shown that the danger to an officer is not reduced by his giving up his gun upon demand. Surrendering his weapon might mean giving away his only chance of survival; therefore officers shall not surrender their weapon(s) except as a last resort when they are convinced the act of giving up the weapon will save their life or the lives of other persons.

### **568.0 Barricaded Suspects**

A barricaded suspect poses an extreme danger not only to police officers who seek to arrest him, but to other persons as well. Good judgment demands that a tactical plan be developed rather than immediately rushing a barricaded suspect. Utilization of the Department's tactical team should occur in such situations.

#### **568.10 Initial Contact**

Upon contact with a barricaded suspect, the immediate area must be cordoned off to seal avenues of escape. Innocent bystanders must be evacuated from the area. A command post should be established from which operations should be directed. A traffic control perimeter should be established to control traffic in the area. A Department tactical radio channel may be activated. Attempts to establish communication with the barricaded subject shall be made in an attempt to persuade the subject to surrender.

Every possible attempt shall be explored in order to ensure the subject is isolated. Time is to the benefit of the officers, and the full resources of the Department are available to remove the subject from his location. The Department's Use of Force Policy shall be strictly in effect, and random firing is prohibited.

#### **568.20 Supervision at Scene of Barricaded Subject**

In barricaded subject situations which develop from radio calls or spontaneous activities, the senior uniformed officer present is in command, and shall immediately request a senior uniformed supervisor who, upon arrival, shall assume command. The senior uniformed supervisor shall remain in command of the scene until the arrival of a higher-ranking commander, at which time the commander may assume command of the operation. The tactical team commander will assume command upon his arrival.

When a barricaded suspect is located as a result of a follow-up investigation, the senior investigative officer at the scene is in command, and shall immediately request a senior uniformed supervisor who, upon arrival, shall assume command. After arrival of the senior uniformed supervisor, the steps outlined in the paragraph above shall be followed.

### **576.0 Deployment in Anticipation of the Commission of a Crime**

The purpose of deploying officers at the scene of an anticipated crime is to arrest the perpetrator of the attempted or consummated crime; however, since that objective is subordinate to the protection of life, officers should not subject



themselves or other innocent persons to unreasonable risk. In the event officers contact or anticipate contact with an armed subject who has or may attempt to discharge a weapon, or barricade himself, a preformed tactical plan shall be utilized to effect the arrest with the least possible risk to all persons concerned.

## **580.0 Traffic Enforcement**

### **580.10 Objectives**

The traffic enforcement objective of the Department is to reduce traffic accidents and injuries and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the public's voluntary compliance with traffic regulations. The Department seeks to achieve this objective through a combination of education and enforcement. The Department seeks to educate the public regarding traffic regulations through programs aimed at exposing specific problems, by publishing traffic accident and injury statistics, and by giving notice and warnings of changes in regulations prior to taking enforcement action.

The Department will take enforcement action upon the detection of an illegal and potentially hazardous act without regard for such factors as attitude, intent, or frivolous excuse. Enforcement action may consist of a warning, citation, or physical arrest.

Officers of the Oklahoma City Police Department shall not give special preference for either local or non-local residents in any enforcement action.

### **580.20 Intoxicated Drivers**

Persons who choose to operate motor vehicles while they are under the influence of drugs or alcohol present an imminent threat to the safety of innocent motorists and pedestrians. Therefore, the Department encourages its officers to aggressively enforce applicable statutes and discourages non-arrest as a disposition by the officer.

### **580.30 Violator Contact**

Traffic violation enforcement is one of the many routine tasks performed by officers, but for violators it frequently is an emotionally traumatic experience. In many cases, this is the only contact that a person has with the police Department. All officers should be aware of these conditions and should strive to make each contact educational and to leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner.

### **580.40 Enforcement of Parking Regulations**

Street parking is restricted in various areas of the city to ensure fair access to parking and to expedite the flow of vehicular traffic. All existing parking regulations will be enforced with reasonableness and impartiality in all areas of the City.

### **580.50 Selective Enforcement**

The Department conducts statistical and visual surveys to determine by location, time, and day of week which violations are causing accidents. Based upon the information thus obtained, the Department deploys its personnel to those specific areas to observe violations and to take enforcement action. In addition, when the Department receives complaints of a specific traffic problem in a particular area, it specifically assigns personnel to investigate and take necessary enforcement action.

### **580.60 Visible Patrol**

Any tendency of motorists to knowingly violate traffic laws is deterred by open and visible patrol, and the number of traffic accidents is correspondingly reduced. However, when there is an unusual or continuing enforcement problem at a particular location, officers may park in a conspicuous location and observe traffic.



### **580.70 Speed Enforcement Tolerance**

This Department has a "no tolerance" policy regarding speed enforcement. Speed laws are not arbitrarily managed by this Department; they are a matter of law.

### **580.80 Accident Investigation**

The investigation of traffic accidents is necessary not only to determine traffic law violations, but also to obtain engineering data, to protect the rights of the individuals involved, and to assist in traffic education.

### **584.0 Vice Enforcement**

The people, through their elected representatives, have decided that criminal sanctions should be imposed against certain behavior, which has been traditionally labeled as "vice." The Department is charged with the enforcement of all criminal statutes, including those defining vice offenses. Where vice conditions are allowed to continue, they are soon exploited by organized crime and the money thus obtained is often used to finance other criminal ventures or attempts to corrupt public officials. To prevent the spread of vice conditions, the Department will take aggressive enforcement action against all commercialized vice activities, against those vice activities, which have been complained of, and against vice conditions which appear anywhere in the city.

### **584.05 Handling Expressive Materials**

With respect to expressive materials (including books, music, magazines, and movies, in whatever form), care should be taken to avoid infringing First Amendment rights. Until there has been a judicial determination, following an adversarial process, that the material violates Oklahoma law and is obscene, contains child pornography, or is otherwise unprotected by the First Amendment, possession and distribution of such material cannot be restrained except under very narrow circumstances.

- A. Public Statements - Public statements declaring or suggesting that the material is illegal to possess or distribute should not be made except through the judicial process (such as by filing a complaint for declaratory judgment or filing criminal charges). (Compliance with any open records requirements is excepted).
- B. Criminal Prosecution - In the case of a criminal investigation to result in arrest or prosecution for possession or distribution of obscene material or child pornography, no more than one copy of any such material may be seized, and then only upon a warrant finding probable cause to believe that possession or distribution of the material is illegal. However, if the material is not at a commercial retail establishment, if there is probable cause to believe that the material is obscene or contains child pornography, and if there is probable cause to believe that the material will be hidden or destroyed before a warrant can issue, the evidentiary copy or copies may be seized (detained) for as long as necessary to obtain a warrant and shall be released if a warrant is denied.
- C. Civil Action - In the case of a civil action to prevent the possession or distribution of material believed to be obscene or including child pornography, no copies may be seized prior to a final judicial determination that the material is in fact illegal to possess or distribute and is unprotected by the First Amendment. Any civil action to obtain a judicial ruling as to whether material is obscene or contains child pornography must be filed by the District Attorney, with notice to all interested parties and with an opportunity for them to be heard.
- D. Alternate Means of Acquisition - Evidentiary copies may be obtained without limitation by purchase or rental, or other lawful method generally available to the public, such as free copies or downloading for the Internet.
- E. Adversarial Process - The requirement of an adversarial process means that the prior practice of obtaining an informal judicial ruling (such as without seeking a warrant) on an ex parte basis has been discontinued. Warrants for arrest and seizure of evidence may still be obtained on an ex parte basis.

Adopted 8/99



#### **584.10 Obtaining Video Retailer Customer Records**

Federal law prohibits the disclosure of personally identifiable information concerning the customers of any video retail service provider except under limited circumstances. If personally identifiable information is needed from a video retailer, the investigating officer must either obtain the written consent of the customer or act upon a warrant, grand jury subpoena or court order. Court orders authorizing disclosure shall issue only with prior notice to the affected consumers and only if the law enforcement agency shows that there is probable cause to believe that the records or other information sought are relevant to a legitimate law enforcement inquiry, and that such order is not prohibited by state law. For further information see the Video Privacy Protection Act, at 18 U.S.C. § 2710.

Revised 12/99

#### **588.0 Narcotics Enforcement**

It is the objective of the Department to enforce all local, state and federal statutes which prohibit the possession, use, or traffic in narcotics, dangerous drugs, and other restricted or prohibited substances. Through a combination of aggressive enforcement and public education, the Department seeks to prevent and deter the use and possession of, and traffic in, all such substances within the city. In so doing, the Department may also conduct investigations outside the city in cooperation with appropriate law enforcement agencies to prevent the flow of such illegal substances into the city.

To prevent the spreading use of narcotics and other dangerous substances, the Department engages in public education programs to inform people about the effects and hazards of drug abuse. Additionally, the Department provides the public with factual information with which to make decisions regarding the use of drugs and to assist members of the public in recognizing symptoms and indications of drug use in others. An understanding and appreciation of the full effect and extent of drug abuse is essential for success in overcoming its threat. By working with and through the community, the Department seeks to engage the people in a cooperative attack on this critical problem.

#### **590.0 Part-Time / Reserve Police Officers**

The Department does not utilize or employ part-time or reserve police officers.

Adopted 6/14



## **Administration**

### **605.0 General Provisions**

Proper Department administration involves the efficient and effective management of a large complex organization, which performs its functions through the acts of its employees. Department functions involve the interaction of people, not only within its ranks, but in all personal contacts between its employees and members of the public. Department administration is, therefore, occupied to a large extent with improving the ability of its employees to properly perform the police task, and with strengthening the relationship, which exists between all employees and the public, they serve. Thus, recognition of the human factor is an administrative challenge in the Department's effort to provide a consistent and professional police response to the community's law enforcement needs.

Department personnel are required to make decisions involving the public and other employees in response to both administrative and operational problems. The decision process involves more than loyalty; it requires an insight into the objectives and purposes of the Department, its duty under the law and to the people, and the objectives achieved. The decision must be a balance of involved interests, considering what is best for the public, the Department, and any individual involved. That decision must then result in effective action directed toward the accomplishment of the Department's objectives. The requirement that such insight be exercised is implicit in all decision-making, and it is the thread, which binds the complex and difficult law enforcement task into coordinated and effective force.

### **610.0 Command Responsibility**

A commanding officer has responsibility and accountability for every aspect of his command. Commensurately, within policy guidelines and legal constraints, he has the authority to coordinate and direct assigned personnel and other allocated resources in achieving his organizational objectives. In doing so, he must perform the full range of administrative functions, relying upon policy, direction, training, and personal initiative to guide him and his command in achieving the highest level of performance possible.

#### **610.10 Transfer of Command**

Upon assuming a new assignment and continually thereafter, a commanding officer should critically evaluate all aspects of his command. He should review existing policies, procedures and programs to determine if the need for which they are enacted remains unchanged. Existing budget requests should be reviewed to ensure that any changes made or contemplated have not rendered the request obsolete.

Upon a change of command, the commanding officer being replaced has a duty to lend his full assistance in making the command transition as smooth and orderly as possible. Orientations of a new commanding officer should include information concerning unique problems of the command, and assistance in continuing community and professional contacts relative to the command.

#### **610.20 Command Concern for Employee Welfare**

The nature of command is such that there must be a co-existing loyalty to the management of the Department and to subordinates. The resolution of those loyalties, in a manner which benefits both the Department and the individual, and which avoids conflicts between the two interests requires the exercise of leadership. An interest in employees and their welfare is a responsibility of command, which may extend beyond morale problems and their effect upon an individual's performance. It includes a concern for the personal problems, desires, and interests of employees, and positive assistance in resolving those problems or in achieving their goals. However, commanding officers should be cautious to avoid interfering where assistance is not required or desired.

#### **610.30 Community Liaison by Commanding Officers**

Commanding officers have a responsibility to maintain professional and community contacts as they relate to their command. As a representative of the Department, commanding officers must take an active role in the community of their command, and participate in identifying and providing for its law enforcement needs.



## **615.0 Planning Responsibility**

It is essential that there be planning in a police service. From the Chief of Police, who must devise long range plans involving the entire resources of the Department, to the officer on patrol, who must formulate an operational plan by himself or with his partner while enroute to a call, there exists an imperative need for planning which is so great that it merges with the action itself. The requirement that an employee plan his action is commensurate with the degree of his responsibility and accountability for the results of the action.

In the performance of their duties, officers are confronted with an infinite variety of circumstances, which require police action. In an attempt to utilize collective experience and research in assisting officers to deal with such diverse situations, the Department formulates procedures to direct action in certain generalized situations. As officers are routinely confronted with the unusual, it is impossible to provide standing procedures for officers to follow in each individual situation; therefore, officers must additionally be provided with policy guidelines to assist them in the necessary exercise of discretion. The combination of policy and procedures, reinforced by training, acts to provide officers with a structurally sound framework within which to function.

In addition to developing standing procedure, the Department must regularly devise single-use plans to accommodate specific needs. These plans may involve a Department wide response to a major unusual occurrence, or a tactical answer to an isolated police incident. Once executed, such plans should be evaluated for the development of standing procedures or for future reference in analogous situations. Every employee of the Department is encouraged to make suggestions to initiate projects in order to further improve its performance, efficiency, and effectiveness.

### **615.10 Scope of Planning**

While each plan differs according to the need for which it is developed, each plan should define its need, objective, scope and purpose, the method for its implementation, and a means of evaluating its effectiveness.

### **615.20 Use of Task Force for Planning**

When a need develops for a single use plan affecting more than a single bureau, or when it is necessary to develop a major project within a limited time, it may be appropriate to assemble a task force whose staff is provided on loan from various divisions or bureaus. When a task force is assembled, it must be structured with clearly defined objectives, organization, responsibility, and authority. It should be placed under the control of an existing organizational unit, whose commanding officer has responsibility and accountability for its performance.

## **630.0 Completed Staff Work**

The result of an effort to research a problem and develop a solution, leaving nothing for the final authority to do except approve or disapprove, is traditionally known as completed staff work. In such projects, it is essential that original instructions include identification of the problem, direction, the desired scope of endeavor, and the time limit for completion. Direction should clearly indicate what is desired by way of the project. The project should include adequate research to accurately define the problem and examine all reasonable solutions. The assigned employee should include in his report a recommendation and a summary of the findings supporting his conclusion. In completed staff work, a final step, prior to obtaining concurrences, is to notify involved organizational components of the findings and recommendations of the project.

## **635.0 Departmental Directives**

In a large and complex organization such as the Department, it is essential that directives communicate desired information to concerned employees as accurately as possible. Directives should be well researched, properly drafted, and subjected to staff review for concurrence. A commanding officer may issue a directive as long as it affects his command only, and does not conflict with Department directives. Ordinarily, where there is more than one Division or Bureau affected, directives should be issued by the Chief of Police.





## **650.0 Chain of Command**

Due to the size and complexity of the Department, there must be a limit to the number of persons who report to the Chief. Therefore, to ensure unity of command, clearly defined lines of authority must be drawn so there exists a structural relationship between each employee and the Chief of Police. Each organizational component is under the direct command of one supervisor. Within each established chain-of-command, the appropriate supervisor is responsible and accountable for the performance of employees under the supervisor's control. Employees must be aware of their relative position in the organization, to whom they are immediately responsible, and those persons who are accountable to them. Employees should operate within the chain of command and keep their supervisors informed as to their activities to the extent possible.

The Chief of Police is available by appointment to any member of the Department. In order to reach the Department's objectives, there are exceptional instances that require an employee to circumvent the chain of command. Subordinates who bypass the chain of command out of necessity have a responsibility to keep their supervisors informed of their activities unless instructed to do otherwise by higher authority. Supervisors exercising authority over a subordinate outside their chain of command shall inform the employee's supervisor at the earliest opportunity.

Revised 9/05

## **655.0 Flexibility of Organization – The Concept of Change**

In order to implement standards and goals that have been modified to meet the needs of state and local law enforcement agencies, it is incumbent upon the Department administration to develop an orderly and logical local strategy for change that identifies local priorities, local standards, and local goals. Perhaps more importantly, local police executives are responsible for recognizing and accepting the concept of change concomitantly with a firm commitment to the effective management of change.

Change should be identified as an accepted concept of the law enforcement community, and it is imperative that modern day law enforcement executives and police Departments remain flexible administratively and organizationally in order to adapt to changes in contemporary society.

It is important to realize that we are a part of, not apart from, the social, economic, and political system in which we live and work, and that the system is undergoing many forms of change at a remarkably fast pace.

Understandably, change may cause frustration and have a somewhat negative effect on morale, particularly over the short-term period. To arbitrarily change for the sake of change alone, to change without adequate research and planning, to change purely to create an image, or to change without some effective participation from police officers is organizationally and administratively unacceptable. The extreme opposite, organization and administrative stagnation - or no change at all - is also unacceptable and will invariably bring forth reform, usually by external groups and forces.

Therefore, it is both necessary and desirable that criminal justice personnel and particularly police officers become a part of change. Toward that end:

- A. They should understand change.
- B. They should anticipate change.
- C. They should plan and develop change
- D. They should monitor and evaluate change.

## **660.0 Inspection and Control – Staff Review and Evaluation**

Management inspection and control through a process both of operational level and staff review and evaluation are essential to the welfare of the Department. They are necessary to ascertain if command policies, procedures and rules are adequate and to assure that compliance with these directives is prevalent throughout the Department; to



determine whether Department resources are adequate and being properly utilized; and to evaluate the overall performance and attitude of the organization.

There are two types of inspection, which lead to internal control:

- A. Authoritative (or line) inspection should be an ongoing process conducted by those in direct command - those who have authority to act or to require immediate action of subordinates. Ongoing authoritative inspection is the duty of every manager and supervisor.
- B. Staff inspection is conducted by members of the Department who, having no direct authority over the entity being inspected, normally can only report the results of their inspection to the Office of the Chief of Police.

The Department has a formal staff review and evaluation system through the Staff Inspections Unit, which reports its finding directly to the Office of the Chief of Police. The purpose of this unit is to provide a management tool to the Chief by conducting comprehensive review and analysis of departmental operations, procedures, personnel, and facilities. The primary objective of these activities is to enhance maximum efficiency and utilization of departmental resources. None of the functions of this unit will serve to relieve any supervisor or administrator of the Department from the performance of line or staff inspections. The most comprehensive inspections must be conducted at the operational level, where the primary responsibility for control rests. Inspection and quality control are not and cannot be performed by a single unit; they must, of necessity, permeate the entire organization.

Internal control must be the end result of the inspection process. Merely finding fault is not inspecting and controlling. Therefore, a commander's responsibility does not end with discovering a deficiency or inadequacy; it includes taking positive measures to correct the problem.

## **665.0 Personnel**

### **665.10 Recruitment**

The Department seeks to obtain qualified police officers. To obtain the highest caliber of candidates possible, it is essential that the Department participate in the recruitment process. To this end, the Department maintains an active formal recruitment program; however, an officer in his daily contact with the public is the Department's best recruiter. By his demeanor and enthusiasm, he favorably impresses and attracts the type of individual, which the police service needs. Because of his experience and knowledge, he is able to counsel persons who show an interest in law enforcement careers and to encourage applications by those who appear qualified.

### **665.20 Duty Assignments**

Allocation of personnel to specific assignments is a management function, specifically reserved to the Chief of Police. Once assigned to a particular bureau, assignment or reassignment within the bureau is within the authority of the Bureau Commander.

This policy shall not apply to those officers holding the rank of Police Major or above, whose assignments and reassignments shall be made by the Chief of Police.

### **665.30 Promotion of Employees**

Promotion of employees is designed to ensure an equitable opportunity for advancement within the Department. The goal of the system is to identify in an orderly and organized manner the most qualified individual available for advancement.

## **670.0 Training**

The Department has an obligation to provide a professional standard of law enforcement service to the community. In fulfilling that responsibility, it is essential that Department personnel be properly trained. This is true not only at the entrance level where officers must receive basic training prior to their assumption of police responsibilities, but it is a continuous process throughout their careers. Training is provided to accommodate Department needs and to



actualize the interest and concern which the Department has for the self-improvement and personal development of its employees.

## **670.10 Recruit Training**

The training provided recruit officers are a continuation of the selection process whereby efforts are made to screen out those who are lacking in police aptitude. Recruit training shall consist of education in all areas necessary to make each officer a well-qualified professional with special emphasis on developing reasoning ability, judgment, and community interaction.

It is the responsibility of all officers to teach those with whom they work the skills and knowledge necessary to perform the job at hand. Supervisory and commanding officers of all ranks have the responsibility not only to train subordinates to perform assigned tasks, but also to familiarize all subordinates with their supervisor's job as well, so that employees are prepared to assume additional responsibilities should the need arise.

## **670.20 Field Training and Evaluation Program**

Recognizing that academy classroom instruction alone does not qualify a recruit for police service, the Field Training and Evaluation Program has been formed to provide on-the-job training for the recruit with qualified Field Training Officers. The Field Training Program, therefore, is an extension of the police academy training process. The recruit will not be retained with the Department unless he has been evaluated as having the ability to apply all academy instruction to actual police service.

## **670.25 Investigator Training and Evaluation Program**

Officers who are newly assigned to one of the detective details or transferred within the Investigations Bureau will participate in the Investigator Training and Evaluation Program. This program has been developed to place the officer in a supervised training program while performing the duties of a police investigator. Training is completed in phases, allowing the trainee exposure to all facets of the police investigative process.

Adopted 9/01

## **670.30 In-Service Training**

The In-Service Training Unit will provide annual training to meet specific standards and requirements. The training will be consistent with the professional development of Department employees and focused on maintaining an appropriate response to the community.

Revised 10/04

## **670.32 Individual Training Records**

The In-Service Training Unit will maintain an accurate personal training record for each current and retired sworn employee. All Department sponsored training and training obtained outside the Training Center must be recorded as soon as possible. It shall be the responsibility of the employee to provide documentation of the training to the In-Service Training Unit. The In-service Training Unit will assist in obtaining accurate outside training documentation when necessary.

### Training Record

The information contained in the training record should include:

- A. Title of the course
- B. Name of the instructor
- C. Date of the training
- D. Copy of completion certificate (if issued)



- E. Test scores (if applicable)
- F. Corresponding CLEET course numbers.

Adopted 10/04

#### **670.40 Promotional Training**

Once the selection process has resulted in promotion, the Department provides training to prepare newly promoted personnel for their added responsibilities. Dependent upon the level of supervision or management involved, an attempt is made to familiarize individuals with problems, which they may face, and to assist them in developing suitable responses to those problems.

#### **670.50 Specialized Training**

To increase job knowledge and to prepare employees for new assignments, the Department provides specialized training in those areas where a need has developed. Such training has as its goal the development of specialized skills and knowledge.

#### **670.60 Supervisors as Teachers**

The on-going training of working employees is the responsibility of their supervisors. Supervisors are expected to be familiar with the mechanics of the learning process and to routinely apply them in their supervisory tasks.

#### **670.70 Command and Staff in Formal Training**

To assure that policy is disseminated, as accurately as possible, and to allow the Department and its employees to benefit from the experience, knowledge, and attitudes of commanding staff officers on a policymaking level, it is desirable that such officers participate in the formal training process to the greatest extent possible.

#### **670.80 Detached Duty for Advanced Education or Training**

The Department engages in programs whereby selected officers are granted leave with full salary to participate in advanced education or training programs. The selection process for such courses is designed to choose the most qualified while, at the same time, assuring that the Department receives the value of the individual's acquired knowledge by selecting from the most qualified those officers whose careers have sufficient length of time remaining to benefit the Department.

#### **670.90 Encouragement of Further Education**

In fulfilling its commitment to provide professional police service, the Department encourages all employees to further their education to the highest level possible. Therefore, consistent with its basic responsibilities, the Department cooperates with employees in arranging duty schedules and assignments to facilitate and encourage such individual effort.

#### **675.0 Civilian Employees**

Law enforcement professionalism is enhanced when officers perform only those tasks where there is an identified need for police knowledge and skills. To this end, the Department employs civilians whenever possible in those positions where there are no such demonstrated need. In addition to releasing officers for more traditional tasks, the use of civilians makes it possible to hire employees for their specialized skills, thus resulting in greater efficiency.

#### **675.10 Training of Civilian Personnel**

Where formalized training of civilians is required by State law, the Department will ensure the attendance by those employees.



Where formalized training is not required, the Department will make every effort to ensure adequate training is provided.

Specialized training in technical fields will be made available to designated civilian personnel as arranged by the Director of Training.

Revised 10/04

## **680.0 Budgeting**

The budgetary process is an essential planning tool, which enables the Department to organize its financial resources in an objective directed effort to derive the maximum return for the tax dollars expended.

The Department budget represents an evaluation of relative needs within the Department based upon quantitative and qualitative data. It involves a decision regarding objective priorities with consideration given to the volume and type of work required and the costs involved.

Budgeting is a continuous process, which is the responsibility of each commanding officer. It involves the identification of objectives and the determination of organizational needs based upon a reasonable evaluation of future requirements.

Commanding officers communicate their organizational needs by means of budget requests. Such requests should be limited to those items, which are necessary to continue the present standard of service, materially improve the standard of service, or reduce the cost of service. It is the responsibility of commanding officers to weigh their needs carefully and to present budget estimates, which incorporate reasonable and economically sound requests. If an item is requested on the basis that it will improve the standard of service, the justification should show conclusively that this objective will be reached and that the cost of the item will be returned in some concrete manner, such as the rendering of decidedly superior service to the public, or by an actual saving of money over a period of time.



**RESERVED FOR FUTURE USE**



## **Support Services / Emergency Communications**

### **710.0 Telephone Communications with the Public**

The lasting impression that citizens have of our Department and the support they are willing to give the Department depends primarily on the quality of service provided them.

The Department recognizes its obligation of service to the community. Requests for help or assistance that can be provided by this Department shall never be refused.

A response of "I (or we) cannot do anything about this" is by itself unacceptable for use by personnel of this Department.

#### **710.10 Telephone Courtesy**

In answering telephone calls from outside or inside the Department, all personnel shall answer by identifying the bureau, division or work section and themselves. In instances where the calling party needs to contact another person or work section within the Department, employees will make every effort to assure that contact with the desired person or work section is made in a courteous and efficient manner.

### **715.0 Departmental Communications**

The Department maintains and constantly strives to improve its communications network to provide for rapid and efficient police response and to facilitate management control. All Department communications including, but not limited to, radio, telephone, teletype, mobile data terminal and mail are reserved for official business and are not to be used for personal purposes.

Revised 4/92

### **720.0 Records**

Records are maintained by the Department in compliance with state statutes and city ordinances as a public service, as an investigative and administrative aid, and to provide statistical data. Any person desiring may inspect and examine departmental records, providing no exception applies, at reasonable times, under reasonable conditions, and under supervision by the superintendent of the records or his designee.

In addition, the Department will provide, for a fee, crime and traffic reports and traffic photographs to crime victims, parties of accidents and other sufficiently interested parties.

Criminal investigation photographs will be released under subpoena or with approval of the Division Commander only.

### **725.0 Automated System Security**

The Oklahoma City Police Department utilizes a variety of automated systems to accomplish its goals. As resources are limited in the maintenance of these systems, it is imperative that the needs of all users be met by the assurance of efficiency and economy. The Department is aware of the technical risks of alteration, theft, or destruction of data and will make each user aware of these risks. Each employee must act in a way to protect and ensure the security of departmental information. To ensure systems are maintained adequately, it is necessary to establish procedures and rules for the management, utilization and security of these systems.

Adopted 9/01

### **730.0 Arrestees**



The Department maintains an Inmate Processing Unit within the Oklahoma County Jail for processing and tracking all Oklahoma City Police Department arrestees. Arrestees remain in custody at the Oklahoma County Jail until release, or transfer to other law enforcement agencies.

Revised 2/12

## **740.0 Property**

The Department will book into the property room, safeguard, and properly dispose of all property, which comes into its custody. The Department strives to maintain property in the same condition as received and to preserve the evidentiary integrity of property, which has been received for possible court presentation. Unless property is contraband or must be presented into court, every reasonable effort will be made to ensure its return to its rightful owner. Property, which cannot be returned to its owner, will be disposed of in accordance with departmental procedures, City Ordinances and State and Federal laws.

## **750.0 Transportation**

In the highly mobile environment in which the Department operates, vehicular transportation is essential. Because of its extensive use, it is an expensive item in the Department budget. The essential function of the transportation system is to provide the proper type of vehicle at the time and place there is a need for it, and to provide the vehicle at the minimum possible cost. Through a process of inspection, maintenance and repair, vehicles are kept in such condition as to be capable of safe performance and operation, consistent with their assigned use.

## **760.0 Fleet Safety**

Not only because they are engaged in traffic enforcement, but because they are the most visible representatives of local government, Department employees have a duty to operate Department vehicles in a legal, safe and courteous manner.

This responsibility is especially great in view of the tactical situations and traffic conditions in which Department vehicles are operated. Vehicle safety involves the establishment of standards, vehicle testing and selection, regular inspections, preventive maintenance, and defensive driving. Defensive driving is a matter of personal practice, which involves proper motivation, and the development of a positive mental attitude toward driving. The Department reinforces safe driving habits through roll call training, defensive driving and driver-training courses, supervision, and discipline.

No employee of the Oklahoma City Police Department will operate or ride in any City owned vehicle unless the driver and all front seat occupants are wearing properly fastened restraint devices.

## **770.0 Take-Home City Vehicles**

### **770.10 Take-Home Vehicle Program**

In order to place marked police vehicles throughout the City, thereby increasing visibility and availability of police services, and to encourage interaction between citizens and the police, the Oklahoma City Police Department has developed an Operations Bureau Take-Home Vehicle Program.

### **770.20 Take-Home Vehicle for On-Call Police Employees**

Realizing that various police functions require certain Police Department employees to be called into service from off-duty status, the Oklahoma City Police Department assigns take-home vehicles to those employees who are subject to call-out. The decision as to which employees are assigned a take-home vehicle is made solely by the Chief of Police.





**PROCEDURES**

**General Procedures**

**100.0 Designation of Command**

Executive Staff – Refers to all Deputy Chiefs.

Command Staff – Refers to all command officers at the rank of Major and above. Also included are the Legal Advisor, Chaplain, Public Information Officer and department Business Manager.

Revised 9/01

**101.0 Employee Telephone and Address Information**

Because personnel may need to be located or respond for duty in emergency situations, a current personal telephone number, current residential street address and current mailing address must be on file with the department.

Employees shall immediately notify their supervisor and their Division Commander of any change to their current personal telephone number, residential street address or mailing address. Such notification will be made in writing by completing a Personal Information Update Form. Once the employee completes the form, it will be forwarded to the employee's payroll clerk who shall update the personnel tracking program, and forward the original form to the Police Personnel Office.

Revised 10/15

**101.20 CLEET Requirements**

Oklahoma state statutes mandate that on or before the first day of October of each calendar year the Department shall submit to CLEET a complete list of all commissioned employees including their current mailing address and telephone number.

Statutes also require each officer to maintain a current residential street address with CLEET and to notify CLEET in writing of any change of address or name within 10 days of the change. A notification of change of name shall require certified copies of any marriage license, divorce decree or other court document which reflects the change of name. Appropriate forms for a name or address change and related instructions can be found on CLEET's website. CLEET will not accept notices of address or name change by telephone, fax or email.

Revised 10/15

**101.30 Confidentiality**

Extreme caution and discretion needs to be exercised prior to releasing an employee's telephone number or address.

**102.0 Emergency Notification**

In such instances as riots or natural disasters requiring a call-out of personnel, the Chief of Police will be notified by the Communications supervisor on duty. He will then notify his subordinates via the chain of command.

In cases where emergency notification is utilized, all officers must conform to UNIFORM REQUIREMENTS (Rule 250.0). A supervisor will identify appropriate dress and equipment needed in each incident.

Revised 12/93

**103.0 Non-Discrimination/Harassment**

Revised 9/01



## **103.10 Behavior Involving an Act of Non-Discrimination/Harassment towards another Individual**

Discrimination can occur where decisions regarding hiring, promotion, job assignment, discharge, layoff, discipline, training, compensation, or other terms or conditions of employment are made based on an individual's race, color, religion, sex, age, disability (mental or physical), or national origin. Employment decisions shall be made on the basis of skill, ability, qualifications, and job performance.

Discrimination may also be found where conduct toward an employee is based upon the employee's membership in a protected class, and is so severe and pervasive that it interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. Sexual harassment is a form of discrimination.

Revised 9/01

## **103.20 Definitions of Sexual Harassment**

There are two legal definitions of sexual harassment:

- A. Quid pro quo harassment occurs when unwelcome sexual advances and requests for sexual favors, based upon one's sex are made either explicitly or implicitly a term or condition of an individual's continued employment; or a tangible employment action is taken against an employee who refuses unwelcome sexual conduct because of the employee's refusal.
- B. Hostile environment harassment occurs when unwelcome verbal or physical conduct of a sexual nature is so severe or pervasive that it unreasonably interferes with a term or condition of employment or creates an intimidating, hostile, or offensive working environment.

Sexual harassment can occur between a supervisor and employee, between employees, and between employees and non-employees (e.g., citizens, contract laborers, vendors, etc.).

Consensual "romantic" or sexual relationships between supervisors and employees they supervise are prohibited. Any supervisor involved in such a relationship with a subordinate is required to immediately report such relationship to the Department's Equal Employment Opportunity Officer (EEO Officer), Division Head, Department Director, or Labor Relations Division of the Personnel Department. Management reserves the right to terminate the supervisor/subordinate work relationship in any manner, including dismissal of one or both of the employees.

Examples of inappropriate conduct:

- A. Unsolicited written, verbal, physical touching, or other conduct with sexual overtones.
  - 1. Written examples include, but are not limited to, suggestive or obscene letters, notes, invitations, or e-mail messages.
  - 2. Verbal examples include, but are not limited to, derogatory comments, slurs, or jokes.
  - 3. Physical examples include, but are not limited to, assault, touching, or impeding or blocking movement.
  - 4. Other conduct may include, but is not limited to, leering, gestures, or display or sexually suggestive objects or pictures, cartoons, or poster.
- B. Continuing to express social interest after being informed that the interest is unwelcome.
- C. Making reprisals, threats of reprisal, or implied threats of reprisal against an employee who makes a complaint of discrimination or participates in the investigations of a complaint: NOTE: For example, withholding support for an appointment; denying a promotion; preparing or directing a poor job performance report be prepared that is not indicative of actual performance; or termination.
- D. Engaging in coercive sexual behavior, which is used in an attempt to control, influence, or affect the career, salary, and/or work environment of another employee.
- E. Offering favors or employment benefits such as promotions, favorable performance evaluations, favorable job assignments, or compensation in exchange for sexual favors.



- F. Use of terms of endearment such as “honey,” “sweetheart,” “hunk,” “baby,” “darling,” “stud,” that a reasonable person would find objectionable; or any term of endearment after being advised the employee finds the term objectionable.

Revised 9/01

### **103.30 Procedures for Reporting Sexual Harassment/Non-Discrimination**

The Chief of Police has designated the Director of Training as the EEO officer for the Police Department, who will act as a liaison with the City Personnel Department on all EEO matters. The Office of Professional Standards will investigate all complaints and issue fact-finding reports, unless otherwise directed by the Chief of Police.

- A. Any employee who believes he/she has been subjected to any form of discrimination or harassment must immediately report such activity to any of the following:
  - 1. His/her Department EEO officer,
  - 2. Non-involved supervisor, shift or unit commander,
  - 3. Division Head, Bureau Chief,
  - 4. Department Director (Chief of Police), or
  - 5. Directly to the Labor Relations Division of the Personnel Department.
- B. Any supervisor or employee desiring to file a discrimination or harassment complaint directly with the Labor Relations Division may do so by calling (405) 297-2567 twenty-four (24) hours a day, seven (7) day a week.
- C. Any EEO officer, supervisor, Division Head, or Department Director having knowledge of, or information regarding discriminatory or harassing conduct, is required to immediately notify the Labor Relations Division of the Personnel Department regardless of how the information was obtained (e.g. verbal or written complaint, direct observation, overhearing conversations, information from non-involved persons, etc.).
- D. The Office of Professional Standards and/or a representative of the Labor Relations Division, in conjunction with the department or division EEO Officer, and/or any other appropriate personnel will immediately initiate a confidential investigation, and submit a report containing findings of facts and recommendations for action to the complainant’s Department Director and/or the City Manager. This report is considered to be a Personnel Investigation and is not subject to the Oklahoma Open Records Act. Employees conducting the investigation will attempt to protect the privacy of individuals involved and maintain confidentiality. Employees interviewed during the course of an investigation are required to maintain the confidentiality of the investigation.
- E. The results of the investigation and the nature of any disciplinary action will be communicated to both the complainant and the person accused of discrimination or sexual harassment by the Chief of Police or a representative of the Labor Relations Division.

NOTE: Employees have the right to make a complaint of discrimination or sexual harassment with the State Human Rights Commission, Equal Employment Opportunity Commission, or with a court of law. This policy does not restrict the rights of employees secured by the laws of the State of Oklahoma or the United States.

Revised 9/01

### **103.31 Retaliation**

Retaliation is an adverse employment action, taken by a supervisor against an employee, for bringing a complaint of discrimination or sexual harassment; or for participating in an investigation of discrimination or sexual harassment. Any such retaliation will be grounds for disciplinary action, up to and including termination. An adverse employment action includes the act of withholding a favorable employment action if based on discriminatory reasons.

Co-workers are also prohibited from engaging in retaliatory conduct towards an employee who has made a complaint of discrimination or sexual harassment; or for participating in an investigation of discrimination or sexual harassment. All such conduct will be grounds for disciplinary action, up to and including termination.



Adopted 9/01

### **103.32 Sexual Harassment and other Forms of Non-Discrimination Training**

Supervisory personnel are required to receive training on an annual basis. All employees are encouraged to attend any training on sexual harassment/discrimination.

Adopted 9/01

### **103.33 Disciplinary Action**

Any employee found in violation of Sexual Harassment/Discrimination policies and procedures, or who provides false information in the complaint or investigation procedures, is subject to disciplinary action. Disciplinary action may include any range of discipline, up to and including termination.

Adopted 9/01

### **103.40 Responsibility of the Office of Professional Standards**

Upon receipt of the complaint, the Chief of Police or a designee may assign the matter to the Commander of the Office of Professional Standards Unit for investigation. The investigation will be given priority.

The Commander of the Office of Professional Standards will assume responsibility for conducting an administrative investigation into the allegation(s) lodged by the employee.

Once the investigation is completed, all copies of the complaint along with related documentation will be forwarded to the Chief of Police or a designee.

This Unit will maintain the formal complaint(s), supporting documentation and the follow up investigation.

Revised 9/01

### **103.41 Responsibility of the Office of the Chief of Police**

The Chief of Police receives all information and recommendations, making final disposition of the incident. The Office of Professional Standards will maintain the file. The files shall not be open to inspection except to provide documentation for subsequent complaints of discrimination or harassment.

Revised 9/01

### **103.42 Responsibility of the Department Equal Employment Opportunity Officer**

The Department's Equal Employment Opportunity Officer is responsible to ensure the Police Department follows the City of Oklahoma City's Equal Employment Opportunity/Affirmative Action Plan. The Department's EEO officer shall also be responsible for the enforcement of the Sexual Harassment/Non-Discrimination policy, procedure and rule and other laws related to equal employment opportunity.

The Department's EEO Officer will:

- A. Schedule follow-up review dates with the complainant after the resolution of the incident,
- B. Assess any progress in the behavior of the offending employee related to the type of corrective action taken,
- C. Ensure that the complaining employee and/or other employees involved are not subjected to any form(s) of retaliation, and will
- D. Ensure that additional misconduct in the form(s) of discrimination or harassment has ceased.



Revised 9/01

#### **104.0 Intra Departmental Marriage**

Departmental employees considering marriage to another employee should be aware that such a relationship can cause unique problems for both the marriage and the organization. It is recommended that the employees thoroughly discuss the potential areas of conflict, and recognize the possible ramifications.

##### **104.20 Special Consideration**

Married employees should not expect to receive any special consideration because of the marriage. For example, normal procedures will be followed for work assignments, days off, vacations, etc.

Revised 6/90

#### **105.0 Relationships between Department Employees**

All employees should avoid situations, which give rise to an actual or apparent conflict between their professional responsibilities and their relationships with other employees. However, should such a situation develop, it is the duty of the involved employee(s) to immediately notify their commanding officer, either in person or through the chain-of-command, or directly notify their Bureau Chief.

It becomes the responsibility of the employee's Bureau Chief to eliminate conflict, by taking appropriate action and keeping the best interests of both the employee and the Department in mind.

Adopted 3/97

#### **106.0 Leave of Absence**

Under certain circumstances, an employee may be granted an unpaid leave of absence for an extended period of time. A leave of absence normally will be granted only to those employees seeking to fulfill an educational requirement, which cannot be met while employed. For a leave not exceeding 30 days, approval may be granted by the Chief of Police; for a leave exceeding 30 days, approval may be granted by the Chief of Police with final approval by the City Manager.

Prior to beginning the leave, an employee will turn in all equipment, including commission card. While on leave, the employee's police powers and authority are suspended; he or she cannot carry a department weapon at any time, nor identify himself/herself as a police officer.

In order to keep health and life insurance in force, the employee must pay all premiums during the leave of absence. Retirement and pay anniversary dates will be adjusted according to the number of months (days) the employee is on leave. Employees will remain on promotional lists and will retain their seniority.

At the end of the leave period, the Chief of Police may require the employee to submit to an examination prior to being reinstated. This examination may include, but is not limited to background investigation, polygraph examination, neighborhood inquiry, reapplication, and appearance before a Departmental Review Board.

Adopted 3/97; Revised 10/15

##### **106.10 Military Leave**

All actions with regard to an employee's military service shall conform to applicable federal and state statutes. Approved military leave shall be counted toward continuous service.

An employee of the City who is a member of the military is entitled to thirty (30) working days of military leave per federal fiscal year (October 1 through the following September 30).



Employees who are ordered to active military service shall provide a copy of their orders to the employee's supervisor as soon as possible. The supervisor will then forward the orders to the Police Human Resources Office and the Police Chaplain without delay.

Employees are not to perform any law enforcement function or work extra duty employment as an Oklahoma City Police Officer, or attend department training while on active military duty status.

When an employee receives military orders for a period of time longer than 30 consecutive calendar days, the employee will be required to return all City issued firearms, including a KEID shotgun (with all less lethal rounds), and/or a patrol rifle, if issued, to the Firearms Range for safekeeping or reissue during the time the employee is under military orders. If the employee has been issued an ECD, the employee will be required to return the ECD (including all ECD cartridges) to the Training Division as well. The employee will be required to return a home storage or take home vehicle to their Division Commander. The Chief of Police or designee may grant exceptions.

The employee's city issued hand gun will be reissued to the employee upon successful completion of firearms qualification.

Such employees shall makeup all required training upon release from military duty and reinstatement to their previous position with the Oklahoma City Police Department. Upon completion of training, the employee will be issued like equipment or current equipment in use by the Department.

Prior to deployment, the employee shall meet with the Police Chaplain, or designee. The Police Chaplain will provide contact information to the employee in order to maintain communication while the employee is on active military duty status. The employee and his immediate family may elect to exchange contact information with the Police Chaplain. The employee may also provide information regarding the potential needs of his or her family during the deployment period. The Police Chaplain will serve as the departmental point of contact for the employee's family during this time as well. The Police Chaplain will document this meeting and forward such documentation to the Police Human Resources Office. Upon return from deployment, the employee shall meet with the Police Chaplain to assess any needs the employee may have prior to returning to duty. The Police Chaplain will document this meeting and forward documentation to the Police Human Resources Office.

Adopted 9/06; Revised 6/12; Revised 6/14; Revised 10/15

## **107.0 Voluntary Termination and Retirement**

### **107.10 Voluntary Termination**

Any employee may resign from employment with the Department by writing a letter to that effect via the chain of command to the Chief of Police, stating an effective date. Such resignation may be withdrawn only if the request to do so is made in writing prior to the effective date, with the approval of the Chief of Police and the City Personnel Department.

An employee may be refused re-employment with the City at a later date solely on the basis of having failed to give notice when the earlier termination was made.

### **107.20 Sworn Personnel Retirement**

Sworn personnel employed prior to their forty-sixth birthday are members of the Police Pension and Retirement System as established by State statute, and are not participants in the Social Security system. The awarding of disability or longevity retirement benefits is provided for by the pension fund rules and regulations.

Sworn personnel may retire by submitting a letter of retirement to the Chief of Police stating the effective date of retirement.



Upon retirement, sworn personnel or their heirs may be allowed to retain possession of the Department badge, service firearm and uniform. The carrying of firearms is restricted, pursuant to O.S. Title 11, Section 50-125. Retired personnel may retain their status as a police officer provided they so qualify under the provisions of State Law.

Retired sworn personnel may request approval to retain their Oklahoma City Police Department uniform privilege only by making formal application to the Chief of Police. Approval will be contingent upon and be subject to the same restrictions that apply to acting, full-time Oklahoma City Police Officers. The decision whether to grant the uniform request shall be made for the good of the service or in the best interest of the City.

The denial of either a retired commission and/or the privilege to wear the uniform will be made in writing and provide basis for the denial. Following said notice, the Chief of Police or his designee shall conduct a hearing to ensure the retired officer has notice of the basis for denial and has an opportunity to respond.

A retired officer denied a retired commission card or denied the privilege to wear the Oklahoma City Police Department uniform may appeal the decision of the Chief of Police by written request to the City Manager's Office.

Sworn personnel retiring will sign a checklist indicating they have received a copy of sections 1750.1 through 1750.13 of Title 59 of the Oklahoma Statutes, also known as the Oklahoma Security Guard and Private Investigator Act, and the applicable 1992 West Publishing Company Supplement provisions. They will also return their commission card and, with the approval of the Chief of Police, will receive a Retired Officer commission card.

Once retired, former Police Department employees drawing retirement benefits may be employed by another Department of Oklahoma City government without interruption of police retirement benefits.

Revised 2/98

### **107.30 Civilian Employees' Retirement**

Civilian employees not covered by the Police Pension and Retirement System are covered by the City of Oklahoma City Employee Retirement Program.

Police Department employees not covered by the Police Pension and Retirement System also contribute to the Social Security system, and are then covered by both Social Security and the City Employee Retirement Program.

Revised 2/94

### **108.0 Personnel Confirmed to Have AIDS**

Any Department employee who is confirmed to have an active case of AIDS will be immediately relieved of field duty. The threat of harm to the public is too great a risk to allow an officer to continue to perform law enforcement duties in the field. It is recognized that bodily fluids (i.e., blood) are the agents of infection and an officer in the field may be assaulted and in defending himself may infect not only the suspect, but other officers or citizens as well. Any person infected with an active case of the disease will have a non-enforcement assignment within the Department.

### **109.0 Occupational Exposure to Communicable Disease Pathogens**

The Oklahoma City Police Department is committed to the protection of its employees from the health hazards of occupational exposure to communicable diseases. To this end, the following employer's exposure control plan is to be adhered to by all employees. Since there is no population that is risk free for Human Immunodeficiency Virus (HIV), Hepatitis C Virus (HCV), Hepatitis B Virus (HBV), Tuberculosis, or Meningococcal Meningitis infectivity. ANY employee who has occupational exposure to potentially infectious material will be included within the scope of this standard.

Revised 9/01



### **109.10 High Risk Job Classifications**

The tasks and procedures performed by employees of the Police Department in which there are high risks of occupational exposure may include:

- A. All field law enforcement activities in which employees come into daily contact with all types of people and crime scenes during the course of making arrests and conducting criminal investigations.
- B. Those activities, which involve the cleaning and maintenance of vehicles that, may have become contaminated by blood or other infectious material.
- C. Those activities that involve traffic enforcement and the investigation of vehicular accidents in which there may be persons injured.
- D. Those activities, which mandate the use of the polygraph in criminal investigations where individuals may be the source of infectious diseases.
- E. Those activities that include the laboratory analysis of blood, drug syringes, and other materials that have the potential for transmitting infectious diseases.
- F. All procedures for taking fingerprints and body samples (i.e. saliva, hair, etc.) of potentially infectious crime suspects.
- G. All activities in which employees must identify, collect, and preserve physical evidence that includes possible contaminated material.
- H. All activities in which the employees are tasked with the acceptance, storage, and retrieval of possibly contaminated items of physical evidence.
- I. All activities related to the booking, incarceration, and releasing of potentially infectious individuals in a facility.

OSHA standards list a number of generic job classifications that may have high-risk occupational exposure to potentially infectious material. Included in the classifications are: (1) employees assigned to provide emergency first aid; (2) employees handling regulated waste; (3) firefighters, law enforcement personnel, and correctional officers. The specific job titles within the Police Department that have the greatest potential for occupational exposure to any communicable disease due to the tasks and procedures performed as previously listed are:

- A. Police Officer, Sergeant, Lieutenant and Captain
- B. Equipment Service Worker
- C. Police Service Technician
- D. Polygraph Examiner
- E. Forensic Chemist I, II, and III
- F. Forensic Chemist Supervisor
- G. Fingerprint Technician
- H. Lab Tech
- I. Property Room Clerk
- J. Detention Officer

The employees in these positions will receive training, protective equipment, and vaccinations to ensure their occupational safety and protect them from acquiring an infectious disease. In addition, those employees in other position titles within the Police Department who are not considered high risk shall be afforded the same training and vaccinations. This plan will be reviewed annually by the Departmental Safety Officer and the Director of Training to determine if additional job titles should be added to the high-risk list.

Revised 9/01; Revised 2/03; Revised 10/04

### **109.20 Personal Protective Equipment (PPE)**

The following shall be considered personal protective equipment that shall be made available by the Police Department to all employees. Personal protective equipment will be issued to officers and carried in their vehicle.

The following PPE (A) through (F) should be issued for everyday use and shall be made available from the Supply Room and each briefing station:





- A. Gloves (latex or other impermeable material)
- B. Safety glasses
- C. Disposable virucidal/antiseptic towelettes
- D. Red plastic bio-hazard waste bags
- E. CPR Resuscitation Mouthpiece
- F. N95 Particulate Respirator (Breathing Mask)

The following PPE shall be made available from the Supply Room and at each briefing station:

- G. Disposable gown or coveralls
- H. Disposable foot covers
- I. Laboratory smock
- J. Sharps containers
- K. Germicidal Spray

Revised 9/01

### **109.21 Respiratory Protection Program**

The Oklahoma City Police Department is committed to ensuring that all personnel are protected from respiratory hazards they may encounter during the course of their employment. Hazards may include, but are not limited to, harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors. Protection shall be accomplished by adhering to accepted engineering control measures, safe work practices, and the appropriate use of personal protective equipment; specifically self-contained breathing apparatus' (SCBA) and air purifying respirators (APR). For the purpose of this procedure, a respirator can either be a SCBA or an APR.

SCBA and/or APR equipment, training and medical evaluations will be provided to departmental personnel. The required medical evaluations will be consistent with current Occupational Safety Health Administration (OSHA) requirements and will be evaluated by a Licensed Health Care Professional. The equipment will be of a type that is approved for the hazard by the National Institute of Occupational Safety and Health (NIOSH). The training will be consistent with OSHA requirements. Each employee who is issued a SCBA or an APR shall complete an annual medical evaluation and test fit of the equipment.

All employees who are issued a department owned respirator and associated protective equipment shall have these items immediately accessible to them while on-duty. Further, those officers with take-home or home storage vehicles must have these items in their vehicle whether on-duty or off-duty.

Officers responding to the scene of any incident, whether on-duty or off-duty, which may require the wearing of the respirator and/or protective equipment, shall first report to the Incident Commander before taking any action.

Adopted 9/05

### **109.22 Respiratory Program Administrator**

The Police Department Safety Officer shall be designated as the Respiratory Program Administrator and shall be responsible for the overall program administration.

Responsibilities include:

- A. Ensuring compliance with federal, state and local regulations on respirator use.
- B. Selection and issue of proper respirators/filters.
- C. Annual review of the Respiratory Protection Program.
- D. Periodic monitoring of worksite conditions.
- E. Periodic consultation with respirator users to assess needs.
- F. Ensure implementation of a Respiratory Training Program.



- G. Periodic consultation with Oklahoma City Risk Management/Safety Office.
- H. Overall program administration.

Adopted 9/05

### **109.23 Supervisor and/or Worksite Incident Commander**

Supervisors and Incident Commanders are responsible for the following:

- A. Ensuring appropriate respirators are available at the worksite.
- B. Ensuring personnel wear respirators as required at the worksite.
- C. Ensuring respirators are properly maintained and properly worn.
- D. Ensuring respirators are inspected monthly and when used.
- E. Ensuring proper decontamination of personnel and equipment after use.
- F. Ensuring personnel remain out of areas that are Immediately Dangerous to Life and Health (IDLH).
- G. Coordinating and communicating with Fire/HazMat to provide a safe worksite for all present.

Adopted 9/05

### **109.24 Officer/Sergeant Responsibilities**

Each employee who is issued a respirator is responsible for:

- A. Completing the annual medical evaluation and fit test for respirators.
- B. Proper use of the appropriate respirator.
- C. Periodic inspection of the respirator including before and after each use.
- D. Performing positive and negative face piece seal checks before each use.
- E. Ensuring the proper filter or cartridge is used.
- F. Immediate evacuating the worksite if a problem is suspected with the respirator or feel any discomfort while wearing the respirator.
- G. Cleaning, disinfecting, inspecting and storing the respirator after any use.
- H. Notifying supervisor for replacement of respirator or filter.
- I. Reporting respirator malfunction to supervisor.
- J. Proper storage of respirator in a safe and accessible place.
- K. Reporting the damage, theft, or loss of their respirator.
- L. Completing the monthly respirator inspection form and retain at the Division.

Adopted 9/05

### **109.25 Reporting**

In addition to the monthly inspection reports completed by each officer issued a respirator, officers will complete a written report each time a respirator and/or a filter is used, lost or damaged. Respirators and filters used in training do not require a written report.

Adopted 9/05

### **109.26 Replacement Respiratory Equipment**

The Respiratory Program Administrator or designee will maintain a supply of replacement respirator filters and a limited supply of replacement respirators. Upon use of a filter, damage to or loss of a respirator, the reporting officer will be issued replacement equipment.

Adopted 9/05

### **109.30 Universal Precautions**



It is the policy of the Oklahoma City Police Department that the term “universal precautions” refers to the concept of blood and air borne disease control which requires that ALL human blood and ALL human body fluids and other potentially infectious materials be treated as if known to be infectious for HIV, HBV, HCV, Tuberculosis and Meningococcol Meningitis or other pathogens regardless of the perceived “low risk” source.

In addition, the Police Department will make available, and strongly encourages ALL employees receive, the series of vaccinations for the Hepatitis B Virus. The inoculation program is administered by the City Occupational Medicine Division (OMD) which also keeps individual employee vaccination records. All new officers who graduate from the OCPD Recruit Academy will be offered the Hepatitis B vaccination within ten (10) days of their field assignment. New civilian employees will be offered the vaccination on an individual basis during their probationary training period.

All Police Department personnel shall receive documented training as required on blood and air borne disease control conducted by trained instructors. The instructor shall be present in the classroom to answer questions and to discuss any video presentations. Those persons in the previously listed “high risk” job positions (109.10) shall be provided training in the use of personal protective equipment and in the proper disposal of contaminated equipment and materials. All training records will be kept on file at the Oklahoma City Police Training Academy for a minimum of three (3) years. Retraining shall occur on an annual basis.

Revised 9/01; Revised 10/04

## **109.40 Work Practice Controls**

It shall be the responsibility of all supervisors to ensure work practice controls are used by their employees to eliminate or minimize exposures to blood and air borne pathogens. Regular inspections should ensure that all equipment is functioning properly and personal protective equipment is in good condition and being used appropriately.

All employees are required to wear, whenever possible, the personal protective equipment provided by the Police Department if they should encounter a situation in which there is a possibility of contamination through blood and air borne pathogens. The only exception would be in the event that it would prevent the proper delivery of public safety services or would pose an increased hazard to the personal safety of the employee. An employee’s decision NOT to use the personal protective equipment should be prompted by legitimate and truly extenuating circumstances and should be documented in an official police report.

All employees are required to remove their personal protective equipment in a safe manner and properly place disposable equipment in a red bio-hazardous waste container. Disposable gloves may NOT be washed and reused. Reusable equipment shall be cleaned and decontaminated immediately after use. Under no conditions should any contaminated equipment be discarded in other than the approved red waste container.

Any clothing and equipment (uniform and non-uniform) of an employee which, as the result of an accident in the work area, may have been in contact with blood or other body fluids of an injured person, shall be considered contaminated. The clothing and equipment will be removed immediately after contamination, contained in the red biohazard bag, to be transported and laundered in an approved facility at no cost to the employee after the affected employee complies with the established reporting procedure. No contaminated clothing or equipment will be taken to an employee’s home for cleaning/decontamination.

All employees must wash their hands and/or other affected areas with soap and water. Virucidal/antiseptic towelettes may be used as soon as possible after an exposure if running water is not available and is followed as soon as possible with soap and water washing. Handwashing MUST occur after an employee removes gloves, which have been used as personal protective equipment. Handwashing facilities are available at all departmental buildings, as well as in other city buildings.

Should an employee encounter body fluids/blood in the eye, the employee should immediately flush the eye for 15 minutes with water.



All employees are prohibited from shearing or breaking contaminated needles. Officers are reminded of the dangers of sticking their hands, even when gloved, into unseen areas such as under car seats, coat pockets, etc. All sharp objects, which have the probability of being contaminated, will be handled with appropriate personal protective equipment and transported to the property room or laboratory in a proper “sharps” container that minimizes exposure. Any container used to transport contaminated material will be subsequently decontaminated before further use or properly disposed of.

All employees are reminded that their “work area” may be subject to contamination. For field personnel it may be their patrol car, while for lab personnel it could be the lab counter and floor space. Contamination of the “work area” involves the exposure or potential exposure to blood or other potentially infectious material along with the potential contamination of surfaces. It is imperative that all “work areas” be cleaned/decontaminated as often as necessary to minimize the possibility of disease transmission. Employees shall wear their personal protective equipment when cleaning/decontaminating their “work area”. All employees are prohibited from eating, drinking, and/or smoking in their “work areas” where there is the possibility of contamination. This includes the backseat of a patrol car that transports injured prisoners, as well as the crime lab, which analyzes blood and body fluids. In order to minimize migration of contamination beyond the work area, employees who are provided lunch or break rooms are permitted to eat or drink in these areas as long as the employees wash up and change any contaminated clothing prior to entry.

All field personnel shall be trained on, and issued, a CPR resuscitation mouthpiece that prevents contamination while performing life-saving procedures. This device is to be used, when practical, by all personnel when administering CPR.

Any contaminated material that must be shipped or transported out of the Police Department must be properly labeled or red color-coded. The container in which the contaminated material is shipped must be decontaminated and it may be necessary to place the container in a secondary container to ensure safety during transport.

All bio-waste waste cans, pails, bins, and other receptacles intended for such use must be regularly inspected, cleaned and disinfected. They must be cleaned immediately with soap and water and disinfected. Vacuum cleaners are not an appropriate device for the cleanup of contaminated material.

All contaminated sharp material (needles, razor blades, knives, glass, etc.) shall be disposed of in an approved “sharps” container. These materials should be retrieved with tongs, broom and dustpan, etc. and never by hand. The “sharps” container must be closable and labeled or color-coded. It should be leak-proof as well as puncture resistant. Self-sheathing needles must be disposed of in a “sharps” container. Employees shall ensure that the “sharps” containers are inspected, disposed of appropriately and replaced in a timely manner.

Revised 9/01; Revised 10/04

## **109.50 Police Department Blood Borne Pathogen Exposure Control Plan**

Effective immediately an employee experiencing an exposure to any potential Blood Borne Pathogen by contacting blood, bodily fluids or a needle stick will take the following actions:

Responsibility of Exposed Employee:

- A. Secure the source of the exposure including the use of detention.
- B. Report the exposure to a supervisor immediately.
- C. Go directly to the designated hospital, when medically possible, for evaluation of the exposure and treatment. Information regarding the designated hospital can be obtained from the Department Safety Officer or the Communications Unit. In the event of a life-threatening injury, to either the employee or source patient, the nearest hospital will be utilized.
- D. Assist in completing the Oklahoma State Department of Health (OSDH) Form 207.
- E. Complete all necessary Injury on Duty reports.

Responsibility of Employee’s Supervisor:



- A. The supervisor will accompany the employee to the designated hospital with the appropriate Exposure forms and a Physician Authorization Form.
- B. The supervisor will ensure, when medically possible, that the source patient is simultaneously transported to the same hospital as the employee and:
  - 1. A licensed healthcare professional will determine if exposure has occurred.
  - 2. The supervisor will complete the applicable portions of OSDH Form 207, including the pertinent specific information of the exposed employee, and then sign in space provided under “Employee Designee.”
  - 3. A licensed healthcare professional will confirm the employee’s exposure status by signing the applicable portion of Form 207. The healthcare professional must place a checkmark in the appropriate box indicating there “WAS” or “WAS NOT” an exposure.

If the licensed healthcare professional makes a determination that there “WAS NOT” an exposure, place YELLOW COPY in an envelope and forward to OCPD Personnel Office to be placed in the employee’s medical file. Destroy GREEN COPY of Form 207.

- C. In all cases where it is determined an “EXPOSURE OCCURRED”, the supervisor will:
  - 1. Deliver the green copy of OSDH Form 207, a metered envelope and instruction page to:
    - a. A designated person at the health care facility to which the source patient was transported, or,
    - b. An attending physician, if the source patient was being cared for outside of a health care facility, or,
    - c. A health care provider who last had responsibility for deceased source patient or the medical examiner.
  - 2. Mail the YELLOW COPY to the OSDH HIV/STD Service in the self-addressed, metered envelope provided, no later than the next business day.
- D. The supervisor will call the assigned CompCHOICE case manager the following business day to report the location of the source patient, confirm successful delivery of OSDH Form 207 (GREEN COPY) to that site, and when source patient blood test results are expected. The case manager’s telephone number can be obtained from the Department Safety Officer or the Communications Unit.
- E. The supervisor will ensure exposed employee receives the provided packet of information concerning medications and general CDC information regarding blood borne pathogens. The emergency room personnel will offer appropriate medical attention upon determination of exposure including prophylactic treatment and follow-up care as necessary.
- F. The supervisor will instruct the employee to contact CompCHOICE to discuss follow-up care on the day of exposure or the next business day if after normal business hours.
- G. The supervisor will ensure the following forms are completed as soon as possible:
  - 1. OJI/IOD Quick Fax to Risk Management
  - 2. City of OKC Official Injury Report Form
  - 3. Police Department Supplemental IOD Report
  - 4. City of OKC Supervisor’s Accident Investigation Report Form.

**SOURCE PATIENT PROCEDURE**

When an appropriate licensed healthcare professional has determined an exposure has occurred, the supervisor will contact the involved source patient as soon as possible. The supervisor will request consent from the patient for him/her to be tested for any communicable diseases requiring immediate treatment, such as Hepatitis B, Hepatitis C, or Human Immunodeficiency Virus (HIV).

- A. If consent is given, either verbal or written, the source patient shall be tested.
- B. If consent is refused or otherwise unobtainable, the supervisor shall immediately seek court authority to withdraw blood and have it tested for the above listed diseases.

**OBTAINING COURT AUTHORITY TO WITHDRAW BLOOD**

Using the fill-in-the-blank Emergency Court Order included in the exposure packet the supervisor will:



- A. Contact a District Judge. The telephone numbers for District Court Judges can be obtained from the Departmental Safety Officer, or the Communications Unit supervisor. The request for the court order will be based on a determination of exposure by a licensed healthcare professional and the refusal of the source patient to have their blood drawn.
- B. Request the Judge to have the Court seal all documents, including the order, to protect the confidentiality of such information and all involved parties.
- C. On the next business day, the supervisor or designee will hand deliver the Application for Court Order and the Court Order to the appropriate County Court Clerk Office for filing.

IF THERE ARE ANY QUESTIONS CONCERNING THIS PROCEDURE THE SUPERVISOR SHOULD CALL THE DISPATCH SUPERVISOR TO OBTAIN CONTACT NUMBERS OF THE DEPARTMENTAL SAFETY OFFICER.

Revised 9/01; Revised 10/04

**109.60 Police Department Air Borne Pathogen Exposure Control Plan**

Effective immediately an employee experiencing an exposure to any potential Air Borne Pathogen (i.e. Tuberculosis or Meningitis) by breathing contaminated air will take the following actions:

Responsibility of Exposed Employee:

- A. Report the exposure to a supervisor immediately.
- B. Obtain the source patient’s personal information and last known location of the individual.
- C. The following business day, the officer must telephone the COMPCHOICE Case Manager and report the exposure including the name of the source patient. The COMPCHOICE Case Manager will arrange the TB testing and direct the officer/employee to the designated clinic.
- D. The officer/employee will take the OSDH Form 207 to the designated clinic. A licensed healthcare professional will confirm the employee’s exposure status by signing the applicable portion of OSDH Form 207. The healthcare professional must place a checkmark in the appropriate box indicating there “WAS” or “WAS NOT” an exposure.
- E. Complete all necessary Injury on Duty reports.

Responsibility of Employee’s Supervisor:

- A. The supervisor will supply the employee with the appropriate Exposure forms and a Physician Authorization Form.
  - 1. A licensed healthcare professional will determine if exposure has occurred by signing the applicable portion of OSDH Form 207. The healthcare professional must place a checkmark in the appropriate box indicating there “WAS” or “WAS NOT” an exposure.
  - 2. The supervisor will complete the applicable portions of OSDH Form 207, including the pertinent specific information of the exposed employee, and then sign in space provided under “Employee Designee.”

If the licensed healthcare professional makes a determination that there “WAS NOT” an exposure, place YELLOW COPY in an envelope and forward to OCPD Personnel Office to be placed in the employee’s medical file. Destroy GREEN COPY of Form 207.

- B. In all cases where it is determined an “EXPOSURE OCCURRED”, the officer/employee will return the OSDH Form 207 (Green copy) to the supervisor who will:
  - 1. Deliver the green copy of OSDH Form 207, a metered envelope and instruction page to:
    - a. Designated person at the facility to which the source patient was transported (i.e. County Jail Health Service Nursing Director), or,



- b. Attending physician, if the source patient was being cared for outside of a health care facility, or,
    - c. Health care provider who last had responsibility for deceased source patient or the Medical Examiner.
  2. Mail the yellow copy to the OSDH HIV/STD Service in the self-addressed, metered envelope provided, no later than the next business day.
- C. The supervisor will call the assigned CompCHOICE case manager the following business day to report the location of the source patient, the source patient's personal information and confirm successful delivery of OSDH Form 207 (Green copy) to that site.
- D. The medical personnel will offer appropriate medical attention upon determination of exposure and follow-up care as necessary.
- E. The supervisor will instruct the employee to contact CompCHOICE to discuss follow-up care on the day of exposure or the next business day if after normal business hours.
- F. The supervisor will ensure the following forms are completed as soon as possible:
  1. OJI/IOD Quick Fax to Risk Management
  2. City of OKC Official Injury Report Form
  3. Police Department Supplemental IOD Report
  4. City of OKC Supervisor's Accident Investigation Report Form.

IF THERE ARE ANY QUESTIONS CONCERNING THIS PROCEDURE THE SUPERVISOR SHOULD CALL THE DISPATCH SUPERVISOR TO OBTAIN CONTACT NUMBERS OF THE DEPARTMENTAL SAFETY OFFICER.

Adopted 9/01; Revised 10/04

## **110.0 Assignments and Transfers**

### **110.10 Assignment of Personnel**

The Chief of Police makes all assignments and reassignments of personnel to the various Bureaus within the Department. Commanders and supervisors make assignments and reassignments within their scope and span of control. Participation in any contract for law enforcement services shall not penalize participating employees or threaten their employment rights, promotional opportunities, training opportunities or fringe benefits.

Revised 10/04

### **110.20 Transfers**

All officers will serve three years after their initial probationary period in one of the four Patrol Divisions before being eligible for transfer to another Bureau. Any exceptions to this time requirement must have specific written authorization of the Chief of Police.

Personnel may request a transfer at any time by initiating a memorandum. Whether that request is to another work section within their present Bureau, or to another Bureau, it must be made in writing, through the chain of command, to the officer's present Bureau Chief. Any Division Commander may approve and affect a transfer within their scope and span of control. Supervisors will not prevent or deter the transmittal of the request to the Bureau Commander.

The purpose of this procedure is to identify and select qualified candidates for positions within the Department. Whenever vacancies occur in the ranks of Sergeant and below in any position, the following procedure shall be used to fill said vacancies:

1. If the vacant position is one in which the officer carries a Detective, Investigator or Inspector title, the vacancy and consideration for the position shall first be given to officers in the Department who already hold one of those titles.



2. If the vacant position is not included in No. 1 above, then the vacancy is open to all eligible officers in the Department.
3. All positions will be posted for a period of ten (10) working days prior to the selection process to enable all interested personnel to submit requests for transfer.

Any special qualifications for the position will be noted on the vacancy notice.

Revised 2/98; Revised 10/04; Revised 06/08

### **110.30 Temporary Assignments**

Sergeants and below may be temporarily assigned to a Bureau even though they may not otherwise be eligible for assignment. The length of the temporary assignment will be evaluated every 90 days. Exceptions must have the specific written authorization of the Chief of Police.

Adopted 3/93; Revised 10/04

### **110.40 Involuntary Transfers**

Transfers may be made in the employee's interest, for disciplinary reasons, to meet a special need of the Department, or to best meet the interests of effective utilization of manpower.

### **111.0 Performance Evaluation and Counseling**

All police employees will be formally evaluated by their supervisor on an annual basis. An employee's pay anniversary is either their date of hire or the date of their last promotion. Supervisors shall obtain their employees' pay anniversary dates from the Police Personnel Office. The evaluation will cover an employee's performance for the year prior to the employee's pay anniversary date.

If an employee's performance is unsatisfactory in any category during the rating period, the supervisor must advise the employee in writing 90 days prior to their pay anniversary date. Supervisors must substantiate the rating of any category found to be unsatisfactory and define actions the employee should take in order to improve his or her ratings. If the unsatisfactory performance continues, the information should be included in the evaluation report at the end of the 90-day period.

Supervisors shall complete an evaluation report, for the employees they are directly responsible for, at least thirty (30) days prior to the date of the employees' pay anniversary dates. Rating supervisors will discuss the results of the evaluation with each employee, communicate their expectations for the employee, establish goals for the next rating period, and counsel the employee on advancement, specialization, or training opportunities.

Each employee will review their evaluation report with their rating supervisor and sign the report. An employee may make written comments on the report. The rating supervisor will sign the evaluation report and then forward it to their immediate supervisor. The rater's supervisor shall review and sign the report indicating completeness. The rater's supervisor will then forward the report to either their division commander or bureau chief.

The completed original evaluation report will be submitted to the Police Personnel Office to be placed in the employee's permanent personnel file. The report shall be maintained in this file in accordance with the City Records Retention Manual. The employee shall receive a copy of their completed evaluation report.

Appeals to the evaluation will be processed according to appropriate bargaining unit contracts.

Revised 1/95; Revised 10/04; Revised 1/06; Revised 10/15

### **111.10 Newly Hired Employee Evaluation**





Newly hired sworn employees will be evaluated by guidelines set forth by the Police Training Academy and the Field Training Officer Program.

Upon completion of the FTO Program, recruits in a probationary status will be evaluated on a monthly basis by their immediate supervisor. The immediate supervisor will forward this completed monthly report to his or her Shift Captain and then Major. After the Shift Captain and Major have reviewed the report, they will update their portion of the report and sign it. The completed reports will be maintained by the rating supervisor until the Probationary Review Board.

Newly hired non-sworn employees will be evaluated a minimum of every 90 days until the end of their probationary period.

Adopted 9/06; Revised 10/15

## **112.0 Job Descriptions**

The Job Descriptions for each classification with the Department are available for inspection in the Personnel Office during normal business hours.

## **114.0 Official Correspondence**

### **114.10 Purpose**

The purpose of this procedure is to establish the only acceptable formats to be used by Department personnel when writing official correspondence. This procedure is applicable to official correspondence written by any member of the Department.

### **114.20 Authorization for Signature**

Any member of the Department may write official correspondence; however, letters and external memoranda may only be signed by Majors or higher-ranking officers. The identification line will show the initials of the writer of the letter and the person who typed the letter. If the writer also signs the letter, only the typist's initials are required.

## **115.0 Travel Orders**

Job related travel outside of the city limits of Oklahoma City but inside the State requires the issuance of departmental travel orders signed by a Deputy Chief of Police. The travel orders will indicate the employee(s) authorization to travel, date(s) of travel, equipment used or method of transportation and the reason for travel outside of the City of Oklahoma City. Exceptions to this will be when the travel is through other jurisdictions, which are "surrounded" by Oklahoma City, and travel to county seats of Oklahoma, Canadian, Cleveland, and Pottawatomie counties.

The only exception to the above requirements is for afterhours travel for placement of a Mental Health Consumer to a facility outside the City of Oklahoma City, but inside the State of Oklahoma. In those instances, travel orders may be approved by the on-duty Watch Commander. Refer to Procedure 215.

Travel outside of the State in a City-owned vehicle or by other means of transportation also requires the issuance of travel orders. These travel orders shall be signed by the Chief of Police or his designee.

Travel orders associated with a Travel/Training packet shall stay with the packet. All other travel orders shall be stored in a division travel order file for a minimum of three years.

Revised 4th Edit., 2000; Revised 7/13; Revised 5/15

### **115.10 Carrying Firearms on Airlines**



Officers of the Oklahoma City Police Department can legally carry firearms on their person under the following conditions:

- A. When authorized by the Chief of Police to have a firearm in connection with assigned duties.
- B. Must have completed the federally required training program.
- C. The officer must have CIU transmit a request for a Unique Alphanumeric Identifier.
- D. Upon check-in, the officer must identify him/herself and present a letter on an official Oklahoma City Police Department letterhead, signed by the Chief of Police or designee, indicating the officer is on official business. Further, the letter must indicate the officer is specifically authorized to carry a firearm while on official business. This letter and any other documentation issued by the airline must be in possession of the Officer for the duration of his/her trip. The Officer will complete the armed traveler paperwork provided by the airline and proceed to the Armed LEO Screening Checkpoint.
- E. The Officer will present the Unique Alphanumeric Identifier, badge, commission card, C.L.E.E.T. card, boarding pass, and required airline paperwork to the Armed LEO Screening Checkpoint Officer.
- F. The Officer will complete the LEO Logbook and proceed to the boarding gate.
- G. At the boarding gate the Officer will provide the airlines armed traveler paperwork and inform the gate agent of his/her presence and status.
- H. The Officer will then meet with the Pilot in Command, Federal Air Marshals, Federal Flight Deck Officers, and/or other Law Enforcement Officers onboard the flight as directed.
- I. Federal Regulations specifically prohibit an Armed Law Enforcement Officer from consuming alcoholic beverages while on board a commercial aircraft.
- J. Officers are responsible for checking with each individual airline on which they plan to travel to ensure there are no additional policies and procedures required by those airlines.

Revised 10/90; Revised 06/09

## **116.0 Daily Roster**

### **116.10 Purpose**

In order to accurately identify on duty personnel and their assignment for a tour of duty, a Daily Roster will be utilized.

### **116.20 Responsibility**

The Daily Roster will be completed by an on-duty supervisor and will be distributed in accordance with directives of the respective Bureau Commander.

## **117.0 Scheduling Procedure**

### **117.02 Purpose**

The scheduling of personnel will be done at management's discretion, and a master schedule will be kept where it will be accessible to all employees. The schedule will allow the supervisor and employee the convenience of knowing day off well in advance in order to plan training programs as well as leave time.

### **117.04 Reporting for Duty**

Unless otherwise directed, employees shall report for duty at the time and place specified, properly attired and equipped.

### **117.06 Reassignment**

If an employee is reassigned to another work section, the name will be moved into the schedule as set out for that new work section, in accordance with the 28-day work cycle required under Fair Labor Standards Act guidelines.



### **117.10 Tardiness**

Because emergency services must be provided twenty four hours a day, seven days a week, and because tardiness by an employee may result in the Department incurring expenses in overtime costs to staff the employee's position until the employee arrives, and because other employees are inconvenienced by an employee who does not report to work on time, the following rules shall apply.

### **117.12 Tardiness Defined**

Tardiness is any unauthorized and unexcused failure to report for duty at the scheduled time.

### **117.14 Disciplinary Actions**

First occurrence: Counseling

Second occurrence: Class I reprimand

Third occurrence: Class II reprimand

Fourth occurrence: Class III reprimand and three days suspension

Fifth occurrence: Class III reprimand and five days suspension

Sixth occurrence: Termination

### **117.16 Time Framework for Discipline**

When administering disciplinary action for tardiness, only those actions occurring within the previous twelve months will be considered.

### **117.30 Overtime Work**

All claims for payment of overtime work and court time shall be submitted on an employee time record form to the appropriate Division Commander for approval as soon as possible after the court time or overtime is worked. Except under emergency or other unusual situations unique to police work, all overtime must have the prior authorization of the employee's supervisor.

### **117.50 Meals and Coffee Breaks**

#### **117.51 FLSA Work Period**

The "Fair Labor Standards Act" (FLSA) requires that a work period be established for each municipal employee. Generally, the FLSA work period for non-sworn personnel is a fixed period of 7 consecutive days. The FLSA work period for sworn personnel is a fixed period of 14 consecutive days.

Revised 12/99

#### **117.52 Meals and Breaks for Non-Sworn Employees**

A non-sworn employee may select to have or not to have a meal period. A meal period is considered to be at least 30 minutes long. The employee is relieved from duty and is free to leave the premises during their meal period. The meal period is not considered work time and the employee will not be compensated for this period of time. Each employee may be granted two (2) 15-minute rest periods. Rest periods shall be considered a privilege and not a right.

Revised 12/99



### **117.53 Meals and Breaks for Sworn Employees**

A sworn employee may be allowed a meal period and two (2) 15-minute rest periods during a tour of duty. However, meal periods may be afforded ONLY if the workload and circumstances permit.

Officers shall adhere to the following provisions:

- A. No officer shall take a meal or rest period during the first or last hour of duty.
- B. An officer allowed to be on a meal or rest period shall be subject to call-out.
- C. Meal and rest periods should be taken in the officer's assigned Division. However, if other special circumstances exist, the meal period may be taken outside the Division with a supervisor's approval.
- D. Patrol units desiring a meal or rest period must have received prior authorization through the dispatcher or supervisor.
- E. No more than two (2) units shall be allowed for a meal or rest period at the same location unless specifically authorized by a supervisor.

The supervisor will have the discretion in determining how many units will be allowed to take a meal or rest period.

Revised 12/99

### **118.0 Personnel Files**

Each supervisor will maintain a documentation file for each employee under the supervisor's command. This file should include articles to be used for evaluating the employee's performance on an annual basis. At the time of the annual performance rating, the supervisor should use this file to document the factor rating and should attach copies of those documents as evidence to support the rating. Once the performance evaluation has been completed, the documentation file should be purged of documentation used to support the performance evaluation. After the purge, the supervisor should initiate a new file to document the employee's performance for the next rating period.

The division and OCPD Personnel files should contain articles such as letters of commendation, letters of appreciation, training certificates, training assignments, and letters of reprimand. All files must be maintained in a locked-file cabinet or other secure area.

### **120.0 Clothing and Appearance Standards**

#### **120.10 Uniform Regulations**

Uniform regulations are necessary to ensure consistency and to achieve a professional image of personnel of this Department. The uniform shall fit properly, and shall be clean and neatly pressed at all times.

All officers must carry in their possession a current state driver's license, CLEET card and the officer's commission card while on duty.

While on duty, all officers must carry an authorized firearm, with which they have qualified, except those officers specifically excluded by the Chief of Police. All officers, excluding sworn personnel who are identified by wearing an approved departmental uniform, shall carry their firearm(s) concealed from the casual citizen observer and in such a manner as to be secure from accidental loss.

The weapon may be exposed only inside a police facility when accompanied by and placed next to a displayed departmental badge.

All uniformed officers who have been issued soft body armor, will be required to wear it at all times while performing field enforcement duties except those officers specifically excluded by the Chief of Police.

Employees performing extra-duty employment shall comply with Policy 270.20 and Rule 250.0



Revised 9/01

### **120.20 Wearing of the Uniform**

Unless otherwise directed or authorized by assignment, all sworn personnel shall wear the official Department uniform while on duty.

No unauthorized changes, additions, or deletions will be made to the uniform, nor will a partial uniform be worn. Unit pins will not be permitted as part of the uniform, unless submitted to the Uniform Committee and approved by the Chief of Police.

All officers, when directed by a supervisor to dress in Class A or Class B uniform, shall comply regardless of assignment.

Revised 12/93; Revised 9/06

### **120.21 Wearing of Jewelry**

All employees of the Department will comply with the following procedures regarding the wearing of jewelry, unless specifically approved by the Chief of Police or designee.

Necklace: Male and female employees wearing a Department uniform on-duty, or while working off-duty, may wear necklaces only if completely concealed from view.

Female employees working in civilian attire may wear one (1) necklace.

The construction of any necklace worn should be such that it does not pose a possible choking hazard.

Watch: One wristwatch may be worn.

Rings:

A maximum of two rings may be worn while on-duty. The size and shape of the ring shall not hinder or obstruct an employee's performance of any duty or the use of required equipment. The ring shall not extend beyond the area between the knuckle and next finger joint. A wedding ring and engagement ring worn on the same finger is considered one ring. Officers shall not wear a ring on the index (trigger) finger of either hand.

Earrings:

Male employees are not authorized to wear any style of earring or stud while on-duty in uniform or civilian attire.

Female employees in uniform or civilian attire are authorized to wear one pair of simple stud type earrings in the lower part of the earlobe.

Dental Ornamentation:

The use of gold, platinum or other veneers or caps for purposes of ornamentation is prohibited. Teeth, whether natural, capped or veneer will not be ornamented with designs, jewels, initials, etc.

Piercing Ornamentation:

All employees are prohibited from attaching, affixing or displaying objects, ornamentation or jewelry, other than covered in procedure 120.21, through any part of the head, ears, face, nose, tongue, or any visible part of the body while on duty, working off duty, or when representing the Department in uniform or civilian attire.

Adopted 6/96; Revised 9/06



### **120.25 Tattoos – Branding – Intentional Body Mutilation – Intentional Scarring**

Existing visible tattoos, branding, intentional body mutilation, and / or intentional scarring acquired and documented prior to April 10, 2007, which are displayed on employees will be authorized unless they violate the following:

Tattoos / body art / brands that are obscene, sexually explicit or promote sex, gender, racial, religious, ethnic or national origin discrimination are prohibited. In addition, tattoos / body art / brands that advocate or symbolize gang affiliation, supremacist or extremist groups, or drug use are prohibited and will be removed or covered by one of the approved methods.

Any tattoo, branding, intentional body mutilation, and / or intentional scarring acquired after April 10, 2007, shall not be visible while on-duty, working extra duty or when representing the police department in any manner, while in uniform or in civilian attire.

Officers shall not embellish, modify or add to any existing visible tattoos, branding, intentional body mutilation, and / or intentional scarring. If that occurs, the authorization would be removed and the employee must cover or conceal the tattoo, branding, intentional body mutilation, and / or intentional scarring by one of the approved methods. (Officers may restore existing tattoos to their original colors and shape, but additional art or letters will cause the tattoo to be considered a new tattoo, obtained after April 10, 2007, and would be required to be covered.)

Tattoos, branding, intentional body mutilation, and / or intentional scarring to the head, face, neck, scalp or hands are strictly prohibited.

Intentional body mutilation or intentional scarring is strictly prohibited. Some examples include, but are not limited to the following:

- A. A split or forked tongue;
- B. Foreign objects inserted under the skin to create a design, effect or pattern;
- C. Enlarged or stretched out holes in the earlobes (other than normal piercing holes); and

Employees that obtain tattoos, body art, and / or brands that are in violation will be required to remove or cover them at their own expense. The following methods are approved for coverage of any tattoos, branding, intentional body mutilation, and / or intentional scarring acquired after April 10, 2007, or otherwise required to be concealed:

- A. If in uniform, the employee will wear an authorized long sleeved shirt in compliance with approved uniform standards; or
- B. If in civilian clothing, the employee will wear suitable long sleeved attire; or
- C. If the tattoo is on the leg(s), the employee will wear authorized full-length, uniform or civilian attire pants as applicable, in compliance with approved uniform standards; or
- D. Cover the surface of the tattoo with a skin-tone bandage/patch not to exceed 4" X 6"(No more than one bandage/patch may be worn on an individual arm or leg.); or
- E. Makeup products designed to cover tattoos may be worn as an option for employees. The makeup must blend with the employee's skin tone and completely conceal the tattoo; or
- F. Have the tattoo or brand removed at the employee's expense.

When deemed operationally necessary, an officer in a special assignment may be granted a waiver to display an existing tattoo, brand or intentional scarring by the Chief of Police or designee.

Adopted 9/06; Revised 06/09

### **120.30 Partial Uniform Prohibited**

No portion of the uniform or uniform item will be worn with non-uniform apparel. The exception to this allows the wearing of the uniform weapon while out of uniform, in accordance with other policies and procedures governing off-duty and non-uniform apparel.



#### **120.40 Standards for Male Employees**

Male non-uniformed employees will wear a dress shirt with dress slacks and a sport coat, or a dress shirt and a business suit. Neckties are required. Dress shoes (with socks), western style boots, or ankle-high boots with zippers are acceptable footwear.

Revised 6/96

#### **120.45 Standards for Female Employees**

Female non-uniformed employees will wear dress slacks or skirt with blouse or sweater, a pantsuit, a dress or similar attire. Dresses or skirts will be no shorter than four inches above the top of the knee. Clothing, including footwear and hosiery shall be comparable to that worn by professional persons in the community.

#### **120.50 Special Duty Requirements**

Personnel assigned to special duties may be authorized to dress, wear non-regulation hairstyles and grow facial hair according to the needs of the assignment and at the direction of the affected Bureau Chief.

In the interest of protecting the identity and safety of an officer on plain-clothes assignment, an officer in uniform shall not recognize a plain-clothes officer until or unless recognized first by the officer in plain clothes.

At any time when an investigator is in contact with the public, not wearing a coat and has an exposed weapon, the badge will be displayed in an obvious, prominent place on the belt near the weapon.

Revised 9/06

#### **120.55 Standard Dress for Training Classes**

All officers, regardless of rank or assignment, will be required to wear the complete police uniform OR conform to the non-uniformed dress standards for males and females as indicated in Sections 120.40 and 120.45 while participating in or teaching any type of training class at the Oklahoma City Police Training Academy. If this dress code is not appropriate for certain classes, the Director of Training will advise all participants by memorandum as to the proper dress for that specific class.

Adopted 9/92

#### **120.60 Hair Standards – Male Employees**

Hair will be groomed so that it will not present an appearance of being unkempt or ragged. Hair accessories may not be worn. Hair will not be worn in styles that appear unusual, extreme, exotic or unconventional, i.e. ponytails, Mohawks, monogrammed hair, etc.

Male uniform employees will wear their hair so it does not cover any part of the ear, protruding no more than one-fourth inch (1/4") horizontally beyond the outermost part of the ear, extending no more than the top of the shirt collar, no more than one and one-fourth inches above the top of the skull (1 1/4") and not extending lower than one inch (1") above the eyebrows. Sideburns will not extend lower than the bottom of the ear lobe and will be no more than one and one-half inches (1 1/2") wide.

Mustaches will be neatly trimmed and will not extend vertically below the corner of the mouth, nor horizontally more than one-fourth inch (1/4") beyond the corner of the mouth, and will not extend below the upper lip line. Beards, goatees, or other facial hair below the upper lip are not permitted.

Male non-uniformed employees will wear their hair so that it does not extend more than one-half inch (1/2") below the top of the shirt collar in the back, and no more than one-half inch (1/2") below the top of the ear on the sides, and



no more than one and one-half inches (1 1/2") in bulk away from the scalp, regardless of length. Mustaches will be allowed as for uniformed male personnel. When wearing the uniform, hair must meet the requirements for uniformed personnel.

Revised 12/93

### **120.65 Hair Standards – Female Employees**

Female uniformed personnel will wear their hair so that the bulk of length of the hair will not interfere with the wearing of authorized headgear. Hair will be groomed so that it will not present an extreme, ragged or unkempt appearance. Hair will be worn so that it does not extend below the bottom edge of the collar in back, nor be cut so short as to appear unfeminine. Wigs may be worn as long as the hairpiece is of a natural hair color and the style and length conform to appearance standards. Hair holding devices (barrettes, pins, clips, etc.) must be of natural hair color or transparent and will be inconspicuously placed.

Female non-uniformed personnel will wear their hair in such a manner and style as to be comparable to females in the business or professional community, but will not be so short as to appear unfeminine. Hair will be groomed so that it will not present an extreme, ragged or unkempt appearance. When wearing the uniform, hair must meet the requirements for uniformed personnel.

### **120.70 Uniform and Clothing Inspections**

Shift/Unit Commanders will periodically inspect each officer's uniform, equipment, and personal appearance. These inspections will be completed, signed by the inspecting supervisor and forwarded to the respective Division Administrative Office. If any category is deficient, a re-inspection must be done as soon as possible. For uniformed employees, these will be formal, military-type inspections. Non-uniformed employees may be inspected formally or informally. In addition, all supervisory officers will be alert to violations of these regulations by any subordinate, regardless of whether the supervisor is in the subordinate's chain of command.

Supervisors will point out to subordinates any aspect of their appearance, which does not comply with these standards and will direct the subordinate to comply.

Revised 12/93; Revised 9/06

### **121.0 Uniform/Equipment Replacement**

#### **121.10 Uniform Replacement Form**

In the event an employee's uniform is damaged; he/she must complete a Uniform Replacement Report Form and submit it through the chain of command. If the item lost or damaged is the badge, gun, or baton, a miscellaneous report must also be made.

Revised 8/99

#### **121.11 Supervisor's Responsibility**

When the report(s) is complete, the employee will submit it to his/her immediate supervisor, who will determine the validity of the request to the best of his/her knowledge. If the report is incorrect, the supervisor will attach a report of the true facts, check the appropriate box, and sign it. If it is correct, the appropriate box will be checked and signed.

Once the above step is complete, the supervisor will forward the form and report(s) through the chain of command to the Division Commander.

Revised 8/99

#### **121.12 Approval for Replacement**





Once the report(s) is complete, the Division Commander determines whether or not the replacement is justified; checks the appropriate box on the form and signs it. If the replacement is denied, the employee will be notified. If approved, the form, report(s) and damaged items shall be forwarded to the Logistical Support Division Commander.

Revised 8/99

### **121.13 Lost Items / Negligence**

Uniforms, uniform items and equipment, which are lost by an employee, will be replaced at the employee's expense. This shall not include those items that may be stolen from the employee; such items may be approved for replacement. In all cases, the employee shall make a Crime Incident Report, a copy of which will be attached to the Uniform Replacement Report Form.

Any item which is damaged due to the employee's negligence will be replaced by the employee at the employee's own expense.

Revised 8/99

### **121.14 Appeal**

If the Division Commander disapproves a claim, the affected employee may make an appeal in writing to the Bureau Chief.

Revised 8/99

## **122.0 Repair/Replacement of Personal Items Damaged in the Performance of Duty**

### **122.10 Purpose**

The purpose of this procedure is to establish general guidelines for the repair and replacement of personally owned, non-issue items of equipment or clothing, which may become damaged, lost or destroyed as the result of an officer's performance of duty.

The intent of this procedure is to provide assistance to officers whose property may become damaged, lost or destroyed as a result of the performance of duty or training specifically because he is a police officer as opposed to any other position in the City. It is not to replace or repair items simply because they were damaged while the officer was on duty.

Revised 8/99

### **122.20 Scope**

This procedure is for personal property necessary or routinely required in the normal function of employment, i.e., eye glasses required to correct vision or protect the eyes, watches, gloves, and special items of equipment or clothing which may be required for training or special assignment.

The wearing or carrying of jewelry is discouraged. If such items are carried or worn and become damaged, they will not be repaired or replaced by the Department. Watches are necessary and, therefore, an exception. However, the wearing or carrying of expensive watches or watchbands is discouraged. Therefore, limits have been set on repair and replacement of watches.

The Department will either repair or replace, at the discretion of the Chief of Police, personal items, which become damaged or stolen as the result of a specific performance of duty.

Damage to personal items resulting from normal wear, accidental dropping, inattention, mishandling, carelessness or clumsiness will not be repaired or replaced by the Department.



No personal items damaged while working off-duty jobs will be repaired or replaced by the Department. Damage to issued items resulting from off-duty employment will be the responsibility of the off-duty officer.

Damage to personal items resulting from an official act performed while off duty may be obligatory, i.e., on-sight felony arrest, etc., and, therefore, may be subject to the provisions of this procedure. However, the Chief of Police will evaluate the specific circumstances of such incidents and determine the applicability on an individual case basis.

Revised 8/99

### **122.30 Criteria for Applicability of Procedure**

The test as to whether the expense of the repair or replacement of any damaged personal items will be borne by the Department will generally be:

- A. The damage must have resulted from the performance of a specific act required by duty.
- B. The circumstances and specifics must be documented on appropriate Department forms.
- C. The circumstances of the incident from which the damage occurred must be unique to the duties and responsibilities of a police officer, i.e., pursuit of suspect, physical confrontation, specialized training.
- D. The item damaged must have been required and/or previously authorized for use.

Revised 8/99

### **122.40 Schedule of Maximum Repair or Replacement Costs**

Total costs for repair or replacement of damaged watches will be in accordance with appropriate bargaining agent contract.

Items damaged will be repaired or replaced with like items as per this procedure.

### **122.50 Request Procedure**

The request procedure must follow the procedure as set forth in Section 121.0.

### **123.0 Care of Equipment and Supplies**

All police employees are responsible for the security, maintenance and care of all department-owned equipment and supplies assigned to them. Department equipment and supplies shall be used for official purposes only. Police employees shall exercise due care when handling or using department equipment and supplies.

Stored department equipment and supplies shall be maintained by the person or unit responsible for assigning or distributing it. Department equipment and supplies shall be maintained in a state of operational readiness.

Revised 10/15

### **123.05 Equipment Additions / Alterations**

All additions and/or alterations of internal and external equipment to vehicles must first be approved by the Fleet Management Supervisor. This requirement is to insure proper installation, minimum defacing, and the prevention of electrical malfunctions. The Fleet Management Supervisor will record the date and equipment authorized on the reverse side of the Agreement form, which is maintained in Fleet Management office.

Adopted 1/95

### **123.10 Cost of Damaged / Lost Equipment**

Damage, destruction, or loss of department-owned equipment or supplies that results from malicious handling or gross negligence may result in the assessment of cost of replacement or repair to the employee.



Revised 10/15

### **124.0 Vehicle Inspections**

Vehicle inspections will be conducted by a unit supervisor not less than twice a month. The departmental vehicle inspection form will be completed, signed by the inspecting supervisor and forwarded to the respective Division Administrative Office. If any category is deficient, a re-inspection must be done as soon as possible. If a vehicle is not available for inspection due to a mechanical condition, the vehicle will be inspected as soon as it becomes available.

Adopted 6/96; Revised 9/06

### **125.0 Firearms Regulations**

#### **125.01 Issue of Duty Weapons**

Each officer of the department may be issued a city owned duty weapon(s). The weapon(s) must be approved by policy for either regular uniform duty or plain-clothes assignment.

Any officer who desires to exchange a currently assigned duty weapon for another may do so with proper justification. The requesting officer must submit a memorandum to the affected Bureau Commander outlining the justifications for exchanging weapons. Upon approval by the Bureau Commander, the request will be forwarded to the Range Master. The Range Master will then exchange the weapon based upon availability and other considerations. Any officer receiving an exchanged weapon will comply with all the policies and procedures governing the inspection and approval of that weapon by the Range Master and the qualification with that weapon at the Pistol Range prior to carrying that weapon on or off-duty.

The Range Master will maintain a complete inventory listing of all Department owned firearms.

Revised 3/97; Revised 10/04

#### **125.02 Rules Governing Issue of Weapons**

- A. Weapons obtained for the purpose of original issue to recruits will be issued only to recruits.
- B. Only one duty sidearm suitable for uniform wear may be issued to any officer. A back-up sidearm may be issued, with justification and approval through the chain-of-command, by memorandum, to the Bureau Commander. The Bureau Commander and the Range Master will make final approval. All weapons will be issued as availability permits.
- C. Any weapon issued must be inspected for safety, and approved by the Range Master. Also, the officer must fire a qualifying score at the Range with that weapon prior to authorization to carry it.
- D. The issuance of all city-owned weapons will be processed by the Range Master or a designee.

Revised 3/97; Revised 10/04

#### **125.03 Procedure for Weapon Transfer**

As evidence disposition forms are received, authorizing the destruction or transfer of appropriate weapons, the Property Management Supervisor and Range Master will select specific weapons for transfer to Department inventory. The Range Master will inspect them and determine if they are safe (or can be made safe) for issuance as duty weapons. Only after a weapon has been certified "Safe for Issue" as a duty weapon will it be transferred to Department Inventory.

Revised 3/97

#### **125.10 Uniform / Non-Uniform Personnel**



Primary service firearms, back-up firearms, and off-duty firearms for commissioned personnel shall be only those authorized by the Range Master and Chief of Police. The Range Master will maintain a complete list of authorized firearms by make and model that officers may carry.

Only officers, who have successfully completed the departmental training school for semi-automatic firearms, showing proficiency and firing a qualifying score, may carry an authorized semi-automatic firearm.

Any officer requesting to carry a firearm other than those approved must first submit the firearm to the OCPD Range Master for inspection and testing. If the Range Master approves the firearm, the Range Master shall forward a recommendation of the proposed firearm to the Chief of Police. The final approval must be provided by the Chief of Police.

Revised 3/97; Revised 10/04

## **125.11 Primary Firearms and Off-Duty / Back-Up Only Firearms**

The Firearms Training Unit will maintain two lists of approved firearms. The lists are Authorized Primary Firearms and Authorized Off-Duty/Back-Up Only Firearms. All officers are required to qualify with an authorized primary firearm during each firearms in-service qualification.

Handguns listed on the Authorized Primary Firearms List may be carried in a primary, off-duty or back-up capacity. All officers qualifying with a handgun on the Authorized Primary Firearms list, must fire a qualifying score on the CLEET Handgun Qualification Course regardless of how the firearm is carried.

All officers qualifying with a handgun designated as an Authorized Off-Duty/Back-Up Only Firearm, must fire a qualifying score on the OCPD Off-Duty/Back-Up Qualification Course. All ammunition for practice, qualification or carry, unless stocked by the Firearms Training Unit, will be supplied by the officer. This ammunition must be approved by the Range Master before it is carried on or off duty. Handguns designated as Off-Duty/Back-Up Only Firearms are not authorized for use as on-duty primary carry without prior written approval from the Chief of Police, or designee. This approval will be for very limited circumstances and will not be used to satisfy the on-going requirement to carry a primary firearm.

- A. Back-up/off-duty firearms shall be carried in such a manner as to be secure from accidental loss or discharge. They will be CARRIED in compliance with Procedure 125.12. All personnel are prohibited from using shoulder holsters while in uniform, both on and off-duty, with the exception of personnel assigned to the Helicopter Unit.

Revised 3/97; Revised 10/04; Revised 06/11

## **125.12 Methods of Carry**

Primary sidearms will be carried and exposed to the public by sworn personnel who are identified by wearing an approved departmental uniform. When not wearing a uniform, the sidearm shall be concealed from the casual citizen and carried in such a manner as to be secure from accidental loss.

The weapon may be exposed only inside a police facility when accompanied by and placed next to the displayed departmental badge.

Revised 3/97

## **125.13 Inspections and Repairs**

All firearms carried as duty weapons by uniformed or non-uniformed personnel must be registered by serial number with, and inspected at least once each year for safety and operation, by the OCPD Range Master or a designee.



The OCPD Range Master or a designee is the only individual that may make repairs or modifications on City-owned firearms. Necessary repairs on City-owned firearms will be made at the time of inspection. The cost of parts incurred in repairs made necessary because of abuse and/or neglect by the officer will be billed to that officer.

The OCPD Range Master will inspect repairs to firearms that are personal property of officers and carried on duty. Officers are encouraged to have all repairs performed by the Range Master, and the officer will be charged the cost of replacement parts only; no such cost will be incurred if the firearm was damaged in the line of duty. If an officer chooses to have repairs performed by anyone other than the Range Master or a designee, that firearm **MUST** be inspected by the Range Master prior to its being carried on duty. No modifications may be made to personally owned firearms, which in the opinion of the OCPD Range Master would render that firearm unsafe.

All weapons found to be “unsafe” will be immediately removed from duty use. In the event the weapon is unserviceable, the Range Master or designee will notify the officer’s supervisor and the weapon disposition will be handled as follows:

- A. City owned weapon: The officer will be temporarily issued a firearm until the officer can obtain authorization as per procedure 125.01, Issue of Duty Weapons.
- B. Personally owned weapon: The weapon is no longer authorized to be carried.

Revised 3/97; Revised 10/04

## **125.14 Ammunition**

The OCPD Range Master and the Chief of Police must approve ammunition for duty use. The Range will maintain a list of all approved ammunition.

Shotgun ammunition shall be 00 buck, 000 buck or slugs. Slugs may be carried, but are not to be the first shell chambered. No reloads are permitted.

Revised 3/97; Revised 10/04

## **125.15 Auxiliary / Shotguns**

Only those firearms authorized by the Range Master and Chief of Police may be carried in an OCPD police vehicle.

Officers may carry personally owned shotguns in compliance with Departmental Standards. Any officer who is issued a departmental shotgun or who carries a personally owned shotgun must qualify and be certified as mandated by the Director of Training. The Range Master will certify each officer as having been qualified with the shotgun through an official Department shotgun qualification course.

Special weapons are authorized for use by OCPD Tact Team members, and shall be carried as authorized by the Tact Team’s Commander.

Revised 3/97

## **125.16 Short Barrel Rifle / Shotgun**

A Short Barrel Rifle authorized for duty carry is categorized as any rifle having a barrel length of less than 16”, but not less than 10 ½”.

A Short Barrel Shotgun authorized for duty carry is categorized as any shotgun having a barrel length of less than 18”, but not less than 14”.

Any officer desiring to carry a firearm categorized as a short barrel rifle or short barrel shotgun will submit a request for approval to the Chief of Police. After approval the officer will have the weapon inspected by the range master or designee. The rifle or shotgun must be on the current list of approved weapons. The officer will be required to



show the tax stamp or a copy of the tax stamp to the range master or designee prior to each qualification. The range master or designee will maintain a copy of the federal tax stamp for each short barrel rifle or shotgun.

Adopted 04/11

### **125.30 Shotgun Malfunctions**

All officers are responsible for ensuring the shotgun assigned to them is in proper working order, there is no round in the chamber and the safety is on before the start of their tour of duty.

All malfunctions, defects or damage to the Departmentally issued shotgun shall be reported to the shift supervisor who will make proper arrangements for the shotgun to be taken to the Range Master for repair.

Revised 10/04

### **125.31 Shotgun Safety**

At no time will a round be chambered in the shotgun except when necessary for use in response to a dangerous situation.

After the dangerous situation has passed, do not forget that a live cartridge is still in the chamber. Ensure that the safety is on, and remove the cartridge from the chamber. Do not replace the shotgun in the vehicle with a cartridge in the chamber.

No officer shall attempt to search any person while holding the police shotgun.

In all instances except in actual or potential combat situations, shotguns will be carried in a port arms position (the barrel pointing upwards).

### **125.32 Use of the Shotgun**

The tactical use of the shotgun is at the discretion of the officer. Generally, only those incidents wherein a high probability of armed confrontation exists would justify the use of the shotgun. Officers must utilize good judgment in weighing the need for the shotgun against the possible problems that might be encountered if the situation resulted in a foot pursuit, a physical confrontation where the use of lethal force would not be justified, assuming control of prisoners, etc. The shotgun shall not be surrendered or abandoned to engage in a foot pursuit.

Revised 10/04

### **125.35 Patrol Rifle Program**

The purpose of the Patrol Rifle Program is to provide the department with enhanced firearm capabilities to better protect and serve the people of the City of Oklahoma City. The issuance of department purchased rifles, as part of the Patrol Rifle Program is limited to selected officers of the Operations Bureau patrol divisions and the Gang Enforcement Unit.

#### **A. Selection Process**

Sergeants / officers meeting the below listed criteria may apply, through their chain of command, to their division commander for consideration to participate in the Patrol Rifle Program:

1. Assigned to an Operations Bureau division; or to the Gang Enforcement Unit;
2. Not on disciplinary or new-hire probation;
3. Include a letter of recommendation from immediate supervisor;
4. Ability to fully participate in all aspects of the training curriculum.



Division commanders will recommend, to the Range Master, their choice of officers eligible for the Patrol Rifle Program considering, but not limited to the above listed criteria and the specific shift or sector assignments within the division to maximize distribution and effectiveness of the program.

The Range Master will receive the recommendations from the division commanders and make selection based on current weapon proficiency (qualifications on three (3) most recent courses – handgun), and demonstrated proficiency on the rifle pre-qualification course.

Operations Bureau Chiefs will ensure appropriate distribution of the rifles throughout the Bureau.

## B. Removal from Program

Officers may be removed from the program for reasons, which may include, but are not limited to the following:

1. Failure to qualify with either rifle or handgun during re-qualifications;
2. Inappropriate display, use, or storage of the weapon based on training received;
3. Any violation of the Patrol Rifle Program policies and procedures;
4. Improper maintenance of the weapon;
5. Unauthorized modification to the weapon;
6. Transfer or promotion from Operations Bureau or Gang Enforcement Unit.
7. Any disciplinary action may be taken into consideration to determine removal from program.
8. To maintain program design distribution of rifles across divisions, shifts, and working set assignments.

Upon notification of removal from the Patrol Rifle program, the officer will immediately relinquish the departmentally issued rifle to the Range Master or designee.

Removal from the Patrol Rifle program for disciplinary or qualification reasons shall be no less than six months in duration. After six months, the officer may re-apply to participate in the program in accordance with the criteria established under the “Selection Process”, and may be required to attend the Patrol Rifle Operators Course.

## C. Training

Officers that are selected shall attend and successfully complete the Department approved Patrol Rifle Operators Course.

## D. Continued Requirements After Training

After successful completion of the Patrol Rifle Operators Course, officers must:

1. Maintain the weapon in good working condition as defined in “Subsection K.”
2. Qualify with the rifle as directed by the Director of Training;
3. Adhere to all Patrol Rifle program policies and procedures.

Upon successful completion of the Patrol Rifle Operators course, the officer’s supervisor will update the daily lineup to reflect the officer’s status as a Patrol Rifle equipped officer.

## E. Authorized Weapon

Only those firearms authorized by the Range Master and Chief of Police may be carried in an OCPD police vehicle.

## F. Authorized Ammunition

Officers participating in the Patrol Rifle program will only carry and use Department issued ammunition as determined by the Range Master.



## G. Electronic Sighting Devices / Modifications

Only approved optics are allowed. The Range Master will maintain a list of approved optics. Officers must first complete the Patrol Rifle School using iron sights before being allowed to qualify with optics.

All modifications must be approved and completed by the Range Master and/or designee.

## H. Transportation and Storage

All rifles shall be stored/transported in a department approved case in the trunk of the officer's assigned vehicle while the officer is on-duty or utilizing the vehicle while off-duty. Automatic trunk release devices must be modified wherein; they can only be activated when the vehicle ignition is in the "on" position. The rifle shall be secured with the bolt forward on an empty chamber, magazine inserted, dust cover closed, and the selector switch on "Safe". The rifle will be placed in ready condition when deployed for tactical field use or on the firing line. Ready condition is with the magazine inserted, round chambered in the rifle, and selector switch on "Safe" until ready to fire.

Police vehicles will be locked at all times when not in use. All patrol rifles will be removed from the vehicle when parked out of service.

The rifle must be removed from the vehicle, unloaded, and properly secured when the officer is off-duty and not utilizing their assigned vehicle. The magazine will be removed and the chamber checked to ensure no live rounds are in the weapon. A locking device will be provided and must be utilized by the assigned officer when storing the rifle.

## I. Deployment

Generally, only those incidents wherein a high probability of armed confrontation exists would justify the deployment of the rifle. Officers must evaluate the need for the rifle against the possible problems that might be encountered if the situation resulted in a foot pursuit, a physical confrontation where the use of lethal force would not be justified, assuming control of prisoners, etc. The rifle shall not be surrendered or abandoned. Situations in which trained and qualified officers may deploy rifles include, but are not limited to:

1. Incidents where suspects are or may be wearing ballistic resistant body armor;
2. Perimeter / containment situation involving a hostage situation and / or barricaded subject;
3. Response to an active shooter;
4. High risk traffic stops when the officer has reason to believe the occupant(s) may be armed;
5. When an officer has reasonable expectation there is a potential for an armed subject encounter requiring capabilities exceeding those of the officer's primary duty firearm;
6. Provide cover for a police K-9 or another officer in the search for an armed subject;
7. At the direction of a supervisor.

## J. Rifle Safety

At no time will a round be chambered in the rifle except when necessary for deployment.

Once deployment is no longer necessary, the rifle shall be secured with the bolt forward on an empty chamber, magazine inserted, dust cover closed, and the selector switch on "Safe". Do not replace the rifle in the vehicle with a cartridge in the chamber.

No officer should attempt to search or handcuff any person while holding the rifle. If an officer chooses to search or handcuff a person, strong justification will be required to justify his or her actions.

In all instances, except in actual or potential combat situations, rifles will be carried slung or in a port arms position (the barrel pointing upwards).





## K. Maintenance / Malfunctions

Officers are responsible for the periodic inspection, cleaning and lubrication of their assigned rifles in accordance with their training. Any damage, mechanical failure, or maintenance beyond routine cleaning and lubrication will immediately be brought to the attention of the Range Master or designee.

Adopted 07/07; Revised 06/09

### **125.40 Firearms Qualification**

Officers must demonstrate proficiency with their primary firearm, shotgun, and any secondary or auxiliary firearms prior to being permitted to carry them. Proficiency will be demonstrated at such times as scheduled by the Director of Training. Proficiency will be demonstrated by firing a qualifying score on such course of fire as may be mandated by the Director of Training and the Chief of Police. If an employee cannot shoot a firearm because of medical reasons, that employee will not be assigned police duties that require enforcement activities. The officer's extra work authorization will be suspended until such time as their medical condition improves and they qualify with their firearm.

Permission not to attend a scheduled qualifying session will be obtained in writing from the officer's Division Commander and submitted to the Range Master. The permission will specify the reason for non-attendance and will request a later qualification date.

Unauthorized failure to attend a scheduled qualifying session will result in a Class I Reprimand. Subsequent failures to attend will result in progressive disciplinary actions being taken.

Revised 4th Edit., 2000; Revised 10/04; Revised 06/08

### **125.41 Failure to Qualify**

If officers fail to fire a qualifying score with their firearm(s) on the first attempt, they will be given an immediate re-fire on the same course.

An officer's failure to qualify with their primary duty weapon on the second attempt will result in:

- A. The officer will not be assigned police duties that require enforcement activities.
- B. The officer's extra work authorization for police related off-duty employment will be suspended.
- C. If the officer has driven a police vehicle to the range, the officer will immediately return the vehicle to the appropriate police facility. Officers will not be authorized to drive a police vehicle again until they have qualified.
- D. The officer will not carry a firearm on or off-duty.

The above will remain in effect until such time as the officer fires a qualifying score with their primary firearm. Also, the officer will be required to attend a retraining course.

An officer who fails to qualify with the shotgun or any other auxiliary weapon on the second attempt will not be permitted to carry, use or be issued such a weapon until such time as they fire a qualifying score.

Revised 4/92; Revised 10/04; Revised 06/08

### **125.42 Retraining Course**

The retraining course will be of 8 to 40 hours in length. During this course, the officer will be allowed two re-fires for qualification per 8-hour day. If the officer fails to attend this retraining course as instructed, such failure will result in a Class II Reprimand. Subsequent failures to attend will result in progressive disciplinary actions being taken.



If, during this retraining course, the officer fails to shoot a qualifying score, he/she will be allowed a maximum time of two pay periods to fire a qualifying score. During this time, the officer will be allowed to practice at the range, and the normal ammunition limit will be waived. However, a maximum of two attempts to shoot a qualifying score will be allowed during this time.

If an officer fails to shoot a qualifying score at this point, this will be reported in writing by the Range Master to the Chief of Police, via the chain of command, for possible disciplinary action, up to and including termination.

Revised 10/04

### **125.43 Instructor Coaching**

A firearm instructor will be allowed to coach an officer or recruit through a course of fire. However, if a qualifying score is fired while the officer is being coached, it will not count as a qualifying score for record. The officer or recruit must fire a qualifying score without the aid of instructor assistance during the course of fire.

### **126.0 Use of Intoxicants**

When an employee detects the odor of alcohol on another employee's breath while that employee is on duty and the odor is not related to the consumption of alcohol required by a duty assignment, or when that employee exhibits behavior that leads an employee to believe that he is under the influence of alcohol and/or other intoxicants, the employee shall inform the affected employee's commanding officer of this information. As a general rule, the actions directed by this procedure should be carried out by a Captain or above. If a Captain is not reasonably available, a Lieutenant who is notified of the problem will be responsible for carrying out this procedure. In all cases, the supervisor who is handling this incident will ensure that he is accompanied by and that his actions are witnessed by another supervisor. That commanding officer will be responsible for carrying out the requirements of this procedure:

- A. The commanding officer will advise the affected employee that he is placing him on administrative suspension with pay and the reason(s) for doing so. The commanding officer will obtain and secure the employee's badge, commission card and service weapon.
- B. The commanding officer will afford the employee the opportunity to submit to a blood or Breathalyzer test, to be selected by the commanding officer. This test will not be optional on the part of the employee; refusal to submit to the test selected by the supervisor will be grounds for dismissal.
  1. If the commanding officer selects a Breathalyzer test, it will be administered by a qualified police employee in the presence of the commanding officer causing such action to be taken.
  2. If the Breathalyzer result indicates the presence of alcohol in the employee's system, the commanding officer will transport the employee to his residence.
  3. If the commanding officer selects a blood test, the blood will be withdrawn at St. Anthony Hospital emergency room with an OCPD blood kit. The commanding officer will transport the employee to his residence after the blood is withdrawn. The blood specimen will be properly sealed and marked by the commanding officer and delivered to the OCPD Forensic Lab for analysis. If requested, the commanding officer will provide a vial of specimen blood to the employee.
- C. The supervisor will make a detailed confidential report. He will also ensure that all employees who witnessed the affected employee's actions or who can provide any substantive information also make reports. He will then forward all reports, via the chain of command, to the Chief of Police.

### **127.0 Permission to Work Extra-Duty / Outside Employment**

Adopted 6/94

#### **127.10 Procedures for Requesting Outside and Extra-Duty Services**



Application for Extra-Duty Employment - Any officer wishing to perform extra-duty services will submit an original and one copy of the Off-Duty Employment Request Form through the appropriate channel at least twenty-four (24) hours prior to working the off-duty job. The officer will:

- A. Prepare and forward both copies to the Division Commander for approval or denial. If for some reason the Division Commander is unavailable, the officer will then:
- B. Prepare the form and contact his Shift Captain for approval or denial of the request. If for some reason the Shift Captain cannot be contacted, the officer will then:
- C. Prepare the form and contact his immediate supervisor, who will then approve or deny the off-duty request.
- D. When there is not sufficient time to submit the request twenty-four (24) hours prior to working and direct contact has not been made with the chain of command; the officer may obtain telephone approval through the chain of command.

Any police officer requesting permission to perform continual extra-duty services at the same place of business must conform to the guideline set forth in all policies and procedures relating to extra-duty employment. An application must be submitted for renewal by January 1 and July 1 each calendar year. However, if the officer's on-duty assignment, days off or hours change, the officer must resubmit the application. If the extra-duty hours and/or days change, the officer is required to resubmit the application.

Application for Outside Employment - Officers engaging in outside (non-Police related) services shall submit a notice to their supervisor, on the approved form, that they are engaged in such services. Prior approval is not needed before the employee engages in outside services; however, the employee shall comply with all other applicable policies on off-duty employment.

Review - The request must be approved prior to engaging in extra-duty employment. Upon the Division, Shift/Unit Commander, or Watch Commander's approval or denial, both copies will be forwarded to the Division Commander of the officer's assigned Division. The original will be returned and marked either "Approved" or "Denied" to the requesting officer. The second copy will be kept in the Division file, appropriately marked.

Maintenance - A file of the Extra-Duty Employment Request Form will be maintained in the Division for one calendar year. A designated employee(s) of each Division will be responsible for the maintenance of the monthly records.

Adopted 6/94

**127.20 Response Procedures**

Adopted 6/94

**127.21 Officer's Responsibilities**

An officer will be required to document that compensation from the secondary employer ceased at the point he/she began being compensated for the police action.

Completing all reports required for offenses occurring at an officer's extra-duty location will be the responsibility of the transporting or booking on-duty officer. Prisoners will be transported by on-duty officers.

Adopted 6/94

**127.50 Other Extra-Duty Services**

Adopted 6/94

**127.51 Extra-Duty Services Requiring Eight or More Officers**

An officer who is below the rank of Captain must:



- A. Obtain approval from his Division Commander/Bureau Commander before agreeing to arrange for off-duty police officers to provide extra-duty services if eight or more officers are needed for one occasion, regardless if the facility is City owned. The Division Commander/Bureau Commander will determine the number and the ranks of the supervisors needed for the job. The function of the supervisor shall be to take command should any police action be necessary.
- B. The officer submitting the request to arrange for eight or more officers to provide services must indicate on the application whether he/she is included in the arrangement. The officer must also state the type of duties he/she will perform.
- C. A supervisor (Lieutenant or above) must be assigned to any event or occasion requiring eight or more officers. The Commander who authorizes the work shall determine the number and ranks of officers needed for supervision.
- D. In any case where an officer is arranging for eight or more officers to provide extra-duty services, the same procedure applies as in Procedures for Requesting Extra-Duty Services.
- E. If a permit is required, the officer submitting the request will determine if a permit has been issued. If a permit does not exist, (when one is required) the event will not be worked by extra-duty officers.

Adopted 6/94

### **127.52 Extra-Duty Employment Requiring Special Approval**

Employees desiring to work at a shopping center, mall, or any location where a private club, liquor store, or bar is located must receive written permission from their Bureau Chief prior to accepting such employment.

Extra-duty police officers may direct traffic by voice, hand, or signal, provided the officers have obtained written approval to direct traffic from the Bureau Chief or his designee.

Officers will submit form #PD-137 to the Uniform Support Division. The completed form will be forwarded to the City Traffic Engineer who will make his recommendation and return it for final approval.

Adopted 6/94

### **127.60 Other Off-Duty Employment Provisions**

Employees may engage in any type of outside employment of a security nature, which may or may not require the carrying of a firearm or the powers of arrest as normal requirements.

Non-sworn employees must follow Policy 272.15 addressing the non-approval of services, i.e., labor disputes, surveillance for a private security and/or investigative agency, or private individual.

As stated in Title 59, O. S. Section 1750, ET. Seq., in pertinent part:

Non-sworn employees:

“Applicants for security guard, private investigator, or armed security guard licenses must meet and satisfy the requirements set forth in Title 59 O.S. Section 1750.4 H (2). Applicants for armed security guard must further:

- A. Successfully pass a psychological evaluation by a licensed psychologist, provided that the applicant shall bear the cost of such evaluation; and,
- B. Successfully complete the firearms phase of private security training; and,
- C. Be twenty-one (21) years of age; and
- D. Submit an affidavit that they are gainfully employed as an armed security guard, or armed private investigator; and that a firearm is required within the scope of their employment.”

The Oklahoma City Police Department’s Policies and Procedures do not authorize a non-sworn employee to wear any Department uniform when employed as a security guard (armed or non-armed) or as a private security agency.



A Security Guard License is required when non-sworn Department employees are compensated for private employment as a patrolman, security guard or watchman who are paid through a contractor.

A Security Agency License is required if the non-sworn Department employee is in the business of furnishing another person as a security guard or armed security guard for hire. {Title 59, Section 1750.2.5.} {390:35-5-5(b) (1)}

When a non-sworn Department employee acts as a contractor or subcontractor to provide security services, patrolmen, security guards, etc., and receives compensation, then in turn pays the individuals, the officer must obtain an Agency License.

Sworn Employees:

As stated in Title 59, O.S. Section 1750, ET. Seq., in pertinent part:

“An active peace officer who is ordinarily exempt from licensing and chooses to become licensed as a security guard or private investigator shall comply with Title 59 O.S. Section 1750.1 et seq., and these rules in all respects. The peace officer exemption shall not apply in the following applications of the Act:

- A. When a peace officer contracts with an employer to provide other guards; and,
- B. When a peace officer is employed to provide security services through a “contractor”; and,
- C. When a peace officer is employed as a private investigator, as defined by the Act; and
- D. No active peace officer may wear his official police uniform and insignia while working in a capacity of a licensed security guard, except when the policies of his employing law enforcement agency, and the agency in whose jurisdiction he is so privately employed, allow him to do so.” The Oklahoma City Police Department’s Policies and Procedures do not authorize an officer to wear any Department uniform when employed as a security guard or as an agency.

A sworn active peace officer is exempt from the psychological evaluation requirement and will be granted comparable training for their peace officer training including firearms.

A Security Guard License is required when active peace officers are compensated for private employment as a patrolman, security guard or watchman who are paid through a private security agency.

A Security Agency License is required if the peace officer is in the business of furnishing another person as a security guard or armed security guard for hire. {Title 59, Section 1750.2.5.} {390:35-5-5(b) (1)}

When an officer acts as a contractor or subcontractor to provide security services, patrolmen, security guards, etc., and receives compensation, then in turn pays the individuals, the officer must obtain an Agency License.

Any sworn employee participating in the Take-Home Car Program shall not drive the police vehicle to or from a job as a security guard employed by a private security agency.

An officer must immediately report to the Division Commander, in writing, any incident arising from off duty service, which might adversely affect the Police Department or the City of Oklahoma City. This includes any incident, which would require the presence of a police supervisor if the incident had occurred while the officer was on extra-duty.

Complaints received regarding police related extra duty employment will be forwarded to the appropriate Bureau Commander in accordance with established procedure. The Chief of Police will have the final determination if the allegation is a violation of Department Policy, Procedure, or Rule. If the allegation is determined to be a violation, it will be investigated and adjudicated appropriately.

Employees working police related extra-duty jobs have the same responsibility to provide professional and competent service to the secondary employer as to the Department.



Revised 9/95

## **128.0 On-the-Job Injury**

In addition to insurance benefits, which cover medical expenses, certain direct medical services are also made available to Police Department employees who are injured while on-duty. It shall be the employee's responsibility to report ALL on-the-job injuries to their supervisor within 24 hours of the occurrence, regardless of the degree of injury.

To remain in compliance with the Oklahoma State Workers Compensation Law, an Official Job Injury Report (IOD) shall be completed by the injured party and received by Risk Management within five (5) working days of the occurrence of the injury.

Once an injured employee has been returned to full duty by a competent medical authority, the employee may not receive further treatment or care for the injury at City expense, unless approved by the Risk Management Division.

When an employee sustains re-injury on-the-job to the same part of the body for which treatment and a release has been given previously, the employee will follow medical service and reporting procedures as though it were an initial injury.

Revised 2/03

### **128.10 Non-Serious Injury**

A non-serious injury is defined as a minor injury where treatment is not needed.

Responsibility of Employee:

- A. Notify a supervisor of the incident.
- B. Complete an Official Job Injury Report and Narrative Continuation Form (if needed) giving specific attention as to how the injury occurred.
- C. Forward all completed reports to a supervisor.

Responsibility of Supervisor:

- A. Submit Quick Fax to Risk Management the same day of the incident. Failure to Quick Fax may result in a denial of the claim or an untimely payment.
- B. Complete a Supervisor's Investigation Report.
- C. Forward the Official Job Injury Report, the Narrative Continuation Form (if used), the Supervisor's Investigation Report and the original Quick Fax to Police Human Resources. This should be completed within 48 hours from the time of the injury.

Adopted 2/03

### **128.20 Less-than-Serious or Serious Injury**

A less-than-serious injury is defined as a minor injury where treatment is needed (sprains, strains, abrasions, etc.) A serious injury is defined as all other injuries.

Responsibility of Employee:

- A. Notify supervisor of the incident and obtain a Medical Authorization Form from the supervisor.
- B. Employee seeks treatment with a Certified Workplace Medical Plan (CWMP) facility; one of the authorized clinics/physicians, if during normal business hours. If a less-than-serious injury occurs after normal business hours, it is recommended the employee go to the Bone and Joint Occupational Health



Clinic, 1110 N. Dewey Ave., which is open 24 hours a day. If a serious injury occurs after normal business hours, the employee may report to any Emergency Room for treatment.

- C. Complete an Official Job Injury Report and Narrative Continuation Form (if needed) giving specific attention as to how the injury occurred.

AN ARREST REPORT WILL NOT SUFFICE AS NECESSARY DOCUMENTATION NEEDED FOR RISK MANAGEMENT OR HUMAN RESOURCES.

Responsibility of Supervisor:

- A. Give the employee a Medical Authorization Form.
- B. Submit a Quick Fax to Risk Management the same day of the incident. Failure to Quick Fax may result in a denial of the claim or an untimely payment.
- C. Complete Supervisor's Investigation Report.
- D. Forward the Official Job Injury Report, the Narrative Continuation Form (if used), the Supervisor's Investigation Report and the original Quick Fax to Police Human Resources. This should be completed within 48 hours from the time of the injury.

In those cases where an employee is injured and/or incapacitated, the supervisor shall complete all necessary forms and forward them to the Police Human Resources Office immediately.

The supervisor may require an employee to report to a CWMP Clinic or the Bone and Joint Occupational Health Clinic for evaluation if the supervisor feels the injury warrants action for the employee's safety.

Adopted 2/03

### **128.30 Failure to Report within 24 Hours**

Failure to notify a supervisor of an on-the-job injury within 24 hours that results in a Quick Fax to Risk Management may result in a denial of the claim or an untimely payment. If Risk Management denies the claim the employee shall:

- A. Be notified in writing by the Risk Manager and the Personnel Director of the Police Department.
- B. Have all associated medical costs on the denied claim directed for payment to the employee's health insurance by Risk Management.
- C. Be carried on personal sick leave until exhausted, then on LEAVE WITHOUT PAY as directed by the Personnel Department.

Adopted 2/03

### **128.40 Accredited Leave**

To ensure leave is accurately credited for the injury, all personnel must furnish a doctor's statement to Police Human Resources once a month. Failure to provide the doctor's statement will result in that time being credited to the employee's personal sick leave or leave without pay.

Adopted 2/03

### **129.0 Attending Court / Hearings**

Testifying in court or at a hearing is an important responsibility of department employees. If an employee does not appear for court or at a hearing, significant problems can be created for judges, attorneys, defendants and the involved employee. Employees are required to attend court or hearings regardless of their duty status, unless obvious circumstances preclude such attendance. When in doubt, the employee will contact their supervisor for guidance.

Revised 07/10



### **129.05 Hearing Notifications**

Employees who receive hearing notifications from an agency, such as the Oklahoma Department of Public Safety, are to appear on the date and time specified. Training, personal leave, or other personal matters are not valid reasons for failing to appear at a hearing. If an unforeseen emergency arises or there is a conflict with any other subpoena or notification of hearing, the employee shall notify both issuing entities as soon as possible. If any other conflict arises with an employee attending a hearing, the employee will notify a supervisor in their chain of command as soon as possible. The same procedures governing personal appearance and demeanor in court shall apply to all hearings.

Adopted 3/93; Revised 07/10

### **129.10 Requirement for Attending Court**

Employees shall attend court at times required and be prepared to testify. Training, personal leave, or other personal matters are not valid reasons for failing to appear in court. If any conflict arises with an employee attending court, the employee will notify a supervisor in their chain of command as soon as possible.

Revised 9/01; Revised 07/10

### **129.15 Off Duty**

Employees who are under subpoena or notification for court during off-duty hours shall notify the appropriate Court Liaison as to where they may be located and provide a contact number where they can be reached, if subpoenaed by the prosecution. If a subpoena is issued by a defendant or in a civil case, the employee must contact the attorney who issued the subpoena to make necessary arrangements for testifying.

Revised 07/10

### **129.20 Subpoenas**

Employees, when served a subpoena from a Federal, State or Municipal Court to provide sworn testimony arising from incidents they work in their official police capacity, must be prepared to respond in a timely manner when directed to appear. Should an employee have any type of circumstances that prevent their prompt appearance, they are required to notify the appropriate Court Liaison, the assigned prosecutor, and a supervisor in the employee's chain of command immediately.

Employees will be placed in an on call status for all trial subpoenas, unless otherwise advised. Employees will be on call beginning the first day of the trial and will remain on call until released by the assigned prosecutor. Employees who receive a trial subpoena will not appear in court unless directed to do so by a Court Liaison employee or the assigned prosecutor.

Employees who receive a defense subpoena are required to appear on the assigned date or contact the defense attorney prior to the court date and make alternate arrangements. Court Liaison personnel do not coordinate or schedule subpoenas issued by any other person or entity except those issued on behalf of the prosecution. All other subpoenas are the responsibility of the individual employee receiving the subpoena.

Employees will be placed in an on call status for all preliminary hearings and seizure hearings. Employees will be on-call for the date of the subpoena unless otherwise notified by the Court Liaison employee or the assigned prosecutor. Employees who receive a subpoena for a preliminary hearing or a seizure hearing will not appear in court unless directed to do so by a Court Liaison employee or the assigned prosecutor.

Court Liaison personnel do not have the authority to excuse/exempt employees from appearing in accordance with any subpoena. Only the assigned prosecutor has the authority to excuse/exempt employees for prosecution





subpoenas. Unless an employee is released by the assigned prosecuting attorney, the employee must appear as directed. For any other subpoenas, only the attorney who issued the subpoena may release an employee.

Revised 12/99; Revised 07/10

### **129.25 Priority of Subpoenas**

Employees shall respond to the first subpoena served when they are ordered to report to two separate courts of equal ranks at the same time. For conflicting subpoenas, employees shall respond as follows: federal district court, county district court, municipal court, and administrative hearing. However, in all cases, employees shall promptly notify both entities of the conflict.

Revised 07/10

### **129.26 Compensation**

Employees placed on-call for court proceedings will be compensated as outlined in the current collective bargaining agreement, as appropriate.

Employees testifying, appearing or retained in any capacity about an event not related to their official police duties are regulated by existing written directives addressing extra-duty employment.

Adopted 12/99; Revised 07/10

### **129.30 Appearing in Court Outside Oklahoma County**

Employees are required to appear in District Courts outside of Oklahoma County when subpoenaed to do so, unless notified otherwise by officials of the Court.

Employees may use their personal vehicles for those court appearances, or they may use City-owned vehicles with the approval of their Division Commander.

When City-owned vehicles are used, travel orders are required unless responding to subpoenas from one of the four counties which Oklahoma City covers or touches.

If a City vehicle is used in making a court appearance outside the City limits, any monies received for mileage must be turned in to the City Treasurer's Office through the Department Budget Office.

Revised 12/99; Revised 07/10

### **129.40 Personal Appearance and Courtroom Demeanor**

#### **129.41 Appearance**

Employees shall be neat in their personal appearance and conduct themselves with dignity.

#### **129.42 Demeanor**

Employees shall avoid any action that would indicate a special interest in securing a conviction or give an outward appearance of dissatisfaction with decisions. A position of an impartial public servant seeking justice is the only position justified.

#### **129.43 Uniform**

All uniform personnel appearing in court are encouraged to wear their uniform. In lieu of the uniform, conservative business attire will be worn. Investigators and civilian personnel shall be dressed in conservative business attire including coat and tie for male personnel and appropriate equivalent attire for female personnel.



Revised 07/10

#### **129.44 Firearms in a Courtroom**

Each court has its own rules and standards regarding the possession of firearms. Employees will adhere to those rules when testifying.

Adopted 6/90; Revised 07/10

#### **129.50 Basic Rules Concerning Testimony**

##### **129.51 Preparation**

Before appearing in court, employees shall read their reports and review other pertinent material.

Revised 07/10

##### **129.53 General Rules**

Employees shall follow these rules when testifying:

- A. Tell the truth.
- B. Talk in customary manner.
- C. Speak clearly, slowly and loud enough to be heard.
- D. Do not answer a question until it is understood.
- E. Correct, without delay, any mistakes in testimony.
- F. When testifying before a jury, questions should be answered with divided attention between the jury and the person asking the question.
- G. When testifying before a judge, questions should be answered with divided attention between the judge and the person asking the question.
- H. Do not give the impression to the court that there is any animosity toward the defendant or their counsel.
- I. Be respectful.
- J. Answer questions concisely.
- K. Do not distort or conceal any facts.
- L. Sit erect on the witness stand.
- M. Take and leave the witness stand with dignity and confidence.
- N. Avoid loss of temper.
- O. Do not try to be humorous or sarcastic.
- P. Should an objection be made by counsel for either party, stop testifying until the judge has ruled on the objections.
- Q. During cross-examination, pause briefly after each of the questions is complete in order to allow the prosecutor time to object to the question.
- R. Avoid terminology that is unique to the police profession and avoid police slang or slang terms in general.

Revised 2/98; Revised 07/10

#### **130.0 Employees Operating Department Vehicles**

Civilian personnel will operate unmarked vehicles only when required for their normal job duties. At no time will civilian personnel operate marked vehicles unless an emergency situation exists or unless the employee is directed by a sworn Department supervisor to operate the vehicle. At no time, even during emergencies, will a civilian employee operate a marked vehicle with emergency equipment activated, i.e. red lights, siren, etc.

EXCEPTION: Maintenance personnel may operate marked vehicles to and from service facilities, under the restrictions above.



### **130.10 Requirements**

All personnel-operating Department owned vehicles must:

- A. Hold a valid Oklahoma Driver's License.
- B. Be on official Department Business.
- C. Be properly authorized to operate Department vehicles.

### **130.20 Seat Belt Use**

All front seat passengers in City or Department owned vehicles must wear a restraint device.

## **131.0 Individuals Riding with Officers**

### **131.10 Ride-Along Program**

The Oklahoma City Police Department has a police ride along program for the purpose of acquainting the general public with the nature and difficulties of a Police Officer's job.

#### **131.20 Assignment**

Civilians may ride with a patrol officer with the permission of the Patrol Division Shift commander, and will be assigned at the discretion of the Shift Supervisor unless a specific assignment is designated by a command staff officer.

#### **131.25 Indemnity Agreement**

All civilian riders will sign an indemnity agreement form prior to riding in any police vehicle. A civilian rider under the age of 18 must have a signed indemnity agreement by the rider and his parents or legal guardian.

#### **131.30 Appearance of Civilians**

All civilian riders will wear appropriate business attire when riding with a police officer. No blue jeans, shorts, T-shirts, sandals or tennis shoes are allowed. All civilian riders must wear the "Citizen Observer Pass" provided by the Department at all times while participating in the ride along program.

#### **131.35 Civilian Actions**

Civilian riders will not enter the scene of any situation where violence is known or suspected and will follow the instructions of all police officers explicitly in order to prevent the civilian rider from sustaining any injuries.

#### **131.40 High Speed Pursuits**

Officers will not engage in high speed pursuits or other emergency operations while transporting a civilian passenger.

#### **131.55 Officers from other Jurisdictions**

Officers from other jurisdictions may ride on routine patrol, in investigation units or in other police vehicles at the discretion of the shift supervisor or Division Commander, subject to the restrictions applicable to civilians. This does not pertain to riding with a unit during the course of an official investigation, at which time these restrictions do not apply. In the course of an investigation there are no restrictions.

#### **131.60 Spouses**



The Oklahoma City Police Department encourages the spouses of police officers to engage in the police ride along program for the purpose of familiarizing them with the nature of police work. By understanding more about the job, the level of stress and tension experienced in the police marriage may be lessened. The spouse shall wear the "Citizen Observer" pass at all times while riding in the police vehicle.

### **131.65 Responsibility**

The Shift Commander will be held responsible for ensuring compliance with this procedure.

### **131.70 Notifying Communications**

Upon going in service, the police officer will advise Communications that he has a civilian rider aboard. If the civilian rider leaves prior to the end of the tour of duty, the officer will advise Communications that he is alone again. The supervisor will provide Communications with the name of the individual riding with an officer at his earliest convenience.

### **131.75 Exception for Probationary Officers**

Officers on probation must receive authorization from their Division Commander prior to participating in the Ride-Along Program.

### **132.0 Police Vehicle / Equipment Collisions**

The Oklahoma City Police Department will investigate all collisions, which involve City vehicles/equipment, regardless of the amount of damage. Police vehicle collisions occurring outside Oklahoma City will be investigated by the Oklahoma City Police Department. The employee's Division Commander must approve exceptions. Collisions will be investigated under the provisions of Procedure 225.0 of this Operations Manual.

Revised 9/01; Revised 9/05; Revised 10/15

### **132.05 Incident Reporting for Collisions**

An employee involved in a collision will immediately notify an on-duty supervisor and complete a City of Oklahoma City Vehicle Accident Report form and if required, a supplemental report and Risk Management report(s). All reports will be submitted through the employee's chain-of-command.

Adopted 10/15

### **132.06 Supervisors Incident Reporting of Collisions**

Upon being notified of a collision, an on-duty supervisor shall:

- A. Respond to the scene;
- B. Document the incident with photographs;
- C. Obtain a copy of the Official Traffic Collision Report;
- D. Ensure the employee involved in the collision completes the City of Oklahoma City Vehicle Accident Report form;
- E. Obtain a copy of the city equipment damage estimate;
- F. Complete the Vehicle Collision Coversheet; and
- G. Forward the collision packet through the chain-of-command for review.

Adopted 10/15

### **132.07 Division Commander Incident Reporting for Collisions**



Upon receipt of the collision packet, the Division Commander will review for completeness. The Division Commander may direct further investigations such as, but not limited to, review of AVL data for the vehicle involved in the collision. Completed collision packets will be forwarded to Operations Administration for scheduling with the Collision Review Board.

Adopted 10/15

### **132.08 Incident Reporting (Non-Collision)**

An employee involved in an incident, not classified as a collision (i.e. tree limb falling on vehicle), will complete a Crime Incident report. If damage occurs to city vehicles, the Risk Management "Property Damage/Incident Report" form will also be completed. In the event damage occurs to a non-city vehicle, it will be documented on a Crime Incident report.

Adopted 9/01; Revised 9/05; Revised 07/10; Revised 10/15

### **132.10 Collision Review Board**

The Collision Review Board will be scheduled monthly and review all employee collisions involving City vehicles/equipment, but not those involving the use of force. The affected employee will be notified prior to the Collision Review Board's meeting to allow the employee an opportunity to appear and present testimony/evidence relevant to the collision. The Board will make their recommendations to the Chief. The Chief of Police will review the board's classification of the collision and determine the appropriate action.

Final disposition on all collisions shall be forwarded to Risk Management.

Adopted 10/15

### **132.11 Definitions and Classifications of Collisions**

**Definition of Collision:** Any unintentional impact, sudden contact and/or any other striking of a City vehicle with any other vehicle, person and/or any object while being operated or parked. City vehicle means any motor vehicle owned, leased, owner reimbursed for use, or rented for performing work for the City of Oklahoma City.

**Non-Preventable:**

For the purpose of this procedure, a non-preventable collision is one in which an employee operating a motor vehicle did not contribute to or did not have a reasonable opportunity to avoid the collision. Non-preventable collisions may also include an incident where a police vehicle is being used to push a citizen's vehicle and damage occurs. Vehicular contact of this type will be documented as a collision but may be classified as "Non-preventable" if the involved officer(s) actions are reasonable and appropriate under the circumstances.

**Preventable:**

For the purpose of this procedure, a preventable collision is one in which an employee operating a motor vehicle involved in a collision did contribute to or had a reasonable opportunity to avoid the collision; and the collision resulted only in minor property damage and no serious bodily injury.

**Serious Preventable:**

For the purpose of this procedure, a serious preventable collision is a preventable collision, which involves major property damage and/or serious bodily injury, or an employee who has operated his/her vehicle in a manner of reckless disregard for human life or safety.

Revised 7/93; Revised 9/05; Revised 07/10; Revised 10/15



### **132.30 Disciplinary Actions**

An employee is subject to the following discipline, as determined by the Chief of Police.

Preventable:

The first preventable collision - Class I reprimand.

The second preventable collision within a one year period - Class II reprimand.

The third preventable collision within a one year period - discipline to be determined by the Chief of Police.

When calculating the one year period of time referred to above, one year refers to the date of the collision, and going back 12 consecutive months.

Serious Preventable:

The Collision Review Board will take into consideration all aspects of the collision in determining the appropriate classification. This will include, but not be limited to, the total amount of damage incurred, injuries sustained, and violations of State Statutes, Municipal Ordinances or written directives. The Chief of Police will make the final determination on the classification of the collision.

If the Chief of Police determines disciplinary action should be taken after a review of the collision, the discipline will be determined by the Chief of Police.

An employee involved in a preventable or serious preventable collision as classified above shall participate in psychological-physical testing and/or corrective training if directed by the Chief of Police.

No entry will be made in the public driving record of the employee under the following circumstances:

- A. The police vehicle was not being driven and was legally parked.
- B. The collision did not occur on a traffic way.
- C. The event was not classified as a traffic collision.

Revised 7/93; Revised 9/05; Revised 07/07; Revised 7/13; Revised 10/15

### **132.40 Appeal**

The Collision Review Board's classification may be appealed to the Chief of Police via the chain of command.

If an employee desires to appeal a decision, the employee must do so in writing. The written appeal must be submitted within 10 calendar days after receiving the confirmation of action taken by the Chief of Police.

Revised 9/01; Revised 9/05

### **132.50 Off Roadway Damage to City Vehicle / Equipment**

In some incidents, an employee may purposely drive off the roadway with resulting damage to the vehicle/equipment the employee is driving. The most prevalent occurrence of this type is during a pursuit. However, there are other instances in which an employee drives across a median to intercept a traffic violator or drives into a field to check an abandoned automobile. These are voluntary courses of action taken by the employee that raise the probability of damage to the City vehicle/equipment. In these instances, the employee is driving over terrain, which is not meant to be traversed by a vehicle/equipment. If the employee chooses to drive off the roadway, the action must be reasonable and justifiable to a Collision Review Board should damage occur. Incidents resulting in damage to a City vehicle or equipment from driving off the roadway shall be classified as "Off Roadway Damage to City Vehicle/Equipment."



An employee who purposely drives off the roadway and damages a City vehicle/equipment will adhere to the provisions of Procedures 132.0 and 225.0. When completing the collision form, the investigating employee will note at the top of the front page “Off Roadway Damage to City Equipment.” These occurrences will be reviewed by the Collision Review Board at its monthly meeting, but separately from the rest of the traffic collisions. The Board members will evaluate the incident based on damage to the vehicle/equipment and the reasonableness of the employee’s actions.

The Board members may consider the following as possible guidelines in determining whether or not the employee’s actions were reasonable, unreasonable, or unreasonable and reckless:

- A. Was there a readily discernable and acceptable alternative to driving off the roadway?
- B. Did the employee use due caution in attempting to minimize damage and/or injury when driving off the roadway?
- C. Was the incident serious enough to warrant pursuit of a vehicle/person off the roadway and increasing the likelihood of damage and/or injury?
- D. Was the helicopter or other police units involved in the incident?
- E. Could the employee have reasonably anticipated property damage and/or injuries as a result of driving off the roadway?
- F. Was driving off the roadway more of a convenience than a necessity?

After evaluating the employee’s decision to drive off the roadway, the Board members will classify the damage to City equipment as reasonable, unreasonable, or unreasonable and reckless.

Adopted 9/01; Revised 9/05

### **132.51 Disciplinary Actions Regarding Off Roadway Damage**

The disciplinary actions specified for the classification of unreasonable or unreasonable and reckless will be the same as administered in Procedure 132.30. A previous reprimand for a traffic collision cannot be considered as part of the discipline for the off roadway damage to City equipment.

The classification of unreasonable and reckless equates in discipline to serious preventable in traffic collisions. If the Chief of Police determines disciplinary action should be taken after a review of the collision, he/she will direct the appropriate discipline.

The classification of reasonable does not warrant the administration of any disciplinary action.

Adopted 9/01; Revised 9/05; Revised 10/15

### **132.55 Training Collision Involving City Vehicles/Equipment**

A collision involving a City vehicle/equipment that occurs during driver training and on a public roadway will fall under Procedure 132.0 and 225.0.

Collisions involving City vehicles/equipment that occur during driver training that involve injury to any person or death will fall under Procedure 132.0 and 225.0.

Collisions involving City vehicles/equipment that occur during driver training and on a driving track or private property, when no personal injury occurs, will be reported to an on-duty supervisor. The involved employee(s) will complete a City Vehicle Accident Report and a crime incident report. The crime incident report will be titled damage to City equipment. The responsible supervisor will take photographs of the damage and ensure a damage estimate is obtained. The packet will be forwarded to the Director of Training for review. An Oklahoma Traffic Collision Report will not be completed on this type of incident.

Adopted 6/14; Revised 10/15



## **133.0 Oklahoma Department of Transportation Pikepasses**

Adopted 7/13

### **133.10 Pikepass Use**

The Oklahoma City Police Department utilizes Pikepasses, provided by the Oklahoma Turnpike Authority, when employees operate Departmental vehicles on the Oklahoma Turnpike System. The following procedure applies to Police Department issued Pikepasses.

Pikepasses are to only be used for official purposes in Departmental vehicles, and when the Departmental vehicle is being used to:

- respond to Priority 1, Priority 2 or Priority 3 calls for service, or
- respond to crime scenes or call-out locations by investigative personnel, or
- transport mental health consumers to out of jurisdiction facilities, or
- any other official use as approved by a Division or Bureau Commander.

### **133.20 Jurisdiction on Turnpike Property**

Police Department employees do not have jurisdiction to enforce traffic or criminal laws on turnpike property. However, we may provide assistance when requested by the Department of Public Safety or the Oklahoma State Bureau of Investigation, which has exclusive jurisdiction to enforce traffic or criminal laws on turnpike property.

If an employee is traveling on a turnpike and witnesses a situation that requires law enforcement involvement, the employee should contact the Department of Public Safety and request assistance. The employee may intervene in situations where an immediate response or action is necessary to protect the public. However, any subsequent arrest or enforcement action should be made by an officer of the Department of Public Safety.

Police Department employees should provide assistance to stranded motorists on the turnpikes as they would on City streets.

### **133.30 Pikepass Mounting**

When used, the Pikepass should be mounted on the interior of the windshield so effective communication with toll road sensors can occur. There are currently two types of the Pikepasses in use; one of the devices is a portable hard plastic case with suction cups for mounting and the other device is a small adhesive mounted tag. The adhesive mounted Pikepass cannot be transferred from the vehicle it is installed on to another vehicle; however, the portable device can be moved from vehicle to vehicle. The portable device shall not be transferred from its assigned vehicle to any other vehicle in the fleet without authorization from the appropriate Division Commander or his/her designee.

### **133.40 Pikepass Lost, Damaged, Stolen or Inoperable**

Pikepasses are the property of the Oklahoma Turnpike Authority, and when any Pikepass is damaged, lost, stolen or is otherwise inoperable, the employee must notify their Division Commander and the Fleet Management Unit as soon as possible.

The Fleet Management Unit will be responsible for notifying the Oklahoma Turnpike Authority.

### **133.50 Prohibition on Pikepass Use**

The use of a Police Department issued Pikepass for any of the following is prohibited:

- To travel to or from work
- To travel to or from extra-duty or secondary employment





-Any personal use, whether the employee is on or off duty

### **136.0 Social Media**

#### **Definitions**

**Business Social Media Profile (Business Profile)** - A social media profile established by the department that openly identifies the user as an employee of the Oklahoma City Police Department and is used for communicating with citizens and accessing social media sites for official purposes.

**Department Social Media Profile (Department Profile)** - A social media profile established by the department that officially represents the Oklahoma City Police Department as a whole.

**Investigative Social Media Profile (Investigative Profile)** - An undercover social media profile established by the department used to access, monitor, or investigate social media content or communicate on social media in an undercover capacity for official purposes.

**Personal Social Media Profile (Personal Profile)** - A social media profile voluntarily established, used, or maintained by employees for entirely personal reasons and not a product of the City of Oklahoma City.

**Official Purposes** - For purposes of this procedure, any reason related to, necessary for, or involving the carrying out of police functions and duties in a lawful manner; does not include any personal reasons or motivations.

**Social Media** - Third-party websites which allow for the creation and sharing of content and dialogue.

#### **Accessing Social Media on the City Computer Network**

Employees are prohibited from accessing social media through the city computer network, unless they are granted permission through the following procedures.

Access to social media on the city network is limited to those employees with a legitimate law enforcement need and for official purposes only.

Employees seeking authorization to access social media on the city network shall complete an Access Account Request Form and submit it through their chain-of-command. Employees will not be granted access unless/until their request form is approved and signed by their immediate supervisor, their division commander, and the chief of police or designee.

#### **Use of Business Social Media Profiles**

Employees are prohibited from accessing any social media site through the City Computer Network until they request and obtain a business social media profile from the Criminal Intelligence Unit. A business profile identifies the user as an employee of the Oklahoma City Police Department and serves as a virtual business card.

Once an employee is assigned a business profile, the employee may begin accessing their authorized social media site(s).

Employees assigned a business profile, shall:

- A. Only use the assigned profile for official purposes;
- B. Not use the assigned profile for the purpose of entertainment, private gain, or any personal reasons;
- C. Not access social media sites for the purpose of providing any personal, non-official commentary or commentary on behalf of others or the Oklahoma City Police Department;
- D. Only use the private messaging function when contacting citizens for official purposes;
- E. Not post anything to a social networking wall or timeline;
- F. Not change any information, passwords, or images on their account; and



G. Abide by Oklahoma City’s Information Technology Acceptable Use Policy.

**Use of Investigative Social Media Profiles**

Employees shall not establish, access, manage, post, or communicate using any investigative social media profile, unless they have the approval of the chief of police or designee. Once approved by the chief of police, the use of investigative social media profiles shall be established and coordinated through the Special Investigations Division.

**Use of Department Social Media Profiles**

Unless approved by the chief of police, all department social media accounts shall be managed by the Office of Media Relations. Employees shall not establish, manage, or update any department social media profiles, unless they have the approval of the chief of police. Employees granted such approval shall:

- A. Only use a department profile for official purposes;
- B. Not use a department profile for purposes of private gain;
- C. Not post, communicate, or share any personal, non-official commentary or any confidential, medical, or other information protected by law on a department profile, unless specifically approved to do so by the Office of Media Relations;
- D. Abide by Oklahoma City’s Information Technology Acceptable Use Policy; and
- E. Abide by Oklahoma City’s Social Media Policy.

**Use of Personal Social Media Profiles**

Police employees who have personal social media profiles shall not post, communicate, upload, or share any words, information, images, pictures, documents, or files to their profile or other social networking sites that would otherwise be a violation of federal or state law or departmental policy, procedure, or rule if they were communicated in any other manner. Employees have the same right as any other citizen to access the official OCPD social media site using their personal social media profile.

**Use of Department-Created Social Media Profiles on Personal Devices**

Employees should avoid using their personal devices to utilize department-created social media profiles. Employees that choose to do so risk having their personal device and/or communications on the device disclosed and/or subpoenaed.

Adopted 8/16

**138.0 Use of Interpreters**

Persons who are deaf, who cannot speak, or whose hearing is impaired for the ordinary purposes of life require special consideration in contacts with police employees. They require special assistance to give and receive the information normally required in police work. Every police employee will provide whatever special considerations are necessary when dealing with individuals who have a hearing or speaking handicap to ensure they receive the same degree of service and the due process of law as all other citizens.

Revised 7/11

**138.10 Appointment of Interpreters**

State law requires every person whose sense of hearing is impaired for the ordinary purposes of life shall be furnished qualified interpreters when arrested. A qualified interpreter must be present before a deaf person is interrogated and no statements made before a qualified interpreter is present will be admissible in court.

Revised 7/11



### **138.20 When to Use an Interpreter**

In addition to strict compliance with the State law, it is the policy of this Department that a qualified interpreter be obtained at the earliest reasonable time when any communication-handicapped person:

- A. Requests an interpreter to discuss any police matter.
- B. Is taken into physical custody.
- C. Is to be interviewed as a witness to a serious crime, traffic accident, or other serious incident.

No communication handicapped person will be placed in jail, other than in the holding area, until an interpreter has been provided. An interpreter must also be present when the implied consent warning is given, while a blood-alcohol test is administered, during any interrogation, or when detained for a field show up.

No employee will assume written communication is an acceptable substitute for the services of a qualified interpreter. However, under circumstances other than those specified above, written communications may be used when the handicapped person clearly indicates he/she understands and he/she does not need or request an interpreter. Employees who communicate without an interpreter will ensure both parties fully understand the information passing between them.

The right of a deaf person to an interpreter, in the instances specified above, may not be waived unless the deaf person is unable to communicate in sign language and initiates a written waiver of a qualified oral interpreter. A waiver of rights to an interpreter will be limited to this specific situation.

Revised 7/11

### **138.30 Obtaining an Interpreter**

A list of qualified interpreters who may be contacted to obtain their services at any hour is maintained by the Oklahoma Commission for the Deaf and Hearing-Impaired. CIU is responsible for contacting them when a supervisor determines state law or Department policy require a qualified interpreter be obtained. Employees should only utilize CIU to contact the Commission for the Deaf and Hearing-Impaired.

Revised 7/11

### **139.0 Language Assistance Plan**

The Oklahoma City Police Department recognizes the importance of effective and accurate communication between its personnel and the community. Language barriers can inhibit or prohibit individuals who are Limited English Proficient (LEP) from accessing or understanding important rights, obligations and services, or from communicating accurately in critical situations. Impaired communication with LEP individuals may present department personnel with safety and evidentiary issues. Ensuring effective communication between law enforcement and all segments of the community is essential to everyone involved.

The purpose of this procedure, in association with Policy 380.0 Language Assistance Plan is to establish effective guidelines consistent with Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968 for departmental personnel to follow when providing services to, or interacting with LEP individuals.

Adopted 6/12

#### **139.10 Definitions**

**Bilingual Unit Member** – Any approved and designated member of the Oklahoma City Police Department's Bilingual Unit who demonstrates a tested proficiency in a second language(s) other than English.

**Exigent Circumstances** – Situations requiring deviation from procedures such as immediate threat to life, safety, property, a fleeing suspect or the potential loss or destruction of evidence.



General Contacts – Only those interactions with LEP individuals that are both informal and non-confrontational in nature, such as giving directions.

Interpretation – The act of listening/viewing a communication in one language (source language) and converting it to another language (target language) while retaining the same meaning.

Limited English Proficiency (LEP) – Individuals whose primary language is not English and have a limited ability to read, write, speak, or understand the English language.

Primary Language – The language in which an individual is most effectively able to communicate.

Qualified Interpreter – A member of the Bilingual Unit or a language line interpreter.

Translation – The replacement of written text from one language (source language) into an equivalent written text of another language (target language), while retaining the same meaning.

Vital Forms/Documents – Those documents used for official law enforcement purposes.

Adopted 6/12

### **139.20 Order of Preference for Using an Interpreter**

Employees shall provide language assistance services to LEP individuals they encounter in the following order of preference unless deviations are required.

1. Direct communication by a Bilingual Unit member – The preferred method of providing services to a LEP individual is through the use of a Bilingual Unit member.
2. Telephone Interpreter – When a qualified department interpreter is not available, employees may utilize the services of the contracted language line vendor.

Adopted 6/12

### **139.21 Restrictions on Use of an Interpreter**

- A. Family members, neighbors, friends, volunteers, bystanders, children or other department employees may be used to interpret for general contact situations.
- B. If an exigent circumstance requires an employee to use family members, neighbors, friends, volunteers, bystanders or children for initial language assistance, the employee shall seek the assistance of a qualified interpreter to confirm or supplement the initial translation or interpretation as soon as practical.
- C. If an employee believes a conflict of interest exists or identifies any other reason why a specific interpreter should not be used, the employee shall consult with his/her supervisor.

Adopted 6/12

### **139.30 Using or Obtaining an Interpreter**

When department personnel encounter a LEP individual, the following procedures shall be adhered to when non-exigent circumstances exist.

Adopted 6/12

### **139.31 Identification of the Individual's Primary Language**

- A. All employees will be provided a language identification card to aid in the identification of the primary language spoken by the LEP individual.



- B. Employees should display the language identification card to the LEP individual so he/ she can identify their language prior to calling a Bilingual Unit member or the language line. Once the language is identified, an appropriate interpreter shall be requested.
- C. If the LEP individual does not appear to be able to read or understand the language identification card, the employee should contact the language line vendor and request assistance from a representative in identifying the language spoken.

Adopted 6/12

### **139.35 Obtaining an Interpreter**

When an individual's primary language is not English and officers are not able to communicate with the individual, the officer should first determine if any Bilingual Unit member is on duty who speaks the individual's language and can assist the officer. If no such person is available the officer should follow procedures set forth herein.

#### **A. USE OF THE BILINGUAL UNIT**

- 1. The Communications Unit will maintain a list of all Bilingual Unit members. The Bilingual Unit supervisor shall provide the Communications Unit with a call out schedule.
- 2. When the services of an interpreter are needed, the Communications Unit shall determine whether a Bilingual Unit member is on-duty and available. If a Bilingual Unit member is not available, an on-scene supervisor may contact a Bilingual Unit supervisor for assistance. The Bilingual Unit supervisor will assist in obtaining appropriate language services

#### **B. USE OF THE LANGUAGE LINE**

The language line is a contracted 24-hour telephone interpretation service. The service is available to any employee who needs assistance from an interpreter and is available to all personnel to aid in communicating with LEP individuals.

In the event language line interpretation services are needed, employees shall follow these steps:

- 1. To contact the language line refer to the language line card, SharePoint, or contact Communications. Do not call 231-2121 for this service; and,
- 2. Provide one of the following classifications to identify where the language line use has originated from:
  - a. OKC-EOC: For calls originating in Communications;
  - b. OKC-PAT: For calls originating in Operations; or
  - c. OKC-INV: For calls originating in Investigations or Administration.
- 3. Prior to disconnecting with the language line personnel, employees should obtain the first name and numeric identifier of the interpreter for documentation purposes.

Adopted 6/12

### **139.40 General Contacts, Interviews, Interrogations, Complaints**

Adopted 6/12

#### **139.45 General Contacts**

During a general contact with a LEP individual in which the employee is experiencing difficulty communicating, the employee shall utilize any of the available resources as identified in procedure 139.21A.

Whenever an employee encounters a LEP individual who requests an interpreter, employees shall seek the assistance of an on-duty Bilingual Unit member or use the language line.



In the event a general contact with a LEP individual leads to the completion of a crime incident report, the identity of the individual or resource used for interpretation shall be documented.

Adopted 6/12

### **139.50 Formal Interviews**

The accuracy of victim and witness statements is essential in investigations. To ensure effective communication and accuracy, a Bilingual Unit member or other qualified interpreter shall be used when taking formal statements or conducting any formal interview of a LEP victim and/or witness.

Written forms shall be provided to the victim and/or witness in his/her primary language, when available. If the forms have not been translated into the LEP individual's primary language, or in the case of illiteracy, forms shall be read to the witness and/or victim in his/ her primary language by a qualified interpreter. While in a police facility, interviews of LEP individuals shall be recorded. When available, interviews conducted in the field should be recorded.

If the officer/investigator believes there is any conflict of interest with the assigned interpreter, bias, or any other reason why the interpreter should be recused, the officer/investigator shall consult with a supervisor to determine if the use of another interpreter is warranted.

Adopted 6/12

### **139.55 Interrogations**

Only a Bilingual Unit member or qualified interpreter shall be used in any interrogation as the suspect's legal rights could be adversely impacted.

The Miranda admonition and all other written forms shall be provided to the suspect in his/ her primary language when available. If the forms have not been translated into the LEP individual's primary language or in the case of illiteracy, forms shall be read to the suspect in his/ her primary language by a qualified interpreter. While in a police facility, interrogations of LEP individuals shall be recorded. When available, interrogations conducted in the field should be recorded.

If the officer/investigator believes that there is any conflict of interest with the assigned interpreter, bias, or any other reason why the interpreter should be recused, the officer/investigator shall consult with a supervisor to determine if the use of another interpreter is warranted.

Adopted 6/12

### **139.60 Complaints of Employee Misconduct**

Any LEP individual who wishes to file a complaint of employee misconduct with the Oklahoma City Police Department shall be provided assistance in their primary language. Written forms shall be provided in his/her primary language, when available. If the forms have not been translated into the LEP individual's primary language, or in the case of illiteracy, forms shall be read to the LEP individual in his/her primary language by a qualified interpreter.

Furthermore, notice of the disposition of any complaint filed by a LEP individual will be provided in their primary language.

Adopted 6/12

### **139.65 Reporting**

Whenever an employee encounters a LEP individual and an interpreter is used, the following information shall be documented in a report:



1. Identified language,
2. Bilingual Unit member contacted, interpretation service with the interpreter's identification, or any other individual used for interpretation, and
3. Summary of the information obtained.

A supplemental report should be completed by the interpreter when he/she is a police department employee. However, only one of the employees involved shall document the interview in the incident report.

Adopted 6/12

### **139.70 Issuance of Traffic / Parking Citations**

When an employee is unable to convey to the violator the nature of the infraction, and any other necessary actions to be taken, the employee shall access the authorized language resources outlined in Procedure 139.20 and 139.21.

Adopted 6/12

### **139.75 Notifying the Public about Language Services**

At each Oklahoma City Police Department building, signage shall be posted in the most commonly spoken languages stating interpreters are available at no charge to LEP individuals. The Oklahoma City Police Department shall maintain translated forms and documents for LEP individuals. Forms and documents will be translated into languages in accordance with United States Department of Justice guidelines related to community demographics. Translated forms shall be available to all department employees and LEP individuals. In the case of illiteracy or languages in which written materials have not been translated, the forms and documents shall be read to the LEP individual in his/her primary language through use of the language line when no Bilingual Unit member is available.

Adopted 6/12

### **139.80 Monitoring and Updating Language Assistance Efforts**

- A. LEP Coordinator – The Chief of Police has designated the Bilingual Unit Supervisor as a LEP Coordinator responsible for coordinating and implementing all aspects of the department's services to LEP individuals.
- B. Community Review – The LEP coordinator shall annually assess demographic data, review contracted language access services, and consult with community-based organizations to determine if there are documents in need of being translated to other languages.
- C. Collection of LEP Contact Data - To better serve LEP individuals it is important to track the number of contacts and their language. The contacts will occur in two major areas within the department, at the Communications Unit and during field operations. The following shall be adhered to in order to accurately track the volume of LEP contacts.
  1. Communications Unit LEP Contacts – The Director of the Communications Unit or designee will be responsible for collecting dispatched LEP contacts and billing statements submitted by the telephonic language service provider.
  2. Field Operations LEP Contacts – When officers in the performance of their duties encounter a LEP individual, the officer shall track these contacts on the official Department Activity Tracking Form.

Adopted 6/12

### **139.85 Translated Police Forms**

The following vital department forms/documents have been translated by a qualified interpreter into Spanish and Vietnamese. An annual review shall be conducted by the Bilingual Unit supervisor and the Planning and Research Unit supervisor to ensure all vital forms and documents have been translated in to the necessary languages.

All of the listed forms/documents are accessible to any police employee and shall be used when applicable.



1. Sex Offender Registration
2. Sex Offender Registration First Time Offender
3. Larceny of Motor Vehicle Statement
4. Auto Theft Recovery of Vehicle Contact
5. Child Notification
6. Citizens Assistance
7. NCIC Stolen Property Validation Form
8. IA Affidavit Withdrawal Form
9. Formal Complaint
10. Domestic Violence Consent to Release Medical Records
11. Photo Line-Up Admonition
12. Refusal to Prosecute
13. Victim's Rights Card
14. Detective Contact Card
15. Voluntary Statement
16. Miranda – Adult
17. Miranda – Juvenile
18. Search Waiver Body
19. Search Waiver Computer
20. Search Waiver Premises
21. Search Waiver Vehicle
22. Consent for Blood Test
23. Implied Consent
24. Drivers' Responsibilities in Accidents and a Brief Summary of Driving Rules
25. PD-16
26. Polygraph Examination Rights Form
27. Records Fee Schedule
28. Records Request

Adopted 6/12

#### **140.0 Official Police Records, Reports, Files and Databases**

Revised 2/13

##### **140.10 Official Business**

All investigative and administrative reports, records and files are the exclusive property of the Oklahoma City Police Department and are to be used for official business purposes only. No member of the Department shall photocopy or otherwise retain in his personal possession any such record, report or file, except for official purposes. No member of the Department shall release or disseminate information contained in any report or record except upon proper authority and in accordance with relevant statutes and regulations pertaining to dissemination of information.

##### **140.20 Personal Use Prohibited**

Personal use of official police reports and records will be deemed an act of misconduct. Unauthorized photocopying for personal use will also be considered an act of misconduct.

##### **140.25 Police Records Management System and Oklahoma Law Enforcement Telecommunications Systems Access**

The Police Records Management System (PRMS) is comprised of multiple software programs and databases. It is used by police department employees and non-department employees to record information related to crimes and to assist in the investigation and prosecution of crimes.





The Oklahoma Law Enforcement Telecommunications System (OLETS) is a statewide telecommunications network which serves city, county, state, federal, and military law enforcement and criminal justice agencies in Oklahoma. Additionally, OLETS provides direct computer interfaces to the computer systems of the Department of Public Safety, the Oklahoma Tax Commission, the Oklahoma State Bureau of Investigation, the National Crime Information Center (NCIC), the National Law Enforcement Telecommunications System (NLETS), and the National Weather Service Computer System.

Both the PRMS and OLETS are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. These safeguards include, but are not limited to, restricting access to persons performing official duties, and using locks, alarm devices, passwords, and/or data encryption. Any person who accesses, obtains, views, copies, downloads and/or releases any information from the PRMS or OLETS without proper authorization may be subject to disciplinary action, up to and including termination, civil liability and/or possible criminal charges.

Adopted 12/12

### **140.30 Off Duty Access**

Access to official police reports by employees working off-duty jobs is subject to the same limitations that apply when releasing information to the public.

### **140.40 Amending Reports**

If an original report needs to be amended or corrected because of error or other legitimate reason, a second report will be made, clearly marked "AMENDED" at the top center of the report. Also, the "Date of Report" section and any other such sections will reflect the date the amended report is made. Under no circumstances will a report be changed once it has been received by the Central Records Unit.

In ALL cases, the amended report will utilize the same incident number as the original report and will contain all of the details, information and data that was included in the original report, with the exception of the corrected information.

### **140.50 Incident Number Accountability**

An assigned incident number is an accountable item generated by CAD (Computer Aided Dispatch). For each incident generated by CAD, RMS (Records Management System) requires the number also. The incident number is linked to the specific incident for which it was issued. The incident number cannot be deleted from the system or used for another incident.

In order to account for the incident number and reconcile data discrepancies between CAD and RMS, the employee must ensure that a report will be written prior to requesting the incident number from Communications. If the incident number is issued and circumstances change while the call is still open, Communications must be advised that the number will not be used and also the reason. Communications will note on the call that the incident number is not used and close the incident with a "No Report" disposition. If Communications is not notified of the reason why the incident number was not used, the officer must complete an incident report and forward it to Records.

Adopted 9/01

### **141.0 Dissemination of Information**

#### **141.10 Purpose**

To establish a procedure relating to dissemination of information regarding significant situations from detail to detail, from division to command staff, and to the news media.



## 141.20 Significant Incident Report

A special report has been developed so that information regarding situations of concern to the Chief of Police and command staff can be relayed in a smooth and accurate manner. This form will also be used for press releases. This special report form is to be completed by officers in charge of incidents that are of public interest and which should be brought to the attention of the Chief of Police and command Staff.

Distribution of the form will be to the Command Staff.

## 141.30 Press Relations

### 141.31 Release of Information to the Public and the Media

In accordance with Oklahoma State Statute (Title 51, Section 24A.7-8), the following records, if kept, are noted:

#### Section 7

- A. A public body may keep personnel records confidential:
  - 1. Which relate to internal personnel investigations including examination and election material for employment, hiring, appointment, promotion, demotion, discipline, or resignation, or;
  - 2. Where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, or employment applications submitted by persons not hired by the public body.
- B. All personnel records not specifically falling within the exceptions provided in subsection “A” of this section shall be available for public inspection and copying including, but not limited to, records of:
  - 1. An employment application of a person who becomes a public official;
  - 2. The gross receipts of public funds;
  - 3. The dates of employment, title or positions; and
  - 4. Any final disciplinary action resulting in loss of pay, suspension, demotion of position, or termination.
- C. Except as may otherwise be made confidential by statute, an employee of a public body shall have a right of access to his own personnel file.

#### Section 8

- A. Law enforcement agencies shall make available for public inspection, if any, the following records:
  - 1. An arrestee description, including the name, date of birth, address, race, sex, physical description, and occupation of the arrestee;
  - 2. Facts concerning the arrest, including the cause of arrest and the name of the arresting officer;
  - 3. Conviction information, including the name of any person convicted of a criminal offense;
  - 4. Disposition of all warrants, including orders signed by a judge of any court commanding a law enforcement officer to arrest a particular person;
  - 5. A chronological list of incidents, including initial offense report information showing the offense, date, time, general location, officer and a brief summary of what occurred;
  - 6. A crime summary, including a Departmental summary of crimes reported and public calls for service by classification or nature and number;
  - 7. Radio logs, including a chronological listing of the calls dispatched; and
  - 8. Jail registers, including jail blotter data or jail booking information recorded on persons at the time of incarceration showing the name of each prisoner with the date and cause of his commitment, the authority committing him, whether committed for a criminal offense, a description of his person, and the date or manner of his discharge or escape.
- B. Except for the records listed in subsection “A” of this section and those made open by other state or local laws, law enforcement agencies may deny access to law enforcement records except where a court finds that the public interest or the interest of an individual outweighs the reason for denial.
- C. Nothing contained in this section imposes any new record keeping requirements. Law enforcement records shall be kept for as long as is now or may hereafter be specified by law. Absent a legal requirement for the



keeping of a law enforcement record for a specific time period, law enforcement agencies shall maintain their records for as long as needed for administrative purposes.

#### **141.32 Information Excluded from Release**

Disclosures of subjective observations and the following types of information will not be released to the public or the media:

- A. Observations concerning an arrestee's character.
- B. Any opinion as to the guilt of the accused or the possibility of a plea or plea negotiations.
- C. Information pertaining to the victim in death investigations, until the victim's next of kin have been notified.
- D. Photographs of the accused, unless he is a fugitive from justice where such information may be necessary to enlist public assistance in apprehension.

Any time a representative of the news media is denied access to certain information, he will be given a courteous explanation of the reason for the denial.

#### **141.33 Incident / Investigation Information**

The following procedures apply to the release of information to the news media from the time a person or action becomes the subject of an incident or investigation and until any proceeding resulting from such incident or investigation is terminated by trial or other disposition. Disclosures shall only include incontrovertible factual matters:

- A. The name, age, sex, and date of birth of a person arrested for a felony, including juveniles. If a juvenile is arrested for a misdemeanor, no personal information may be released; only the fact of the arrest and that the arrested is a juvenile.
- B. The substance, text and source of the charge for which the arrestee is being held. The time, date, location and nature of the crime and of the arrest, and the charges.

Revised 2/03

#### **141.35 Release of Personnel Information to the Media**

The Department will adhere to the guidelines of the Oklahoma Open Records Act in releasing information pertaining to personnel matters. During a personnel investigation, the Chief of Police will confirm only that an internal investigation is being conducted without detailing the circumstances or the identity of the person(s) involved. Once the investigation is complete and the disposition has been made, the Chief of Police may release to the news media the action taken (if suspension or dismissal) and the name of the person(s) involved.

#### **141.40 News Media Activities at the Scene of a Crime or other Event**

Personnel of this Department shall not interfere with the lawful activities of members of the news media at the scene of a crime or other event, except where certain activities are excluded by this guideline.

Members of the media, including photographers, shall not be allowed access to private property if the owner or agent of that property requests they be excluded, or if such access would in some way interfere with any investigative effort.

Members of the media shall not be allowed access to any area wherein there lies the possibility that evidence may be damaged, destroyed, or altered, until such time that the evidence has been photographed and processed by the appropriate Department personnel, and the evidence has been removed or secured.



In the absence of, or at direction of, the Public Information Officer, it shall be the responsibility of the supervisor to govern the activities of members of the news media at the scene of a crime or other incident that is under the control of Department personnel.

In the absence of a supervisor, this responsibility shall lie with the officer in command of the scene. This may be an uniformed officer, an Investigations Bureau sergeant, etc., as the situation dictates.

In any situation where multiple jurisdictions or agencies are present, responsible persons representing those agencies shall be consulted by Department personnel as to a plan for governing the activities of the media.

## **141.50 Identification of Members of the News Media**

Members of the news media are required to stop at the Information Desk to be issued a visitor pass for access to the Office of Media Relations.

When confronted in person by a member of the media, Department personnel may ask for proper credentials prior to releasing any information or allowing access to any restricted area.

Revised 07/07; Revised 3/16

## **141.60 Public Information Officer**

The primary duty of the Public Information Officer is to assist members of the news media in gathering information about cases investigated by the Department.

The Public Information Officer:

- A. Serves as the central source of information about the Department and responds to such requests by members of the media.
- B. Conducts press briefings as necessary.
- C. Arranges press conferences when directed to do so by a member of the Command Staff.
- D. Writes formal press releases for review by the Chief of Police, and distributes them.
- E. Arranges interviews with investigators and other Department members at the request of the media.
- F. Initiates contact with the media for special announcements, for appeals for witnesses in difficult cases and for similar matters when requested to do so by Department members.
- G. Confers regularly with other unit commanders to keep abreast of cases, which may be of interest to the media.
- H. Assumes a proactive role in contacting the media with information that might not otherwise come to their attention.

## **141.65 Call Out of the Public Information Officer**

Whenever an officer responds to an incident involving a major crime or event, or recognizes any situation that would be of an on-scene interest to the news media, he shall contact a field supervisor. That supervisor shall then evaluate the situation.

If the situation so dictates, the supervisor should provide the Communications Unit with a brief description of the event. If necessary or desirable, this should be accomplished via the telephone instead of the police radio.

If media representatives are present at the scene, the supervisor present (preferably the Shift Captain or Watch Commander) will answer their inquiries. If the Shift Captain or Watch Commander is unavailable and the supervisor's duties at the scene prevent him from giving a statement to the media, then Communications personnel will notify the PIO that his presence is requested.

The on-scene supervisor will ensure that a significant incident report is entered into the computer so that the PIO can provide any follow-up information to the media.



When information is requested by the media of Communications personnel, such requests will be handled by a Communications Unit supervisor. He should provide basic information, as outlined above (i.e., at 11:45 AM we had a shooting reported at 1501 NW 7th). This information is to be provided only during the time period reasonably contemporaneous with the event.

### **141.70 Major or Unusual Incidents**

Major or unusual crimes or incidents shall include, but are not limited to:

- A. Officer involved shootings.
- B. Homicides.
- C. Fatal or multiple-vehicle traffic accidents.
- D. Fatal industrial accidents.
- E. Aircraft crashes.
- F. Search or rescue missions.
- G. Tactical situations.
- H. Bank robberies.
- I. Kidnappings.
- J. Explosive device or actual explosion.

### **141.80 Information that May Not Be Released**

- A. Character or reputation of an accused person.
- B. Existence or contents of any confession or statement given by the accused.
- C. The administering of any examination or test to the accused; the accused's refusal to submit to such test; and/or the results of such test. The exception to this is the Blood Alcohol test, refusal and/or test results.
- D. Possibility of an accused pleading guilty.
- E. Opinions as to the guilt or innocence of the accused.
- F. Opinions as to the quality of the evidence in a case.
- G. Identity of witnesses or prospective witnesses.
- H. Names and/or addresses of sexual assault victims.
- I. Names of persons suspected of criminal activity.

### **141.85 Release of Department Personnel Pictures**

All personnel of the Department will have their picture taken by the photo lab on the date of entry, and every subsequent five-year anniversary date. The pictures will be kept on file in the Chief's Office. The pictures are the property of the Department, and the Chief of Police may release pictures of personnel to the news media.

### **141.90 Information Which May Be Released**

- A. Police pictures of persons arrested if formal charges have been filed by the appropriate prosecuting authority.
- B. Photographs of persons sought by police, when publication of such pictures may aid in the apprehension of the suspect or to warn the public of any dangers.
- C. Identity of any person killed or badly injured, only after the next of kin have been notified.
- D. Arrest and Crime Incident Reports may be reviewed by the news media, as long as such review is conducted during the time period reasonably contemporaneous with the arrest or incident. Investigative reports will not be made available to the news media.

### **142.0 Confidential Reports**

When an employee determines the need to make a confidential report, he may choose from the following options:



- A. The report may be made in-person, with the typing being done by a Report Clerk or other clerical personnel in a private office. The report will NOT be entered into the computer; it will instead be typed on a typewriter. Only one copy will be typed, and this original will be given to the employee making the report.
- B. The employee may elect to type or hand-write the report. The employee may make a copy of the report to retain for his own records. The report will normally be delivered by the employee to the appropriate command personnel, which usually is his Division Commander. In unusual cases, the employee may direct that the Report Clerk deliver the report. In unusual circumstances, the report may be delivered to other command personnel.

### **143.0 Complaints against Police Department Employees**

Each complaint or allegation of misconduct by an employee of the Oklahoma City Police Department, whether from a private citizen or from another employee, will be fully investigated and the results will be reported to both the complainant and the accused employee. When no disposition has been reached within 90 days, the complainant will be notified and provided an update. The update should be documented in writing and the status of the investigation will be reviewed every 90 days.

Employees receiving a complaint will refer the complaint to the affected employee's supervisor. If a satisfactory disposition cannot be immediately reached with the complaining party the supervisor will refer the complainant along with a report of the details of the complaint to the Division Commander of the employee(s) against whom the allegation is made, or if appropriate, the Chief of Police. Formal complaint forms, requiring the signature of the complainant may be taken 24-hours a day at any division, or at a police facility (including the Information Desk and Headquarters) and City Hall, regardless of where the alleged incident took place. Formal complaint forms are available on the department's website or may be mailed to citizens, if requested, and can be returned by mail or in person. When an employee receives information about a formal complaint, a report will be completed with the information gathered from the complainant.

After the accused employee's supervisor has received the complaint and interviewed the complaining party he/she will advise the employee of the details of the complaint.

In the event that a complaint received by an employee is of alleged criminal behavior, the complaint will be referred to the appropriate Investigations Bureau Unit or the Office of Professional Standards as determined by the Chief of Police.

At the discretion of the Chief of Police, a complaint may be referred to the Office of Professional Standards for investigation. The completed investigation will be referred to the Chief of Police. A supervisor at the Unit, Division or Bureau level will investigate all complaints not investigated by the Office of Professional Standards. The findings of investigations will be forwarded to the Chief of Police. The Chief of Police may direct the Office of Professional Standards to review any investigations.

All supervisors investigating an administrative or criminal complaint on an employee will contact the Office of Professional Standards at the onset of the investigation to receive a Professional Standards' case number.

If the Chief of Police is unavailable, the acting Chief of Police will make the necessary decisions.

Employees will be afforded their constitutional rights as they relate to either a criminal investigation or an administrative investigation.

The Chief of Police may direct an employee to submit to a polygraph examination during an administrative investigation.

The Chief of Police may refer a completed investigation to the Departmental Review Board

All administrative complaints or allegations will be classified in one of the following categories when the investigation is complete:



- A. “Unfounded” - when investigation shows the alleged acts did not occur.
- B. “Exonerated” - when investigation indicates the act(s) occurred, but did not constitute misconduct.
- C. “Not Sustained” - when evidence is inconclusive.
- D. “Sustained” - when evidence indicates the employee did commit some or all of the acts alleged and the acts constitute misconduct.
- E. “Misconduct Not Based on Complaint” - when the evidence indicates the employee did commit acts which constitute misconduct which were not the basis of the complaint.
- F. “Withdrawn” - when the complainant withdraws the complaint and there is insufficient evidence to warrant further investigation.

All completed investigations will be forwarded to the Office of Professional Standards where they will be filed. A permanent complaint register will be maintained in the Office of Professional Standards. The investigative file and register will be maintained for administrative use and will be kept confidential, with information disseminated only upon order of the Chief of Police.

Administrative files will be purged in accordance with time limits directed by Oklahoma State Statutes and the current Records Retention Policy of the City of Oklahoma City provided that:

- A. There is currently no pending litigation on the case.
- B. The grievance period has lapsed for any employee disciplined as a result of the investigation.

The destruction of these files shall commence upon approval of the Chief of Police and will follow procedures set forth by the current Records Retention Policy of the City of Oklahoma City.

All disciplinary actions shall be made at the discretion of the Chief of Police, although the Chief may delegate authority for minor disciplinary actions to supervisory personnel.

Revised 10/04; Revised 9/05; Revised 10/08

#### **144.0 Police Community Relations**

Police Community Relations is the process by which the police and the community work together to identify and resolve problems that have caused or might cause discord between them. Police Community Relations is not public relations. Public relations is one way communication as opposed to community relations, which is two way communications. The philosophy of community relations has been decentralized to every bureau, division, unit, detail, and officer.

Each officer should work to improve Police Community relations by: taking every opportunity to talk to and with the public; being visible to the community and neighborhood; taking part in the life of the community by joining civic, church, or private organizations; becoming knowledgeable of services available to individuals and groups; keeping both off-duty and on-duty performance on an ethical high; and, becoming an active volunteer.

Police Community Relations is the responsibility of each and every officer of the Oklahoma City Police Department. The best community relations tool is doing something positive for yourself and the community.

Adopted 11/95; Revised 06/09

#### **145.0 Neighborhood Watch Organizations**

The City of Oklahoma City believes the successful fight against crime is enhanced by the organization of neighborhoods and neighbors. The Police Department participates in a professional service contract with Neighborhood Alliance of Oklahoma City to organize, train, and monitor neighborhood watch organizations. The Police Department is active in crime prevention through neighborhood watch services.

Adopted 11/95; Revised 06/09



## **146.0 Departmental Directives**

The Oklahoma City Department relies upon a written directive system to provide employees with clear information and direction as to the expectations and responsibilities relating to the performance of their duties. Directives establish uniform standards of behavior. The following procedures define each type of written directive and describe responsibilities related to acknowledgment, compliance, access, distribution, maintenance, retention, review, and release for each type.

Adopted 9/06; Revised 12/16

### **146.01 Written Directives**

There are five types of written directives:

- A. General Orders
- B. Special Orders
- C. Personnel Orders
- D. Division Orders
- E. Standard Operating Procedures (SOPs)

Adopted 9/06; Revised 12/16

### **146.02 Method of Delivery**

Written directives may be delivered in a physical or electronic format; however, electronic delivery is preferred. Directives in a physical format will be delivered to intended recipients by the issuing authority or through chain-of-command. Directives in an electronic format will be distributed through PowerDMS.

Adopted 12/16

### **146.03 Acknowledgement of Written Directives**

When employees receive a written directive, they will review and sign the directive as soon as practical, but not later than twenty (20) days from receipt. If an employee is on leave or otherwise absent from duty at the time the order is distributed, the employee will, upon his or her return, review and sign the order as soon as practical, but not later than twenty (20) days upon return to duty.

Supervisors shall have the authority to require their subordinates to review and sign their written directives at any time.

If an employee believes they have not received a written directive, they shall advise their immediate supervisor.

Adopted 12/16

### **146.04 Compliance with Written Directives**

All police employees are responsible for complying with current written directives. Ignorance of a directive is not a valid excuse for a violation and failure to sign/acknowledge an order does not relieve an employee of the responsibility of complying with it.

Adopted 12/16

### **146.05 Written Directives Format**

All written directives must be issued on the designated departmental form and must be signed/initialed by the issuing authority.





Chief's directives, special orders, and division orders must be numbered in series corresponding to the year of issuance and the series number.

Adopted 9/06; Revised 12/16

## **146.06 Rescinding Written Directives**

The Chief of Police shall have the authority to rescind any written directive. A bureau or division commander shall have the authority to rescind any written directives they have issued. A bureau commander may also rescind a written directive issued by a division commander under their command.

Directives to be rescinded shall be clearly marked "RESCINDED," include the effective rescindment date, and be signed by the chief of police or the appropriate rescinding authority.

A rescinded directive shall be delivered to and acknowledged by all affected employees in the same manner as prescribed for the delivery and acknowledgment of an original directive.

Self-canceling written directives do not need to be rescinded.

Adopted 9/06; Revised 12/16

## **146.07 Retention of Written Directives**

The issuing authority will retain the original directive, either in a physical or electronic state, for at least three years or as long as the directive is in effect. A general order takes the form of the Police Operations Manual or a chief's directive.

Adopted 9/06; Revised 12/16

## **146.10 General Orders**

A general order is a written directive issued by the Chief of Police establishing policy, procedures, rules and/or regulations. General orders take precedence over all other written directives, excluding a more recent directive issued by the Chief of Police.

Adopted 9/06

## **146.11 Operations Manual**

### **Authority and Purpose**

The Operations Manual is a composite of policies, procedures, rules, and regulations that apply throughout the department. The Operations Manual is issued under the authority of the Chief of Police and has the effect of a general order. The Operations Manual is the property of the Oklahoma City Police Department.

### **Access to the Operations Manual**

All employees will have access to a complete and current electronic version of the Operations Manual. Employees may maintain a physical copy of the Manual, but it is the employee's responsibility to keep it updated.

### **Distribution of the Operations Manual**

The Planning and Research Unit will ensure a complete and current electronic copy of the Operations Manual is available to all police employees.

When the Manual is updated, the Planning and Research Unit shall:



- A. Distribute the updated policies, procedures, rules, and regulations electronically to all police employees through PowerDMS;
- B. Update the complete electronic copy of the Operations Manual available on Sharepoint; and
- C. Distribute an electronic copy of the Manual to the Municipal Counselor's Office, City Clerk's Office, City Council Office, and the City Manager's Office.

## **Maintaining the Operations Manual**

The Planning and Research Unit is responsible for maintaining a current version of the Operations Manual, distributing the Operations Manual and updates, retaining previous versions of the Manual, and maintaining records of employee receipt.

## **Review of the Operations Manual**

Each bureau shall annually review the portions of the Operations Manual that apply to their functions and responsibilities for accuracy, consistency, effectiveness, and compliance with law. If any revisions are necessary or appropriate, a proposal shall be drafted and reviewed in accordance with Procedure 163 and forwarded to the Planning and Research Unit.

Adopted 12/16

### **146.12 Chief's Directives**

#### **Authority and Purpose**

A chief's directive is a written directive issued by the Chief of Police used to clarify, inform, or direct police employees on a particular issue or matter. A chief's directive may be addressed to all police employees, a division, section, unit, shift, or office.

#### **Access to Chief's Directives**

Employees that receive a chief's directive shall have access to the directive on PowerDMS for as long as the order is effective.

Adopted 12/16

### **146.20 Special Orders**

#### **Authority and Purpose**

A special order is a written order issued by the Chief of Police that directs procedures for a special event or situation or for a particular unit for a temporary period of time. An example of a special order is a written order from the Chief of Police requiring officers to wear their hats while working the State Fair of Oklahoma. A special order may be addressed to all police employees, a division, section, unit, shift, office, or an individual employee. A special order is self-canceling, as indicated in the order.

#### **Access to Special Orders**

Employees that receive a special order shall have access to the order on PowerDMS for as long as the order is effective.

Adopted 9/06; Revised 12/16

### **146.30 Personnel Orders**

#### **Authority and Purpose**



A personnel order is a written order issued by the Chief of Police, a bureau commander, or a division commander to specific employees related to, but not limited to, appointments, transfers, promotions, demotions, changes in pay status, reprimands, suspensions, dismissals, retirements, resignations, and/or restorations to duty.

### **Distribution of Personnel Orders**

Personnel orders may be distributed to intended police employees in a physical or electronic state. A copy of the order shall be distributed to the Police Personnel Office to be placed in the affected employee's personnel file.

### **Access to Personnel Orders**

Employees may obtain a copy of their personnel orders from the Police Personnel Office at any time.

Adopted 9/06; Revised 12/16

## **146.40 Division Orders**

### **Authority and Purpose**

A division order is a written directive issued by a deputy chief or division commander to employees in their command. A division order may direct procedures or define policy within the affected bureau or division for a temporary period of time. A division order is self-canceling, as indicated in the body of the order, not to exceed 120 days, or when the order is incorporated into either a general order issued by the Chief of Police or a standard operating procedure.

### **Access to Division Orders**

Employees that receive a division order shall have access to the order for as long as the order is in effect. If the order was distributed in a physical state, employees may receive a copy of it from the issuing authority. If the order was distributed in an electronic state, employees shall have access to the order on PowerDMS for as long as the order is valid.

Adopted 9/06; Revised 12/16

## **146.50 Standard Operating Procedures**

### **Authority and Purpose**

Standard Operating Procedures (SOPs) are written directives recommended by a bureau commander or division commander and approved by the Chief of Police. SOPs establish responsibilities and functions within a division, unit, or program and provide direction to those employees.

### **Access to SOPs**

All employees will have access to a current electronic version of their applicable SOPs in PowerDMS. All SOPs are also available to employees on Sharepoint.

### **Distribution of SOPs**

When a SOP is established or updated, the Staff Inspections Unit shall:

- A. Distribute the SOPs to the applicable police employees through PowerDMS, and
- B. Add or update the SOPs in the SOPs folder on Sharepoint.

### **Maintaining SOPs**



The Staff Inspections Unit is responsible for maintaining SOPs.

### **Review of SOPs**

Any employee affected by any particular SOPs may propose revisions to those SOPs. Proposals shall be drafted and reviewed in accordance with Procedure 163 and forwarded to the Staff Inspections Unit.

Adopted 9/06; Revised 12/16

### **146.60 Memorandums / Departmental Correspondence**

A memorandum is merely a template used for purposes of general correspondence within the department. The contents of a memorandum depend on the purpose of the correspondence and may or may not require compliance. A memorandum shall not be used to establish or change a policy, procedure, or rule that affects the entire department.

Adopted 9/06; Revised 12/16

### **147.0 Outside Training**

The Oklahoma City Police Department provides training opportunities outside the department to police employees and encourages participation when possible. Outside training is training provided by any instructor who is not a department employee. These training opportunities provide valuable information and experience to police employees and may present opportunities to improve our department. Regardless of the information presented at outside training, police employees are required to adhere to Oklahoma City Police Department training and written directives. Employees that desire to modify department training or written directives shall draft a proposal and submit it to their immediate supervisor in accordance with Procedure 163.

Adopted 10/15

### **148.0 Early Intervention Program**

The Early Intervention Program (EIP) is a resource to assist supervisory personnel in evaluating and guiding employees to perform at their best level.

The Early Intervention Program utilizes information collected from use-of-force investigations, formal complaints, administrative investigations, and officer involved shootings.

The program relies upon the understanding individual incidents may be justified, but when reviewed collectively, may indicate a pattern of behavior that may warrant intervention.

Adopted 06/08

#### **148.10 Criteria**

The EIP utilizes quarterly and annual reports. To identify possible employees for early intervention, the following criteria are established:

- A. Quarterly Reporting: The report will contain the names of employees who meet one or more of the following criteria during a calendar quarter:
  1. One or more officer involved shooting(s), not to include vicious animals or animal euthanasia.
  2. Four or more combined incidents to include use-of-force investigations, formal complaints, and/or administrative investigations.
- B. Annual Reporting: The annual report will contain the names of employees who meet one or more of the following criteria:
  1. Two or more officer involved shootings, not to include vicious animals or animal euthanasia.



2. Ten or more combined incidents to include use-of-force investigations, formal complaints, and/or administrative investigations.

Adopted 06/08

#### **148.20 Responsibilities of the Office of Professional Standards**

- A. Enter the collected data from all use-of-force investigations, formal complaints, administrative investigations, and/or officer-involved shootings.
- B. Provide quarterly and annual EIP reports, listing employees identified for possible intervention.
- C. Distribute EIP reports to the appropriate Division/ Bureau Commanders.
- D. Ensure all investigative files are available for review at the request of the affected employee's supervisor.
- E. Forward all recommendations to the Chief of Police.

Adopted 06/08

#### **148.30 Supervisor's Responsibilities**

Once an employee is identified for possible intervention, the employee's supervisor and the next higher-ranking authority will:

- A. Complete an analysis of the documentation provided in the EIP report and, if necessary, the investigative files maintained in the Office of Professional Standards. The analysis of the facts should:
  1. Consider the totality of the circumstances surrounding each incident and/or complaint.
  2. Determine if there are any similarities among the incidents.
  3. Consider other possible indicators of stress such as an unusual amount of sick leave, tardiness, personal problems, etc.
  4. Determine if a trend or pattern of inappropriate behavior is indicated.
  5. Recognize there are circumstances when use-of-force is necessary and proper.
- B. Complete an analysis report including the supervisor's findings and conclusions based on a review of each incident and/or complaint.

Adopted 06/08

#### **148.40 Responsibilities of the Division Commander**

- A. Obtain the written summary from the employee's supervisor detailing the findings of their review.
- B. Submit a recommendation to the affected Bureau Chief within 30 days of receiving the EIP report.
  1. An assessment of no problem or inappropriate pattern of behavior exists.
  2. Remedial training.
  3. Fitness for duty evaluation.
  4. Transfer to another assignment either temporary or permanent.
  5. Provide information to the employee for voluntary referral to the Employee Assistance Program (EAP) for counseling or referral assistance.

Adopted 06/08

#### **148.50 Responsibilities of the Bureau Chief**

Review and submit a recommendation to the Chief of Police.

Adopted 06/08

#### **148.60 Responsibilities of the Chief of Police**

The Chief of Police will review the report and make the final disposition.



Adopted 06/08

### **150.0 Use of Force Investigations**

An investigation will be conducted in every use of force incident when an employee (sworn or non-sworn) resorts to the use of any degree of physical force including the use of lethal weapons or less lethal devices. This DOES NOT include routine handcuffing, escorting or searching where no physical resistance occurred and no pain compliance techniques were applied.

Employees shall be classified as involved or witnessing for the purpose of defining the responsibility of each individual. Those will be:

- A. Involved employee: Shall mean any employee or employees who actually took action in the incident including the use of force.
- B. Witnessing employee:
  - 1. An employee who observed or was present during the use of force incident; or
  - 2. An employee who was directly or indirectly involved in the events leading up to, during, or after the incident, but did not participate in the use of force.

Revised 8/94; Revised 06/09

#### **150.01 Notification**

Any time an on-duty employee utilizes physical force, an on-duty supervisor will be notified immediately and will respond to the scene of the incident. In the event the supervisor cannot respond to the scene, the employee shall immediately advise the supervisor of the circumstances surrounding the use of force.

Any time an off duty employee utilizes physical force, in any official capacity, the employee shall:

- A. Immediately notify an on-duty supervisor; or
- B. In circumstances of extra duty employment, where off duty OCPD supervisors are employed and present at the extra duty assignment, they may conduct the use of force investigation. The off duty supervisor will notify the Watch Commander.

A supervisor of the next highest rank shall complete a use of force investigation unless otherwise directed by the involved employee's Division Commander.

Revised 11/95; Revised 06/09

#### **150.02 Post-Use of Force Incident Employee Procedures**

When possible, the involved/witnessing employee shall:

- A. Render first aid and/or summon medical attention;
- B. Secure the scene;
- C. Identify witnesses and evidence.

Adopted 06/09

#### **150.10 Non-Injury / Injury Requiring Less than In-Patient Hospitalization \*\*Excluding Discharging a Firearm**

The following incidents shall be classified as non-injury or injury when any use of force is used by an employee(s) and/or any action by an employee(s) may result in:

- A. Any individual not sustaining injury; and/or,



- B. Any injured employee or another person requiring less than in-patient hospitalization as defined above other than from the discharge of a firearm.

For purposes of this procedure, in-patient hospitalization is defined as admission requiring more than E.R. treatment and release.

Adopted 8/94; Revised 6/09; Revised 6/14

## **Responsibilities of the Involved / Witnessing Employee**

The involved/witnessing employee shall:

- A. Notify their on-duty supervisor as soon as possible prior to leaving the scene.
  - 1. If the incident occurs on the jail premises, the employee must also notify an on-duty OCPD jail supervisor.
- B. Complete a report of all facts and circumstances surrounding the incident. If an arrest report is not applicable, the involved/witnessing employee will complete a supplemental report. The following shall be included:
  - 1. Date, time and place of occurrence; and
  - 2. The identity and description(s) of all known persons at the scene; and
  - 3. A full and detailed description of events and all force used or witnessed. This should include whether or not injury was sustained by the suspect and/or by the involved/witnessing employee.
- C. The employee will ensure his/her report is provided to the investigating supervisor prior to the end of their shift.

Adopted 8/94; Revised 06/09; Revised 6/14

## **Responsibilities of the Investigating Supervisor**

Once notified, the supervisor will respond to the scene and determine whether a use of force investigation is required. If an investigation is required, the supervisor will be responsible for the following actions:

- A. Conducts a thorough follow-up investigation, to include, but not limited to:
  - 1. Interviewing all employees, suspects and witnesses.
  - 2. Collect and review all relevant reports.
  - 3. Ensures photographs are taken of any injured person including employee or employees, or of any person who claims to be injured, whether or not the injuries are visible.
  - 4. Ensures photographs are taken of any property damaged including uniforms or police equipment.
- B. Complete a Supervisor's Follow-up Investigation Report Use of Force/Physical Compliance Coversheet, Witness Sheet (as needed) and Narrative Form. If an ECD is deployed, the supervisor will obtain an ECD Data Download Report and complete the Supervisor's ECD checklist.
- C. Distributes the report through the chain of command to the Division Commander, with a copy of the employee's report and all other pertinent documents.

Revised 11/95; Revised 06/09; Revised 5/12; Revised 6/14

## **Responsibility of Division Commander**

The Division Commander will review all reports to ensure the completeness of the investigation and of the reports, then forward the completed investigation to the Operations Bureau office. The investigation will then be forwarded to the Screening Committee for review.

Adopted 8/94; Revised 06/09; Revised 6/14

## **Responsibility of the Screening Committee**



The Screening Committee will convene primarily for the purpose of reviewing and evaluating all reports and other evidence of a use of force as indicated in Procedure 150.10 to determine if the employee's actions were consistent with all written directives. If necessary, the Screening Committee may send the investigation back to the affected Division Commander for further investigation. If its finding is the use of force or other employee's actions were anything other than unanimously justified and appropriate, the investigation will be referred to the Deputy Chief of the affected Bureau.

Adopted 8/94; Revised 06/09; Revised 6/14

### **Responsibility of Involved Employee's Bureau Chief**

The involved employee's Bureau Chief will review all investigations forwarded by the Screening Committee and make a determination as to whether the employee's actions were consistent with all written directives. If a determination is made that an employee's actions were inconsistent with departmental written directives, the Bureau Chief will take appropriate action.

Upon appropriate disposition, all Use of Force investigations will be forwarded to the Office of Professional Standards.

Revised 2/98; Revised 06/09; Revised 6/14

### **Responsibility of the Office of Professional Standards**

At the direction of the Chief of Police, or the designee, the Commander of the Office of Professional Standards shall assume responsibility for conducting a Use of Force investigation. This does not alleviate the involved/witnessing employee(s) of their reporting responsibilities under this procedure. The results of this investigation will be forwarded to the Chief of Police.

Adopted 8/94; Revised 06/09; Revised 6/14

### **Chief of Police**

The Chief of Police receives reports referred to him/her and makes final disposition of the incident.

Adopted 8/94; Revised 06/09; Revised 6/14

### **150.20 Use of Deadly Force, In-Custody Death, and/or Use of Force Resulting in Injuries Requiring Hospitalization**

Incidents involving the use of deadly force, an in-custody death, and/or use of force resulting in injuries requiring in-patient hospitalization (as defined in 150.10), all employees involved in the post Use of Force investigation shall be aware of the following:

- A. Police communications is responsible for notifying the on-call FOP representative.
- B. The FOP representative will be allowed to make contact with the involved employee(s), as defined in OCPD Procedure 150.0, solely for the purpose of offering to provide legal representation.
- C. If an involved employee(s) chooses to have legal representation, that representation may be provided by the FOP or through other private counsel retained by the employee.
- D. The involved employee(s) will be allowed an opportunity to meet privately with an attorney prior to participating in a voluntary walk-through of the crime scene with investigators. The purpose of the walk-through is not to obtain a statement from the involved employee(s). Key items of evidence and the different areas of the scene will be identified by the involved employee(s) participating in the voluntary walk-through. The involved employee(s) may, at any time, consult the attorney who must remain outside the scene.
- E. Photographs of involved employee(s) will be taken and uniform items may be collected as evidence when necessary.





- F. Involved employees' weapons will be examined and/ or tested by appropriate Departmental Personnel as outlined in Procedure 150.40. Other employees' weapons may be examined if deemed appropriate.
- G. The appropriate Bureau Commander, or designee, will place involved employee(s) on Administrative Leave.
- H. Investigators will request involved employee(s) to voluntarily submit to an audibly recorded interview, which will occur no earlier than 48 hours after the use of deadly force or in-custody death incident. However, in the course of the investigation there may be circumstances that require an investigator to contact the involved employee(s) or counsel, if represented, and request information prior to the formal interview.
- I. During the criminal portion of the investigation, it is the involved employee(s) decision to voluntarily participate in a formal interview or provide information to investigators.
- J. Witnessing employee(s), as defined in Procedure 150.0, are compelled by departmental policy to cooperate in any investigation.
- K. Once the criminal investigation has been completed, it will be presented to the appropriate District Attorney. After a disposition has been received from the District Attorney's Office, an Administrative Investigation of the incident will be conducted to determine if the actions of employee(s) are in compliance with directives of the police department.

Adopted 06/09; Revised 6/14

### **150.30 Other Incidents of Injury or Death Involving the Use of Force \*\*Excluding a Firearm\*\***

The following procedures shall apply in all cases, on or off duty, where any force is used by an employee and:

- A. The use of force was applied to any individual while physically restrained or in custodial care and death occurs or may occur;
- B. The use of force was applied to any individual using authorized or unauthorized equipment and death occurs or may occur; and/or
- C. The use of force was applied to any individual, who after the incident requires in-patient hospitalization (defined in 150.10).

Revised 9/01; Revised 06/09; Revised 6/14

#### **Responsibilities of the Involved / Witnessing Employee**

The involved/witnessing employee will be responsible for ensuring an on-duty supervisor and the Communications Unit are notified. Upon the supervisor's arrival, the involved/witnessing employee shall inform the supervisor briefly of the circumstances surrounding the incident.

Revised 8/94; Revised 06/09; Revised 6/14

#### **Responsibilities of the Communications Unit Supervisor**

When notified of any incident as defined in Procedure 150.30, the Communications Unit Supervisor will ensure that all necessary units listed below have been notified:

- A. Chief of Police (or the designee);
- B. The involved employee's Bureau Chief ;
- C. The Division Commander;
- D. A Homicide supervisor;
- E. A Crime Scene Investigations employee will be notified according to Procedures 150.40, 150.50, 150.60, 150.80 (if requested), and 150.30 (if requested);
- F. The on call Public Information Officer;
- G. The Office of Professional Standards Commander;
- H. The Investigations Division Commander;
- I. The Chaplain and/or a member of CHAPPS;



- J. The Watch Commander;
- K. The City Attorney or his/her designee; and
- L. The on-call FOP representative.

Revised 8/94; Revised 06/09; Revised 10/12; Revised 6/14

## **Responsibilities of the Field Supervisor**

The field supervisor responding to the scene will obtain a brief synopsis of the incident from the involved/witnessing employee(s). The supervisor will ensure there are sufficient officers assigned to the incident to adequately protect the scene and to identify and separate all witnesses, including employee(s). The field supervisor will ensure all employees responding to the scene and/or assigned to complete any action related to the incident complete a detailed report of all their activities and observations.

Involved employee(s) shall be moved outside the scene. The involved employee(s) shall only be accessible to necessary personnel (supervisor, Watch Commander, and those listed in 150.20) and may be required to return to the scene. Any witnessing employee(s) should be removed from the scene as soon as practical.

The field supervisor will be responsible for the compliance of Procedure 251.0 by the officer(s)/employee(s).

The supervisor will be responsible for communicating with the Public Information Officer. If the PIO is not on the scene, any news releases and/or interviews will be made by the Field Supervisor, Shift or Watch Commander or Investigations Supervisor.

The field supervisor will complete the Use of Force Report only if directed to do so by the Office of Professional Standards. If the Office of Professional Standards is to investigate, the field supervisor will complete a Supplemental Report detailing a synopsis of the incident, their actions at the scene, and specific assignments of each officer.

Revised 2/98; Revised 06/09; Revised 6/14

## **Responsibility of the Watch Commander**

The Watch Commander shall respond to the scene and will be responsible for ensuring the Communications supervisor made contact with the listed personnel in Procedure 150.30. The Watch Commander will also assist the assigned investigating supervisor in coordinating the involved/non-involved and witnessing employee(s') duties with the assigned investigators.

The Watch Commander should ensure the involved employee(s) has had an opportunity to contact family and/or arrange for support personnel. Appropriate support personnel may include, but not limited to the Police Chaplain, CHAPPS, or personal minister.

When any force has been used as defined in Procedures 150.30, 150.40, 150.50 and 150.60, on or off duty, regardless of the extent of injury, the Watch Commander may relieve the involved employee of field duty.

The Watch Commander will complete a Supplemental Report detailing any actions taken.

Revised 2/98; Revised 06/09; Revised 6/14

## **Responsibility of the Office of Professional Standards**

The Commander of the Office of Professional Standards or designee will make the initial determination as to whether the unit will assume responsibility for completing a Use of Force Report and notify the field supervisor and other appropriate personnel.

Revised 9/01; Revised 06/09; Revised 6/14



## **Responsibilities of the Investigations Supervisors**

Upon arrival, the Investigations Supervisor will take charge of the criminal investigation. In the absence of the supervisor, the senior investigator will be in charge.

Investigations personnel will conduct a criminal investigation and upon completion of the investigation, it will be presented to the appropriate District Attorney's Office for review.

The supervisor will be responsible for notifying the injured or deceased person's next of kin, if possible, in person.

All reports shall be submitted to the Chief of the Investigations Bureau as soon as the investigation is complete.

In cases when the investigation will be presented to prosecuting authorities, the Investigations Supervisor will accompany the investigators to the appropriate District Attorney's Office.

Revised 8/94; Revised 06/09; Revised 6/14

## **Responsibility of the Investigations / Operations Bureau Chief**

The Investigations Bureau Chief will review all reports, excluding those reports where a Signal 30 officer is the primary investigator, and may:

- A. Initiate further investigation from the Bureau level; and/or,
- B. When applicable, direct investigators to present the case to the appropriate District Attorney's Office.

The Operations Bureau Chief will review the Signal 30 report and all additional reports and may:

- A. Initiate further investigation from the Bureau level; and/or,
- B. When applicable, direct investigators to present the case to the appropriate District Attorney's Office.

Revised 4th Edit., 2000; Revised 06/09; Revised 6/14

## **Responsibility of Division Commander**

The Division Commander must adhere to Procedure 150.10

Adopted 06/09; Revised 6/14

## **Responsibility of the Screening Committee**

The Screening Committee must adhere to Procedure 150.10

Adopted 06/09; Revised 6/14

## **Chief of Police**

The Chief of Police receives all information and recommendations, making final disposition of the incident.

Revised 8/94; Revised 06/09; Revised 6/14

## **150.40 Intentional Discharge of Firearms**

The following responsibilities will apply when an employee intentionally discharges a firearm at a suspect/vehicle regardless of whether or not an injury or death occurs.

Adopted 8/94; Revised 06/09



### **Responsibilities of the Involved / Witnessing Employee**

An involved/witnessing employee(s) must adhere to Procedure 150.30.

If a firearm has been discharged, the involved employee(s) SHALL NOT unload the firearm unless it is necessary to continue the incident for the employee's and other's safety. Once the incident has concluded, the involved employee will holster and secure the weapon.

The assigned Crime Scene Investigator or the Firearms Examiner SHALL be the only individuals authorized to receive the involved employee's weapon. The Firearms Examiner or designee will be the only individual authorized to examine and/or test the weapon.

Adopted 8/94; Revised 06/09; Revised 6/14

### **Responsibilities of the Communications Unit Supervisor**

The Communications supervisor must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

### **Responsibilities of the Field Supervisor**

The field supervisor must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

### **Responsibility of the Watch Commander**

The Watch Commander must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

### **Responsibility of the Office of Professional Standards**

The Commander of the Office of Professional Standards must adhere to Procedure 150.30.

The Office of Professional Standards Commander will be notified and make a determination as to whether the unit will assume responsibility for conducting an administrative Use of Force investigation in incidents where serious bodily injury has occurred through the use of the Kinetic Energy Impact Device that results in hospitalization (in-patient treatment).

Revised 9/01; Revised 06/09; Revised 6/14

### **Responsibilities of the Investigating Supervisors**

The Investigations Supervisor must adhere to Procedure 150.30.

In cases when the investigation will be presented to prosecuting authorities, the Investigations Supervisor will accompany the investigators to the appropriate District Attorney's Office.

Adopted 8/94; Revised 06/09; Revised 6/14

### **Responsibility of the Investigations Bureau Chief**

The Investigations Bureau Chief must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14



## **Chief of Police**

The Chief of Police receives all information and recommendations, making final disposition of the incident.

Adopted 8/94; Revised 6/14

## **150.50 Unintentional Discharge of Firearms – Injury or Death**

The following responsibilities will apply when an employee unintentionally discharges a firearm and injury or death occurs.

Adopted 8/94; Revised 06/09; Revised 6/14

### **Responsibilities of the Involved / Witnessing Employee**

An involved/witnessing employee(s) must adhere to Procedures 150.30 and 150.40.

Adopted 06/09; Revised 6/14

### **Responsibilities of the Communications Unit Supervisor**

The Communications supervisor must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

### **Responsibilities of the Field Supervisor**

The field supervisor must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

### **Responsibility of the Watch Commander**

The Watch Commander must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

### **Responsibility of the Office of Professional Standards**

The Commander of the Office of Professional Standards must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

### **Responsibilities of the Investigations Supervisors**

The Investigations Supervisor must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

### **Responsibility of the Investigations Bureau Chief**

The Investigations Bureau Chief must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

## **Chief of Police**



The Chief of Police receives all information and recommendations, making final disposition of the incident.

Adopted 8/94; Revised 06/09; Revised 6/14

### **150.60 Unintentional Discharge of a Firearm – No Injury**

The following responsibilities will apply when an employee unintentionally discharges a firearm and no one sustains an injury.

Revised 6/14

#### **Responsibilities of the Involved / Witnessing Employee**

The involved/witnessing employee must adhere to Procedure 150.30.

Adopted 06/09; Revised 6/14

#### **Responsibilities of the Communications Unit Supervisor**

The Communications Director and supervisor must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

#### **Responsibilities of the Field Supervisor**

The field supervisor must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

#### **Responsibility of the Watch Commander**

The Watch Commander must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

#### **Responsibility of the Office of Professional Standards**

The Commander of the Office of Professional Standards must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

#### **Responsibility of the Involved Employee's Bureau Chief**

The affected Bureau Chief must adhere to Procedure 150.30.

Adopted 8/94; Revised 06/09; Revised 6/14

#### **Chief of Police**

The Chief of Police receives all information and recommendations, making final disposition of the incident.

Adopted 8/94; Revised 06/09; Revised 6/14

### **150.70 Intentional Discharge of Firearms – Vicious Animal**

When an employee intentionally discharges a firearm at a vicious animal, the employee will be responsible for ensuring the Communications Unit is notified.



The involved employee(s) SHALL NOT unload the firearm unless it is necessary to continue the incident for the employee's and other's safety. Once the incident has concluded, the involved employee will secure the weapon.

The involved/witnessing employee shall inform the field supervisor briefly of the circumstances surrounding the incident upon the supervisor's arrival. The involved/witnessing employee will complete an appropriate report.

Investigation and review of these incidents will follow Use of Force Procedures 150.0 through 150.10.

Revised 2/98; Revised 06/09; Revised 6/14

### **Responsibilities of the Communications Unit Supervisor**

When notified of any incident as defined in this procedure, the Communications Unit Supervisor will ensure that all necessary units listed below have been notified and dispatched to the scene. Those shall include:

- A. Chief of Police (or the designee);
- B. The involved officer's/employee's Bureau Chief;
- C. A Crime Scene Investigator
- D. The Ballistics Examiner (if requested);
- E. The on call Public Information Officer;
- F. The Field Supervisor;
- G. The Watch Commander; and
- H. Animal Welfare.

Revised 2/98; Revised 06/09; Revised 6/14

### **Responsibilities of the Field Supervisor**

The field supervisor must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

### **Responsibility of the Watch Commander**

The Watch Commander must adhere to Procedure 150.30.

Revised 2/98; Revised 06/09; Revised 6/14

### **Responsibility of the Involved Employee's Bureau Chief**

The affected Bureau Chief must adhere to Procedure 150.10.

Adopted 8/94; Revised 06/09; Revised 6/14

### **150.80 Intentional Discharge of Firearm – Injured or Protected Animal**

When an employee is called upon to destroy an injured or protected animal, certain criteria must be met prior to the destruction. In such cases, refer to Operations Procedures 214.0 214.43, Animal Calls.

Adopted 2/98; Revised 06/09; Revised 6/14

### **Responsibilities of the Communications Unit Supervisor**

When notified of any incident as defined in this procedure, the Communications Unit Supervisor will ensure that all necessary units listed below have been notified. Those shall include:

- A. The Watch Commander,



- B. Field Supervisor; and
- C. Animal Welfare or an Oklahoma State Wildlife Bureau Game Ranger.

Adopted 2/98; Revised 06/09; Revised 6/14

**Responsibilities of the Field Supervisor**

The field supervisor responding to the scene will obtain a brief synopsis of the incident from the involved employee. The supervisor will ensure a crime incident report is completed and entitled “Intentional Discharge of Firearm Animal Euthanasia.”

Adopted 2/98; Revised 06/09; Revised 6/14

**Responsibility of the Involved Employee’s Division Commander**

The involved employee’s Division Commander must review all reports and may initiate further action.

Adopted 2/98; Revised 06/09; Revised 6/14

**152.0 Less Lethal Devices**

Less lethal devices include OC Spray, Electronic Control Devices, Kinetic Energy Impact Devices and the police baton (including the ASP). These devices are additional police tools and are not intended to replace firearms or control and defensive tactics. Less lethal devices shall be used in accordance with the Department’s written directives, Use of Force Options Matrix and training guidelines. Less lethal devices shall not be used to punish. Officers choosing to use these devices SHOULD NOT compromise their safety.

Officers shall only carry department issued OC Spray, Electronic Control Devices and Kinetic Energy Impact Devices.

**A. ELECTRONIC CONTROL DEVICE (ECD)**

An Electronic Control Device (ECD) uses propelled wires, or direct contact, to conduct energy to affect the sensory and motor functions of the nervous system. An ECD enhances an officer’s ability to neutralize a situation. This decreases the chance of injury to officers, subjects and others.

Officers who have successfully completed department-approved training in the use of an ECD and have been issued an ECD must carry it while performing uniformed field duties and while performing extra-duty employment while wearing the authorized departmental uniform. Exceptions may only be granted by the Chief of Police.

**1. USAGE CRITERIA – ECD**

The ECD may be used:

- a. To subdue a subject who actively resists in a defensive manner, is aggressively offensive without a weapon, likely to harm others, or places life or limb in jeopardy and when all other reasonable means to accomplish the desired action have been exhausted or would likely be ineffective under the circumstances; or
- b. To prevent individuals from harming themselves or others and when all other reasonable means to accomplish the desired action have been exhausted or would likely be ineffective under the circumstances; or
- c. Against aggressive animals to protect the officer or others from serious injury.

The ECD shall NOT be used:

- a. On a person who is cooperative or passively resisting; or





- b. When the fact the subject is fleeing is the sole justification for the use of an ECD. The severity of offense, threat to self, or threat to others should be considered before officers use an ECD on a fleeing subject; or
- c. When flammable liquids, gases, blasting material or other highly combustible materials are present. Some self-defense sprays are flammable and would be extremely dangerous to use in conjunction with the ECD. Do not deploy near or in the area of a clandestine drug lab, as the environment may be extremely flammable and volatile; or
- d. Against subjects operating or attempting to operate a vehicle, examples include: automobiles, trucks, motorcycles, ATV's, scooters, bicycles, etc.

## 2. DEPLOYMENT GUIDELINES

- a. Verbal Warning – Officers should give a verbal warning prior to deploying an ECD unless to do so would place the operator or another person at risk.
- b. Preferred Target Zones - The preferred target areas for probe deployment are the back below the neck and the front below the chest. Officers should avoid targeting the head, throat, chest/breast, groin or known pre-existing injuries. Back shots remain the preferred target area when possible.
- c. Multiple ECD's – Officers should not intentionally activate more than one ECD at a time against a subject.
- d. Duration of Deployment – Each activation of the ECD should not normally exceed five seconds. After each activation the officer should evaluate the situation to determine if subsequent activations are necessary. If additional activations become necessary the officer should continue to assess the situation after each activation. Officers should not knowingly exceed three total activations on any one subject, nor should the total duration of all activations reasonably exceed fifteen seconds.  
If a subject has not been taken into custody after three total activations or 15 seconds of deployment, the officer(s) should stop using the ECD and utilize alternative less lethal methods and/or other custody and control tactics to take the subject into custody, unless deadly force is authorized. The fact that three activations or 15 seconds of deployment is ineffective in controlling the subject, does not in and of itself justify the use of deadly force as authorized in Policy 554.40.  
Any additional activation beyond the above limits increases the risk of serious injury or death to the subject and shall not knowingly be used unless deadly force is authorized.
- e. Drive Stun Mode – Officers should not utilize a cartridge off drive stun deployment or a cartridge on drive stun deployment as a pain compliance technique, unless necessary as a countermeasure to gain separation between the officer and the subject so that officer may consider another force option. The cartridge on drive stun mode should be used only to supplement the probe mode to cause Neuromuscular Incapacitation (NMI).
- f. Subjects in the Backseat of a Police Vehicle – An ECD should not be used on a subject in the back seat of a police vehicle unless all other reasonable alternatives to gain control of that subject have been exhausted, or would likely be ineffective under the circumstances.
- g. High Risk Groups - ECD's should not generally be used against known pregnant women, elderly persons, young children and visibly frail persons. Officers should evaluate whether the use of the ECD is reasonable, based upon all circumstances, including the subject's age and physical condition. In some cases, other control techniques may be more appropriate as determined by the subject's threat level.
- h. Elevated Subjects - ECD's should not be used when the subject is in an elevated position where a fall may cause substantial injury or death.
- i. Handcuffed Subjects– ECD's should not be used on handcuffed subjects unless doing so is necessary to prevent them from causing serious bodily harm to themselves or others and if all other reasonable means to accomplish the desired action have been exhausted or would likely be ineffective under the circumstances.
- j. Law Enforcement Use Only – Officers authorized to use the ECD will properly secure and deploy the ECD for law enforcement purposes ONLY.



### 3. MEDICAL FOLLOW-UP

In all ECD deployments where a probe(s) has penetrated the skin, the subject will be transported as soon as possible to a hospital. Supervisors will ensure an officer accompanies the subject to the hospital. Only medical personnel will remove probes which have penetrated the subject's skin.

When subjects are exposed to prolonged ECD applications (three activations or more or a total duration of fifteen seconds or more), officers will call emergency medical personnel to the scene. The subject will be transported to a hospital by emergency medical personnel.

### 4. NOTIFICATION AND FOLLOW-UP

- a. Whenever an officer has utilized an ECD on a subject, the officer will immediately notify his/her supervisor, who will respond to the scene and complete a Use of Force follow-up investigation. The investigating supervisor will take photographs whether visible injuries are present or not.
- b. In incidents where serious bodily injury has occurred while using the ECD that results in hospitalization (in-patient treatment), the Office of Professional Standards Commander will be notified and determine if the Office of Professional Standards will assume responsibility for conducting an administrative Use of Force investigation.
- c. The Use of Force Investigation may fall under Procedure 150.10, Procedure 150.20 or Procedure 150.30.
- d. Each and every discharge and/or contact use shall be reported and documented in writing and an ECD/KEID report will be completed by the involved officer and reviewed by a supervisor. The original form will be attached to the Use of Force report and a copy will be forwarded to the Less Lethal Coordinator. This excludes training, demonstration of the device, and situations in which an in-custody death occurs.
- e. Supervisors will obtain a data download report for all ECD's deployed during an incident. The data download report will be included in the Use of Force follow-up report. A copy will be forwarded to the Less Lethal Coordinator along with a copy of the ECD/KEID report.
- f. Each arc display, laser display, and/or visual display not resulting in any other type of report will be documented by completing a Non-Use of Force Report and forwarding it to the Less Lethal Coordinator.
- g. In incidents where serious bodily injury or death has occurred, the Watch Commander shall be notified and will respond to the scene.
- h. In-Custody Deaths – When an in-custody death occurs the ECD/KEID report will be completed by the commander of the Office of Professional Standards or designee as part of the administrative Use of Force investigation. A data download report of all ECD devices at the scene, whether deployed or not, will be obtained by the Homicide Unit. A copy of all reports will be forwarded to the Less Lethal Coordinator.

### 5. TRAINING

Only officers who have satisfactorily completed the department's approved training course are authorized to carry ECDs. Training in the use of the ECD will consist of the department approved training and annual re-certification.

#### B. KINETIC ENERGY IMPACT DEVICE (KEID)

The KINETIC ENERGY IMPACT DEVICE is a less lethal extended range impact device. This device projects a flexible or non-flexible projectile, which is intended to incapacitate a subject with minimal potential for causing serious physical injury or death.

##### 1. USAGE CRITERIA – KEID



The Kinetic Energy Impact Device is considered a use of force and shall be deployed in a manner consistent with the Department's written directives, Use of Force Options Matrix and training guidelines. The KEID may be used when a subject becomes aggressively offensive without a weapon, is likely to harm others, or places life or limb in jeopardy; and when all other reasonable means to accomplish the desired action have been exhausted or would likely be ineffective under the circumstances.

- a. The preferred target(s) for the KEID is(are):
  1. Front: Arm below the elbow, lower abdomen, thigh or leg below the knee.
  2. Rear: Buttock, arm below the elbow, thigh or leg below the knee.
- b. Officers are authorized to target other areas when a situation justifies the use of deadly force, i.e. upper abdomen, chest, neck or head.
- c. When engaging a target, the officer should evaluate the effectiveness of each round before discharging additional rounds.

## 2. MEDICAL FOLLOW-UP

When an officer deploys a KEID on a subject, and the subject is struck by a projectile, the subject will be transported to a hospital as soon as possible. Supervisors will ensure an officer accompanies the subject to the hospital.

## 3. NOTIFICATION AND FOLLOW-UP

Incidents where a Kinetic Energy Impact Device is used shall be investigated as follows:

- a. The Use of Force Investigation may fall under Procedure 150.10, Procedure 150.20 or Procedure 150.30.
- b. Unintentional discharges of the Kinetic Energy Impact Device shall be worked in accordance with Procedures 150.50 or 150.60.
- c. Each discharge shall be reported and documented in writing and an ECD/KEID report will be completed by the involved officer and reviewed by a supervisor. The original form will be attached to the Use of Force report and a copy will be forwarded to the Less Lethal Coordinator. This excludes training, demonstration of the device, and situations in which an in-custody death occurs.
- d. In incidents where serious bodily injury or death has occurred, the Watch Commander shall be notified and will respond to the scene.
- e. In-Custody Deaths – When an in-custody death occurs the ECD/KEID report will be completed by the commander of the Office of Professional Standards or designee as part of the administrative Use of Force investigation. A copy of the report will be forwarded to the Less Lethal Coordinator.

## 4. TRAINING

Training in the use of ECD/KEID less lethal devices will consist of the department-approved training and annual re-certification.

### C. OLEORESIN CAPSICUM (OC) SPRAY (Adopted 8/94)

All officers will be trained in the use of OC Spray. Officers who have successfully completed department-approved training in the use of OC Spray must carry it while performing uniformed field duties and while performing extra-duty employment while wearing the authorized departmental uniform. Exceptions may only be granted by the Chief of Police.

#### 1. USAGE CRITERIA – OC SPRAY



OC Spray is considered a use of force and shall be deployed in a manner consistent with the Department's written directives, Use of Force Options Matrix and training guidelines. OC Spray may be used on a person who is passively resisting, actively resists in a defensive manner, is aggressively offensive without a weapon, likely to harm others, or places life or limb in jeopardy and when all other reasonable means to accomplish the desired action have been exhausted or would likely be ineffective under the circumstances. OC Spray shall not be discharged at any other time except for conducting a periodic test or training.

## 2. MEDICAL FOLLOW-UP

In any case where an officer uses OC Spray on a subject, the officer will:

- a. Take the affected subject to an area of clear ventilation. OC Spray swells mucus membranes and constricts the airway. Breathing complications should dissipate rapidly in clear ventilation. If breathing complications persist seek medical aid immediately; and
- b. Assist in flushing the subject's facial area with water as soon as possible; and
- c. Ensure that the subject is kept where the condition can be monitored by observation until the debilitating symptoms associated with OC Spray have dissipated; and
- d. The arresting officer will notify jail personnel or any other officer, who may come in contact with the subject, that OC Spray was used on the subject.
- e. The symptoms associated with OC Spray normally dissipate within 15 to 45 minutes. If redness, irritation, or other symptoms persist, the officer will be responsible for transporting the subject to a medical facility for treatment.

## 3. NOTIFICATION AND FOLLOW-UP

Procedures covering the Use of Force Investigation (Procedures 150.10, 150.20 and 150.30) shall be adhered to in all instances where OC Spray is discharged (EXCLUDING A PERIODIC CHECK OF THE EQUIPMENT or TRAINING).

When an officer uses OC Spray against a vicious or attacking animal, the officer will contact a supervisor immediately and shall complete a report. Witnessing officers shall also complete a report.

## D. POLICE BATON

The baton may be used as a mechanical control device or as an impact weapon. The baton is considered a use of force and shall be deployed in a manner consistent with the Department's written directives, Use of Force Options Matrix and training guidelines.

The baton, as a mechanical control device, may be used on a person who is passively resisting, actively resists in a defensive manner, is aggressively offensive without a weapon, likely to harm others, or places life or limb in jeopardy and when all other reasonable means to accomplish the desired action have been exhausted or would likely be ineffective under the circumstances.

The baton, as an impact weapon, may be used on a person who is aggressively offensive without a weapon, likely to harm others, or places life or limb in jeopardy and when all other reasonable means to accomplish the desired action have been exhausted or would likely be ineffective under the circumstances.

Officers must successfully complete department-approved training in the use of the baton and carry it while performing uniformed field duties and while performing extra-duty employment while wearing the authorized department uniform. Exceptions may only be granted by the Chief of Police.

The Training Division Commander will maintain a list of authorized batons.

## 1. NOTIFICATION AND FOLLOW-UP



Incidents where a Police Baton is used shall be investigated as follows:

- a. The Use of Force Investigation may fall under Procedure 150.10, Procedure 150.20 or Procedure 150.30.

Adopted 9/01; Revised 10/04; Revised 9/05; Revised 06/09; Revised 5/12; Revised 6/14; Revised 6/16

### **152.10 Less Lethal Proficiency Qualifications**

Personnel who are authorized to carry the Electronic Control Device (ECD) and the Kinetic Energy Impact Device (KEID) will demonstrate proficiency with these weapons on an annual basis. Employees will demonstrate proficiency biennially (every second year) with all other less lethal weapons they are authorized to carry.

Adopted 9/06; Revised 5/12

### **152.20 Definitions**

Cooperative Subject – a subject who follows the directions given by a police officer.

Passive Resistor – an uncooperative subject who is not controlled by the officer's verbal direction but who does not resist an officer in any physical way.

Active Resistor – an uncooperative subject who uses physical force to resist an officer in a defensive manner, or who attempts to flee apprehension, but shows no signs of attempting to strike or harm the officer.

Subject Aggressively Offensive without a Weapon – when a subject shows or displays physical aggression towards an officer but appears to have no weapons.

Subject likely to harm others – when a subject becomes aggressive to the point he is likely to harm others with or without a weapon.

Subject places life and limb in jeopardy – when a subject becomes aggressive to the point he/she places the officer or another person at risk of serious bodily harm or death.

Adopted 5/12

### **154.0 Handcuffing**

An arrest is a very traumatic event for most people. Obviously, people will react differently and many times unexpectedly. All arrested persons should be handcuffed. Any person who is arrested for a felony crime or an act of violence shall be handcuffed. When transporting prisoners of the opposite sex together in the same vehicle, the prisoners shall be handcuffed. A decision made by an officer not to handcuff other arrested persons shall require strong justification and the officer will be held responsible for his or her decision.

When an arrest is made, the person should be handcuffed first and then searched for maximum officer safety.

Revised 2/92; Revised 10/15

### **154.20 Safety**

Prisoners should be handcuffed in the manner which affords the most safety for the officer and the most immobilizing effects on the prisoner without inflicting unnecessary pain or injury. This is with hands behind the back, palms facing outward, and the handcuffs double locked. If the prisoner is wearing a belt, the handcuffs may be entwined with the belt. If a person is required or needs to be handcuffed and is injured or has a physical disability/limitation, the handcuffs shall be applied in a manner that provides the most safety for the officer and the person but to the degree possible does not inflict additional injury. The handcuffs will not be removed unless there



are two officers present. If a second officer is not available, the handcuffs will remain on until removed at the jail. See Procedure 235.0.

Revised 07/10; Revised 10/15

### **154.30 Maximal Restraint**

When a subject who is in custody and handcuffed continues to be combative and/or attempts to damage City equipment, an officer may use a department issued maximal restraint device to provide maximal restraint for securing and transporting the prisoner.

- A. The subject must be handcuffed before attempting to apply maximal restraints and a minimum of two officers should apply the restraints. The officer applying the maximal restraint is responsible for coordinating and ensuring the proper application of the restraints. While the belt is being placed on the subject, the end of the restraint strap may be temporarily attached to the handcuffs, but only if there is a minimum of 24" of space between the subject's feet and hands. Once in place, the restraint strap shall be attached to the belt.
- B. A prisoner in maximal restraints must be monitored for any signs of physical distress. Difficulty breathing, increased pulse rate and/or excessive perspiration are indicators of distress. Any loss of consciousness will be considered critical. Maximal restraints will be immediately disconnected from the belt and the handcuffs shall be removed. The officer will request emergency medical personnel and initiate first aid procedures.
- C. In order to control the movements of a suspect, where the officer believes the suspect may become combative, resistive, or attempt to damage City equipment, the officer may use the leg strap only. The leg strap may be secured around the suspect's ankles and secured through the rear door of the police vehicle.

#### **Reporting Requirements**

Anytime the complete Maximal Restraint (leg strap and sit belt) is applied to a suspect a Use of Force Investigation will be conducted by the appropriate supervisor. This applies whether or not any force was used to apply the Maximal Restraint.

If only the leg strap is used, and no force is necessary to apply the leg strap, the officer involved will notify their supervisor. The supervisor will respond to the scene and review the circumstances to determine if a Use of Force investigation is necessary.

The officer will fully document their actions and justification for using the leg strap in the appropriate report.

Adopted 2/03; Revised 07/10; Revised 10/15

### **160.0 Departmental Boards and Committees**

#### **160.10 Department Review Board**

The Department Review Board will be convened at the discretion of the Chief of Police.

The affected employee, sworn and non-sworn, will be notified in writing of the date and time the Board is to convene and of the allegations to be heard by the Board. Such notification will be made at least 48 hours prior to the convening of the Board, and will be in compliance with existing contracts.

The Board is the employee's opportunity to be heard and to be presented with and to respond to the Department's evidence. The Board will be conducted under the following general guidelines:



- A. The Board is an informal administrative hearing board and the rules of evidence prevailing in judicial proceedings are not binding. Any and all documentary, testimonial or other evidence deemed relevant may be received in evidence.
- B. The Board is an administrative board which the employee has been ordered to attend relating solely to the employee’s performance, ability and fitness as an employee of the Department; statements, information or other evidence obtained solely from this proceeding cannot and will not be used against the employee in any subsequent criminal proceeding.
- C. The employee will be allowed to be present during the presentation of the Department’s evidence and be allowed to ask questions of the witnesses and/or to respond to any evidence presented.
- D. The employee will be allowed to present witnesses, documentation and other relevant evidence in his/her own behalf.
- E. Board members will be allowed to ask questions of witnesses with regards to any evidence presented.
- F. After the evidence has been presented, the Board will deliberate in executive session and make findings of fact in determining whether the allegations shall be sustained, not sustained, exonerated or unfounded.
- G. The Board will report its findings to the Chief of Police in a confidential report. The Chief of Police shall make the final decision on the allegations and disciplinary action.
- H. The employee may appeal any action taken through either the Oklahoma City Personnel Policy Grievance Procedure, the FOP Collective Bargaining Agreement, or the AFSCME Collective Bargaining Agreement.

Membership of the Department Review Board shall include:

Sworn employee:

- 1 - Deputy Chief of Police (Bureau Commander assigned by Chief of Police).
- 2 - Majors (Assigned by Chief of Police)
- 2 - Employees of the same rank as involved employee
- 1 - Representative of the City Manager’s office
- 1 - FOP Executive Board member chosen by the Chief of Police

Non-sworn employee:

- 1 - Hearing Officer – (Assigned by the Chief of Police)
- 1 - Recording Officer
- 1 - Labor Relations Representative
- 1 - Union Representative or 1 Legal Counsel (Optional, the collective bargaining agreement allows AFSCME to reserve the right to provide legal counsel).

In addition, witnesses may be allowed to present testimony on behalf of the employee. Witnesses should only be allowed in the hearing when introducing testimony.

Non-sworn, non-union management employee:

Composition for a non-uniformed, management employee is similar to the above non-sworn employee, except the employee is entitled to representation by a City employee or legal counsel.

Revised 9/01

**160.20 Probation Review Board**

SWORN:

The purpose of the Oklahoma City Police Department Probation Review Board is to objectively and effectively evaluate the performance of those new hire recruits nearing the end of their probationary period.

Recruits in a probationary status will appear before the Probation Review Board prior to completion of their probationary period. The Board will be comprised of four Majors and the chairman who will hold the rank of Deputy Chief. The Board will convene, on dates scheduled by the board chairman. Each recruit’s Division Commander is responsible for ensuring the probationary recruit and the recruit’s immediate supervisor appears



before the Board. The Police Personnel Office will forward the recruit's probationary termination date to the affected Division Commander.

The probationary recruit's supervisor(s) will appear before the board and give a summary of the recruit's performance and attendance. The supervisor will also provide the Board with Supervisor Monthly Narrative Evaluation Reports for the months after the recruit has been released from the FTO program, up to the date of the board. The Board members will ask the recruit questions which relate to his/her position as a police officer. An evaluation sheet will be filled out by each member in response to the recruit's answers to the questions. The Chairman will recommend, to the Chief, the consensus of the Board that the recruit be granted permanent status, given an extended probationary period, or be terminated from employment. Should the recruit's probationary period be extended, then he/she must reappear before the Board.

The employee will be advised in writing of the final decision regarding the probationary status.

Revised 4th Edit., 2000; Revised 07/07

### **160.30 Police Merit Board**

The Police Merit Board is an advisory board to the Chief of Police. It hears initial appeals of an employee's disagreement with job performance evaluations and promotional testing procedures.

Exact responsibilities, functions, and composition can be found in the prevailing labor contract.

### **160.40 Screening Committee**

The Screening Committee is designed to initially review all incidents of use of force and Police Department motor vehicle accidents that include the use of force (example: ramming and roadblocks).

In Use of Force incidents, the committee is responsible for review, and referral, to the appropriate Deputy Chief of Police or the Departmental Review Board.

Membership shall include three Majors assigned by the Chief of Police.

### **160.50 Meritorious Conduct Board**

The purpose of the Meritorious Conduct Board is to review cases involving particularly meritorious service and to make recommendations for proper recognition of outstanding acts performed by members of the Department and under special cases, civilians who have helped or assisted officers on the Oklahoma City Police Department.

The Board will consist of a representative from each Division and the Police Chaplain. A Deputy Chief, appointed by the Chief, will chair the Board.

It receives recommendations made by supervisory officers (Lieutenants and above) of the Department for the presentation of awards.

It approves or disapproves the recommendations and, if merited, decides what type of award is to be given.

Any supervisor who observes or receives information regarding the action of any employee, which, in the opinion of the supervisor, would qualify the employee for an award, will submit a report to the Chairman of the Meritorious Conduct Board.

The supervisor's report will include: a complete account of the incident, verified by official Oklahoma City Police Department reports, the names of all employees involved in the incident, and all actions taken by each employee involved.





It will be the responsibility of the Chairman of the Meritorious Conduct Board to call regular meetings of Board members at times when recommendations for awards are pending.

It shall require a majority vote to pass on recommendations for any award request presented to the Meritorious Conduct Board. Any recommendation that has been awarded or denied shall be forwarded to Planning and Research to be archived for future reference.

Any officer receiving the same award more than once will be presented the additional regular size uniform bar stamped with the numeral indicating the number of times awarded. At no time will an officer wear more than one bar for the same award. This also would prohibit an officer from wearing the lapel size bar with the regular size uniform bar.

The Meritorious Conduct Board Chairman will submit the list of recommendations and a brief synopsis to the Chief of Police on each incident. These submissions may also include incidents involving on-going investigations. The Chief of Police will consider all submissions and make the final decision.

The Chairman of the Board will notify the Office of Media Relations when appropriate so that news releases may be made. The Chief of Police or a designee will present all awards.

The following awards are ranked in prominence and have been approved for presentation:

- A. The Police Cross - To be awarded to an Oklahoma City Police Officer who lost their life in the performance of duty under honorable circumstances. The Police Cross may be awarded in addition to any other award the officer may be entitled to in making the supreme sacrifice.
- B. The Police Medal of Honor - To be awarded to an Oklahoma City Police Officer (not posthumously) who voluntarily distinguishes himself/herself conspicuously by gallantry and extraordinary heroism. The act must be in excess of normal demands and of such a nature that the officer was fully aware of the imminent threat to their personal safety and acted above and beyond the call of duty at the risk of their life
- C. The Police Medal for Valor - To be awarded to an Oklahoma City Police Officer for exceptional bravery at imminent risk of serious bodily injury, the recipient demonstrating exceptional courage by performing a voluntary course of action in an extremely dangerous situation.  
Note: The term "above and beyond the call of duty" in qualification for the Police Medal of Honor and the term "voluntary course of action" in the qualification for the Police Medal for Valor disqualify all acts of courage, no matter how great, performed in the course of carrying out verbal or written orders.
- D. The Medal for Meritorious Service - To be awarded to a department employee who qualifies in the capacity for meritorious service in a duty of great responsibility; the duty reflecting excellence in such performance; distinguishing them and the Department by their performance. This would include outstanding contributions to law enforcement through the success of difficult police projects, programs or situations, such contributions being made in a highly professional degree of accomplishment.
- E. The Life-Saving Bar - To be awarded to any department employee for the saving of a human life.
  1. This award is intended for all employees responsible for the saving of a human life; documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians and/or supervisors.
  2. This award may also be awarded where evidence indicates that actions by the employee(s) prolonged a human life to the extent of the victim being released to the care of medical authorities, even though the victim might expire at a later time.
  3. May be awarded simultaneously with a higher medal when the facts are apparent the recipient is entitled to such award.
- F. The Certificate of Achievement - To be awarded to:
  1. Any department employee for outstanding performance of duties under unusual, Complicated or hazardous conditions over any period of time.
  2. Any department employee for outstanding or superior performance of any assignment over a prolonged period of time, but such performance to be clearly defined as exceptional, placing them well above their peers.



3. Any police officer (without lapel bar) from another law enforcement agency qualifying under the above-mentioned conditions if earned while aiding, assisting or working with any officer of the Oklahoma City Police Department.
  4. Any civilian (with/without lapel bar), either working for the Department, or any civilian who assists in bringing favorable recognition to the Department, through their cooperation or involvement over a prolonged period of time.
  5. Under no circumstances will the Certificate of Achievement be awarded in conjunction with another award for the same service or deed (not including awards from civic/service clubs or any outside agency).
- G. The S.R. Bryant Community Service Award - To be awarded to:
1. A department employee, while acting in the capacity as a member and representative of the Police Department, while displaying courtesy, professionalism and respect; and,
    - a. Going above and beyond what is normally expected in demonstrating a superior commitment to quality or caring service within the community; or
    - b. Providing volunteer community service above and beyond what is normally expected, which results in favorable recognition of the Department and has a significant positive impact on the community or citizens.
- H. “Kye” Memorial Service Award - To be awarded posthumously to a service animal who loses their life while performing public safety duties under honorable circumstances. The award honors exceptional service above and beyond what is normally expected, which results in protection of their handler and or members of the community. The award may be presented to the handler or his family members in addition to any other award the officer may be entitled to.
- I. The Certificate of Appreciation - To be awarded to:
1. Any civilian who demonstrates bravery at the risk of personal injury to assist another citizen or police officer.

Revised 2/98; Revised 9/05; Revised 07/07; Revised 5/15; Revised 3/16

## **160.60 Uniform and Dress Regulations Committee**

This committee meets to review uniform, dress and appearance regulations for all personnel, and makes recommendations concerning those regulations to the Chief of Police.

Membership is comprised of one Deputy Chief and three Majors (one from each Bureau). The Chief of Police assigns these members.

Four officers are designated as representatives from the three Bureaus (two from Operations, one from Investigations, and one from Administration). The Deputy Chief of their respective Bureaus assigns these representatives.

The Chief of Police may call for the committee to meet at any time deemed appropriate. The Chairman will announce and convene the committee as necessary.

Revised 12/93; Revised 2/03

## **160.80 Collision Review Board**

The Collision Review Board will convene monthly.

The Board will review only those collisions involving police department vehicles. This Board will recommend a classification of each collision and will forward it to the Chief of Police.

During the Board’s review, all aspects of the collision will be taken into consideration in determining the appropriate classification. This will include, but not be limited to, the amount of total damage incurred, injuries sustained, and violations of State Statutes, Municipal Ordinances, or the Police Operations Manual.



Membership of the Board shall be:

- 1 - Deputy Chief on a rotating basis
- 2 - Majors assigned by the Chief of Police.
- 1 - Captain
- 2 - Peers
- 1 - Training Officer
- 1 - Traffic Division supervisor as Board Advisor
- 1 - Risk Management Representative as Board Advisor.

Revised 7/93; Revised 1/06

### **160.90 Health and Safety Officer**

The Director of Training will be designated as the coordinator for all health and safety matters for the police department. Any health and/or safety concerns, as identified through the Employee Council (Procedure 162.0), individual employee suggestions (Procedure 163.0), the Inspections Procedures (Policy 660.0) or any other means, shall be referred by the Chief's Office to the Director of Training and/or the departmental Health and Safety Officer. It will be the Health and Safety Officer's responsibility to review, investigate, and make recommendations to the Director of Training and the Chief of Police on ways to alleviate health and safety problems that are discerned by the employees and staff of the department.

The Health and Safety Officer shall also be responsible for coordinating with Risk Management, Personnel, and other City departments in regard to health and safety issues. Any safety inspections of the Police Department conducted by another department or agency should include an entrance and exit briefing of the Director of Training and/or the Health and Safety Officer by the inspection team. Subsequent compliance reports would be prepared and submitted by the Health and Safety Officer to the Director of Training to be forwarded to the Chief of Police.

Adopted 4/92; Revised 2/03

### **161.0 Commendations / Appreciation / Awards / Rewards**

The Oklahoma City Police Department will give appropriate recognition to employees who perform an extraordinary service for the Department and/or citizens. This recognition will be in the form of Departmental Letters of Commendation and Letters of Appreciation, Letters of Commendation and Appreciation from citizens, and Commendations by Civic Groups, or a Meritorious Conduct Award.

In all instances, the employee will receive the citizen's original letter and copies will be distributed to Police Personnel and the employee's Bureau Commander who will in turn distribute copies to the employee's Division Commander and Supervisor.

#### **Departmental Letters of Commendation / Appreciation:**

Any employee may request the issuance of a Letter of Commendation or Appreciation for another employee by typing the letter on the approved departmental form. This letter will include all facts surrounding the incident and the reasons for issuance.

The Letters of Commendation / Appreciation will be signed by the employee's supervisor, Division Commander, Bureau Chief and Chief of Police prior to the employee receiving the letter.

In instances where the letters are initiated in a Bureau other than the affected employee's Bureau, the letters will be signed by the issuing Bureau's chain of command with a copy to the affected employee's Bureau Chief.

In instances where a supervisor/commander determines the letter inappropriate, he/she will return the letter to the originating officer with an explanation of why it is inappropriate.



A Letter of Commendation can be initiated by any supervisor or commander on behalf of a subordinate. A complete synopsis of the incident should be prepared on a Request for Commendation Form. The form is then sent through the chain of command to the Bureau Chief, who may approve the commendation, modify the commendation to a letter of appreciation, or disapprove the request.

If the Request for Commendation is approved by the Bureau Chief, then the Division Major would prepare the commendation in letterform (colored City Seal) for the Bureau Chief's signature. The original Request Form would be destroyed and the Letter of Commendation, signed by the Bureau Chief, would be distributed to the employee, Police Personnel, the employee's Bureau Chief, and the employee's Division Commander. The Major would be authorized to sign the commendation in the absence of the Bureau Chief.

If the Bureau Chief does not feel that the incident merits a Letter of Commendation, he may modify the request and approve a Letter of Appreciation. The Letter of Appreciation would be prepared on a memo form and would be signed by the Division Commander. The original Request Form would be destroyed, and the distribution of the Letter of Appreciation would be the same as for the Letter of Commendation.

In instances where the Request Form is initiated in a Bureau other than the affected employee's Bureau, the letter will be signed by the issuing Bureau's Chief and distributed to the affected employee's Bureau Chief.

The Bureau Chief also has the option of disapproving the request entirely. In that case, the Request Form would be returned to the Division Commander with the box marked "disapproved" and the request would be destroyed.

### **Letters of Commendation / Appreciation from Citizens:**

All letters from citizens should be directed to the Chief of Police. The Chief of Police reviews the letters and makes the determination of whether a Departmental Letter of Commendation or Letter of Appreciation should be issued with the citizen's letter. The Bureau Chief is instructed to prepare the appropriate accompanying letter or distribute the citizen's letter only. Distribution is the same as for Departmental Commendations.

### **Commendations by Civic Groups:**

When asked by a civic group to nominate an employee for a commendation or award, the Chief of Police opens the nominations for a specified period of time, using the criteria listed by the civic group. Any employee may nominate another employee for this commendation, but the nomination must be in letterform and document the reasons for the nomination. The nominations will be forwarded to the Chief of Police or his designee via the chain of command.

### **Meritorious Conduct Awards: See Meritorious Conduct Board**

### **Cash/Property or Other Awards:**

Employees may accept cash rewards offered by official governmental agencies and awards of either cash or property presented by a bona fide civic club or organization. Other awards may be received by employees with prior approval of the Chief of Police.

### **161.10 Commendations for Civilian Employees**

The only approved form for noting commendable performance by civilian employees is the Specific Occurrence Report Form. The commendation should be prepared by the employee's supervisor on the proper form, note that it is a commendation in the provided space on the form and forwarded through the employee's chain of command prior to being given to the employee. In all other respects, commendations for civilian employees follow the guidelines in 2/161.0.

Adopted 3/93

### **162.0 Employee Council**



The Employee Council is a group of Police Department employees representing each division of the Department. Members rotate periodically among Department employees interested in serving on the council; meetings are held every other month.

Revised 10/15

## **162.10 Purpose**

The purpose of the Employee Council is to serve as a means of promoting intra-Departmental cooperation and to open the lines of communication throughout Department Divisions and Bureaus. The Employee Council works towards identifying operational problems and solutions. Awareness of and appreciation for each other's concerns, problems and expectations is vital in establishing and maintaining positive relationships essential to achieving Department goals and objectives.

## **162.20 Representation**

The Council shall consist of the following members:

- 1 - Non-command representative from each Division
- 1 – Chief or designee as the chairperson

A representative of the Planning and Research Unit shall be present at each meeting to take the minutes.

Council members should make every effort to attend the meetings scheduled. However, if the member is unable to attend a meeting, the member should select an alternate from his or her respective division (to be approved by the Division Commander) to attend the meeting.

Revised 10/15

## **162.30 Meeting Minutes**

The summary of the meeting will be posted on Sharepoint after it has been approved by the Chief of Police.

Revised 10/15

## **163.0 Recommending Changes to the Operations Manual, SOPs, Forms, or Processes**

Employees are encouraged to make suggestions to improve the performance, efficiency, effectiveness, and safety of the department and its employees. Employee input is valuable because it provides different perspectives to problems that may not be readily identifiable at the management level. Employees may submit a proposal through their chain-of-command to recommend a change to the Operations Manual, SOPs, forms, or department processes at any time.

### **Proposal Requirements**

Employees submitting a proposal shall include:

- A. A Proposal Tracking Form;
- B. A memorandum—the memorandum should address all of the applicable elements listed in the section below titled “Memorandum Requirements”;
- C. Drafts of any directives or forms that would need to be revised or adopted if the proposal were to be approved that show the proposed changes in the manner described in the section below titled “Draft Formatting”;
- D. Drafts of any directives or forms that would need to be revised or adopted if the proposal were to be approved that appear as they should in final format;



- E. Electronic copies of the drafts in Word format—the electronic documents may be emailed or attached to the proposal on a disk; and
- F. Any supporting documentation, if necessary.

## Proposal Tracking Forms

When proposing a revision to or the creation of SOPs, employees only need to submit one proposal tracking form for the whole document. When proposing a revision to the Operations Manual, employees should submit one proposal tracking form for each policy, procedure, or rule in its entirety. For all other proposals, employees should submit one proposal tracking form per document or project.

## Memorandum Requirements

Proposals shall include a memorandum. The memorandum should provide an explanation for the proposal, be presented in an organized format, and incorporate the following topics, if applicable:

Introduction – A statement of the general background of the circumstances prompting the suggestion.

Problem Statement – An accurate definition of what the problem is and the effect it has on the department. This should be a factual statement substantiated by adequate research and not assumption.

Alternative Solutions – Statement of the available solutions that will remedy the problem and then identification of the best solution that is the most cost efficient/cost effective and practical. This should also include a statement of how the suggestion will affect the department as a whole. This should be substantiated by adequate research.

Cost Analysis – A breakdown of any cost involved for equipment or personnel.

Method of Implementation – A statement of what the means of implementing this suggestion would be, i.e., new procedure, directive, purchase request, etc.

Summary – A summarization of all the facts that support your recommendation.

## Draft Formatting

A proposal should include drafts of any relevant directives or forms, to include (1) drafts that show changes made to any existing documents and (2) drafts that appear as they should in final format.

A draft that shows changes made to an existing directive, form, or document should adhere to the following standards:

- A. Bold text reflects new language;
- B. Strikethrough text reflects deleted language;
- C. Where the text is going to appear in bold in the final version, new language should also be underlined; and
- D. Small changes or changes that might be overlooked may also be highlighted to draw attention to them.

## Proposal Routing

Proposals relevant to SOPs will be submitted through the submitter's chain-of-command to Staff Inspections. Staff Inspections will be responsible for studying the feasibility of the proposal.

All other proposals will be submitted through the submitter's chain-of-command to the Planning and Research Unit. Planning and Research will be responsible for studying the feasibility of the proposal and will submit the proposal to the Policy Review Committee if approved or directed by a bureau commander or the Chief of Police.

## Supervisor Review



Each supervisor in a submitting employee's chain-of-command (up to deputy chief) will have 14 calendar days from the time a proposal is received to review the proposal and forward it to the next level of review. Each supervisor must forward the proposal whether they approve or disapprove the proposal.

## **Feedback to the Employee**

Whenever a proposal is submitted in accordance with this procedure, the originator of the suggestion will be notified by the Deputy Chief of the status and/or decision relating to the suggestion.

Revised 1/06; Revised 5/15; Revised 12/16

## **164.0 Police Association**

The Oklahoma City Police Department Police Association is a private, not-for-profit corporation that has established by-laws. Membership is limited to employees of the Department and is voluntary. The Board of Trustees of the association is elected from the membership and have principle responsibility for managing the affairs of the association. The association functions primarily in support of its members by providing certain benefits such as parking lots, group insurance, aid and assistance to those in need, scholarships, and supports special projects on a case-by-case basis.

## **165.0 College Tuition Reimbursement Program**

Adopted 12/93; Revised 06/08

### **165.10 Purpose**

The educational development of commissioned police officers is recognized and encouraged. This policy is established to provide higher educational opportunities for all officers of the Department who meet the necessary criteria.

Adopted 12/93

### **165.20 Procedure**

Tuition reimbursement will be limited to the three traditional semesters during the calendar year. The three semesters are:

- Spring (First of January through the last of May)
- Summer (First of June through the middle of August)
- Fall (Last of August through the middle of December)

The Department will participate in the cost and reimbursement of courses associated with an approved degree plan which are courses related to a criminal justice profession or to a municipal government career field or duties of the position currently held by the employee.

The maximum amount for which an officer may be reimbursed per semester is established in the current collective bargaining agreement. Application forms and affidavits are available from the Director of Training and on the following pages.

Any officer involved in the Tuition Reimbursement Program must turn in their Tuition Reimbursement application form one semester in advance. For example, if an officer is enrolled in the summer semester, an officer must also submit an application form with the anticipated classes that will be taken in the fall semester. Should any change occur at the enrollment date, the application form may be updated at that time.



A copy of the degree program, which includes a list of the required courses, must be completed to receive the particular college degree. This is to be submitted only once for each degree as long as an officer remains in the Tuition Reimbursement Program. In the event of a degree change, the officer shall resubmit a copy of the new degree program.

Reimbursement will be considered for all officers who submit the following required documentation immediately after enrollment of each semester to the Director of Training (for budgetary purposes). Requests for reimbursement must be submitted to the Director of Training within 45 days after the end of the semester for which reimbursement is sought. Any exceptions should be addressed in a memorandum to the Director of Training.

The officer shall complete and submit the following to the Director of Training:

- A. A completed TUITION REIMBURSEMENT APPLICATION FORM with a copy of the receipt from the college or university indicating the amount paid for tuition and lab fees ONLY. The form must be signed and notarized. Acceptable documentation for proof of payment is listed below. Many schools include in the receipt listing the cost of tuition and lab fee and other fees which are not covered under the reimbursement, i.e. graduation fees, parking fees, activity fees, etc.
  1. If payment is made with a check:
    - a. Copies or originals of the front and back of the canceled check used for payment.
    - b. If the officer does not receive canceled checks from the financial institution, the officer must provide a copy of the check receipt and a copy of the bank statement on which the payment is noted. Please highlight the payment record.
  2. If payment is made with cash – A receipt reflecting cash payment. The receipt must show that it was prepared by the educational institution.
  3. If payment is made via credit card – A copy of the credit receipt of payment and a copy of the monthly statement showing that the payment was processed.
  4. If the course(s) is covered by a loan which the officer will repay – A copy of the loan contract reflecting the officer's obligation to repay the loan.
- B. The officer will verify the information on the TUITION REIMBURSEMENT APPLICATION FORM in the event that any changes were made during the semester, i.e. classes changed or dropped. This form should have the updated information; and
- C. A copy of the official school transcript listing the grades for each course completed.

Revised 9/01; Revised 06/08

### **165.30 Eligibility**

Tuition and lab fee reimbursement are available only to commissioned police officers who have successfully completed the Oklahoma City Police Department's Field Training Officer Program. Civilian employees may take advantage of the tuition reimbursement program administered by the City Personnel Department.

Courses to be reimbursed should be offered for college credits on a term or semester basis IN RESIDENCE by a certified junior college, college, or university. Reimbursement is NOT available for vo-tech courses or correspondence courses.

Officers must attend the college course(s) on their own time. Courses offered through the Police Department or through the City of Oklahoma City will NOT be reimbursed.

Officers who are the recipients of educational financial assistance (scholarships, grants, etc.) or other remuneration are NOT eligible to receive tuition reimbursement from the Department, except as to the amount of tuition not covered by the financial assistance, up to the amount established in the current collective bargaining agreement. This restriction is not applicable to loans that must be repaid by the officer.

Each undergraduate and graduate course must be completed with a grade of "C minus" or better, or with evidence of "Satisfactory" completion in a non-graded course taken for college credit.





The retirement, resignation, discharge or leave without pay status of an officer automatically terminates eligibility for the Tuition Reimbursement Program.

The Chief of Police or a designee will review all applications and approve or disapprove each one.

Revised 9/01; Revised 06/08

## **170.0 Disciplinary Action**

Discipline, used as a corrective tool, has the potential for helping the employee become more responsible, reliable and productive. Discipline, which is constructive and positive, gives the employee a chance to correct unsatisfactory performance.

A supervisor shall take whatever steps and/or issue whatever orders are necessary to alleviate a difficult or dangerous situation, pending official disciplinary action by appropriate authority.

Revised 7/93

## **170.15 Transfer**

The assignment of employees is a management right specifically reserved by the department. An employee may be transferred as a corrective measure or for any other reason when it is in the best interest of the employee and/or the department.

Revised 1/16

## **170.25 Progressive Disciplinary Actions**

The forms of disciplinary action for an officer are listed below with the least severe (Class I Reprimand) being first and the most severe (termination) last. It is not necessary that lesser disciplinary forms be employed before more severe forms are used. However, repeated offenses of a minor nature may be addressed by imposing a disciplinary action of a more severe nature. "Cause" for a disciplinary action is defined in Section 1203 of the Oklahoma City Personnel Policies. The nature of the employee's action giving rise to discipline determines the severity of discipline imposed.

More than one form of discipline may be employed at the same time for the same incident when appropriate. For example, an officer may be suspended and placed on probation if warranted by the nature of the offense.

Revised 9/01; Revised 2/03

## **170.30 Reprimands for Cause**

### **Class I**

A Class I Reprimand contains a written description of the officer's inappropriate conduct. The officer receiving the reprimand is required to read and sign the reprimand. The reprimand is placed in the employee's bureau file and the employee receives a copy. The officer may file a letter of response, which is attached to the reprimand. If a Class I Reprimand involves a vehicle collision, a copy will be forwarded to the OCPD personnel file. A Class I reprimand may be issued to an officer with the approval of the officer's Bureau Commander.

### **Class II**

A Class II Reprimand contains a written description of the officer's inappropriate conduct. The officer receiving the reprimand is required to read and sign the reprimand. A copy of the reprimand is given to the employee and placed in the employee's OCPD personnel file, bureau file and City personnel file. The officer may file a letter of response, which is attached to the reprimand. A Class II Reprimand is issued to an officer with the approval of the Chief of Police.



### Class III

A Class III Reprimand contains a written description of the officer's inappropriate conduct. The officer receiving the reprimand is required to read and sign the reprimand. A copy of the reprimand is given to the employee and placed in the employee's OCPD personnel file, bureau file and City personnel file. The officer may file a letter of response, which is attached to the reprimand. A Class III Reprimand also contains other disciplinary action, and is issued upon approval of the Chief of Police.

Revised 9/01; Revised 1/16

#### **170.35 Reprimands for Civilian Employees**

Written reprimands for civilian employees do not follow the same class structure as those for officers. The only approved form for reprimanding civilian personnel is the Specific Occurrence Performance Report. The supervisor issuing the reprimand should note on the form that it is for a reprimand. Written reprimands for civilian employees follow the guidelines and distribution set for Class II reprimands.

Reprimands for civilian employees that involve a loss of pay, demotion, or discharge shall follow the guidelines and distribution set for Class III reprimands.

Revised 9/01; Revised 1/16

#### **170.40 Suspension without Pay for Cause**

An employee may be suspended without pay for a period not to exceed 160 working hours upon approval of the Chief of Police. The Chief of Police or Bureau Chief shall notify the employee, in writing, prior to the date the suspension is made effective. Such notice shall include the reason for, and the duration of, such suspension. Employees may not perform extra-duty employment while under suspension nor operate a city-owned vehicle.

Revised 9/01; Revised 1/16

#### **170.45 Probation**

A newly hired non-sworn employee shall be on probation for a period of six months from the date of hire. A newly hired sworn employee shall be on probation for one year from the date of graduation from the academy. The probationary period of these employees may be extended at any time during the original period of probation. Employees whose original probation has not been completed at the time a new probation is imposed or whose original probation is extended will be required to sign an agreement accepting the probation as a condition of continued employment.

Employees who have completed the original probationary period may be placed on probation for a period not exceeding one year for cause.

The effect of disciplinary probation will be the same as the original probationary period in that an employee on disciplinary probation may be dismissed for violating the terms of the probation at any time during the probationary period. However, employees on disciplinary probation may grieve their dismissal where newly hired probationary employees may not.

The employee will be notified, in writing, of the reasons for and duration of the probation or extended probation. All probation or extended probation must be approved by the Chief of Police.

#### **170.50 Reduction of Salary Rate for Cause**

The Chief of Police may reduce an employee's salary to the next lower step in the salary range without a demotion in classification for cause. The employee will be informed in writing of the reason for the reduction in pay and the effective date.



### **170.60 Demotion to a Designated Rank or Grade for Cause**

An employee may be demoted to a lower rank or grade for cause. The employee will be informed in writing of the reason for a disciplinary demotion. The demotion order will specify the grade or rank and pay step to which the employee is being demoted and the effective date of the demotion. All demotions must be accompanied by a decrease in salary. The Chief of Police must approve all demotions.

### **170.70 Termination of Employment**

Permanent employees may be terminated for cause. Probationary employees may be terminated without cause at any time during the probationary period. All terminations must be approved by the Chief of Police.

When an employee is terminated for cause, the employee shall receive a written statement citing the reason(s) for termination and the effective date of termination. All terminated employees shall be advised to contact the Police Personnel Office in reference to the status of their fringe benefits. The employee will also be advised to contact their respective pension system regarding any retirement benefits.

Revised 1/16

### **170.75 Records**

Sworn:

All Class I reprimands will be maintained in an officer's bureau file. Class I reprimands related to a collision will also be maintained in the officer's OCPD personnel file. All Class II and Class III reprimands will be maintained in an officer's bureau file, OCPD personnel file, and City personnel file.

For Class I reprimands not related to a collision, an officer may submit a written request to their bureau commander one year after the reprimand was issued to have the reprimand removed from their bureau file. For Class I reprimands related to a collision, an officer may submit a written request to their bureau commander one year after the reprimand was issued to have the reprimand removed from their bureau file and OCPD personnel file. For Class II and Class III reprimands, officers may submit a written request to the Chief of Police three years after the reprimand was issued to have the reprimand removed from the officer's bureau file and OCPD personnel file. In all cases, officers will be notified whether their request was approved or denied.

If a request for removal is approved, the request form and any copies of the reprimand in the employee's bureau file and OCPD personnel file shall be removed and destroyed. If the request is denied, the request form shall be filed in the employee's bureau file and OCPD personnel file.

Non-sworn:

All Specific Occurrence Performance Reports will be maintained in a non-sworn employee's bureau file, OCPD personnel file, and City personnel file. A non-sworn employee may submit a written request to the Chief of Police two years after the Specific Occurrence Performance Report was issued to have the report removed from the non-sworn employee's bureau file and OCPD personnel file. In all cases, a non-sworn employee will be notified whether their request was approved or denied.

If a request for removal is approved, the request form and any copies of the Specific Occurrence Performance Report in the employee's bureau file and OCPD personnel file shall be removed and destroyed. If the request is denied, the request form shall be filed in the employee's bureau file and OCPD personnel file.

Revised 9/01; Revised 9/05; Revised 1/16

### **170.80 Appeals**



Appeals from disciplinary actions are made as provided by the City Personnel Policy or the appropriate bargaining unit contracts with the City of Oklahoma City.

Revised 1/16

## **175.0 Counseling**

Adopted 6/12

### **175.10 Verbal Counseling**

Frequently, inappropriate behavior by an employee can be corrected without disciplinary action. Supervisors are encouraged to employ informal counseling as a method to inform employees that their actions do not conform to acceptable standards or to obtain improvements in the quality or quantity of an employee's job performance.

Employees are not required to sign or initial any part of such documentation. Supervisors may personally retain and use their notes for future consideration in the employee's performance evaluation. Such documentation shall be retained only in the supervisor's file.

Revised 9/01; Revised 6/12

## **180.0 NCIC**

The National Crime Information Center (NCIC) database is a tool to assist officers with apprehending fugitives, locating missing persons, recovering stolen property, and identifying terrorists. NCIC shall be used for official purposes only.

### **Hits / Positive Responses**

When officers receive a positive response, or hit, on a person or property in the NCIC database, they shall take reasonable steps to confirm the person or property they have in custody or are searching is the person or property described in the hit. Upon receiving a hit, officers shall contact CIU for verification of the hit. CIU shall contact the entering agency to verify the information contained in the hit is accurate and valid and advise the inquiring officer of the validity of the hit. A hit alone does not constitute probable cause to arrest a person or seize property. However, confirmed hits *may* provide adequate grounds to arrest a person on a warrant, to establish probable cause to arrest a person for a new crime, to seize stolen property, or to return a missing juvenile, among other things. Officers are required to follow written directives when using NCIC hits as a basis for any police action.

### **Reporting Requirements**

In all instances where an NCIC hit is received on a person or property, a report will be made, whether or not an arrest is made or property is seized.

### **Privacy of Information**

All information obtained from NCIC, OLETS, or NLETS is only for criminal justice agencies in the discharge of officially mandated responsibilities. Disclosure of any information obtained from these systems shall be only to federal, state, county, or city law enforcement and criminal justice agencies.

Revised 2/03; Revised 10/08; Revised 6/16

## **181.0 Information Bulletins**

Information Bulletins will be used to provide for rapid dissemination of descriptive information to field units. This information must be accurate, precise and relevant to the incident for which it is being issued. The officer is responsible for initiating the Information Bulletin when applicable; however, a supervisor is responsible for authorizing its issuance.



### **181.10 Categories of Information Bulletins**

- A. Criminal Descriptive
  - 1. Information Bulletins, which contain suspect information by name. (Full name, partial name or nickname)
  - 2. Information Bulletins, which contain information on, suspect vehicle by complete tag number or with a description so detailed as to readily identify a unique vehicle.
- B. Criminal Vague
  - 1. Information Bulletins, which contain unique suspect information by “physical description” only.
  - 2. Information Bulletins, which contain incomplete suspect vehicle information. (This includes incomplete tag information)  
NOTE: Authority for issuance of Criminal Descriptive or Criminal Vague Information Bulletins must be based on probable cause, which can justify detention or arrest in the following situations:
    - a. Felony Crimes
    - b. Court Orders
    - c. Felony warrants
    - d. Probable cause felony suspects
    - e. Hit and Run felony traffic offenses
    - f. Misdemeanor violation of protective order offenses that meet the criteria for a warrantless arrest committed outside the officer’s presence as defined in 22 O.S. §60.9 and Procedure 254.54.
    - g. Misdemeanor domestic abuse offenses that meet the criteria for a warrantless arrest committed outside the officer’s presence as defined in 22 O.S. §60.16(B) and Procedure 254.22. The information bulletin for misdemeanor domestic abuse offenses will expire 72 hours from the time the crime occurred and will not be re-issued unless an arrest warrant has been obtained.
- C. Runaway Juveniles - Any person under the age of 18 years who is reported as a runaway by an institution, parent, guardian, or adult responsible for the juvenile’s well being. Runaway juveniles will be detained or arrested in accordance with established policy.
- D. Missing Persons - Any person, regardless of age, reported to this Department as missing and not runaway.

Revised 10/08

### **181.20 Information Bulletin Content**

Information Bulletins will consist of two parts:

- A. Broadcast information: This section will contain the information to be broadcast by the radio dispatcher.
  - 1. Offense
  - 2. Name, race, sex, and age of suspect
  - 3. Description of suspect
  - 4. Addresses of areas where suspect is known to be located
  - 5. Vehicle description
  - 6. Other pertinent information reference the incident (e.g., weapons, hostile nature, critical property taken, etc.)
- B. Miscellaneous Information: This section will contain pertinent follow-up information.
  - 1. Incident number
  - 2. Special handling instructions
  - 3. Person to be notified
  - 4. Warrant or court order number
  - 5. Victim’s name
  - 6. Officer issuing Information Bulletin and commission number
  - 7. Authorizing supervisor and commission number.



## **181.30 Juvenile Criminal Information Bulletins**

In addition to the above information, Juvenile Criminal Information Bulletins will contain the following information:

- A. Victim's address and phone number
- B. Key witness(s) name, address and phone number
- C. Exact location of offense and point of entry or how offense was committed
- D. Parent or guardian's name, address and phone number

## **181.40 Review of Information Bulletins**

At the end of the initial period of issue, CIU will forward a copy of the Information Bulletin to the investigative authority, notifying them that the Information Bulletin will become self-canceling in three days. The assigned investigator will review the Information Bulletin and take one of the following actions:

- A. Advise CIU that the Information Bulletin should be immediately canceled
- B. Advise CIU that the Information Bulletin is to remain in effect for an additional period of time
- C. Make a partial cancellation of the Information Bulletin, deleting invalid information or reissuing an updated Information Bulletin
- D. Take no action resulting in automatic cancellation of the Information Bulletin by CIU personnel after three days.

## **181.50 Issuing Information Bulletins**

When an officer determines the need to issue an Information Bulletin, he contacts his immediate supervisor for authority. If approved, the Information Bulletin may be made to the Report Clerks by telephone or by completing an Information Bulletin Form and hand carrying it to the Report Clerks.

In all instances, a report will be made in addition to the Information Bulletin.

The Report Clerk enters the Information Bulletin in to the computer categorized by incident and number and forwards copies to CIU, Records, Investigations Bureau and the Report Clerk supervisor.

If the computer is inoperable, Information Bulletins will be typed on an Information Bulletin form with an additional copy for communications. CIU picks up Information Bulletins from the distribution area and maintains a copy of all outstanding Information Bulletins. In addition, a card file will be maintained on outstanding Information Bulletins by name and/or vehicle tag information.

The Records Unit maintains a copy of all Information Bulletins as a permanent record.

## **181.60 Full Cancellation of Information Bulletins**

Full cancellation of Information Bulletins is made by the officer retrieving the Information Bulletin from CIU and hand-carrying it to the Report Clerk. The officer will provide the following information on the cancellation:

- A. Original Information Bulletin incident number
- B. Victim's name
- C. Suspect(s) name and DOB
- D. Reason for cancellation
- E. Officer's name and commission number.

Report Clerks will enter the cancellation into the computer and forward the original to Records and copies to CIU and the Investigations Bureau. The copy of the Information Bulletin retrieved from CIU with the officer's signature will be sent to the Records Unit. CIU destroys the original index card.



### **181.70 Partial Cancellation of Information Bulletins**

Partial cancellations of Information Bulletins are made by the officer retrieving the Information Bulletin from CIU and hand carrying it to the Report Clerk and writing the partial cancellation information on the Information Bulletin. The officer will provide the following information on the partial cancellation:

- A. Original Information Bulletin incident number
- B. Victim's name
- C. Suspect(s) name and DOB
- D. If more than one suspect is on the original Information Bulletin, specify which one (or both) is to be canceled.
- E. Reason for cancellation
- F. Officer's name and commission number.

Report Clerks will enter the information into the computer and forward the original to Records and copies to CIU and to the Investigation Bureau. The copy of the Information Bulletin with the officer's signature will be sent to the Records Unit.

CIU destroys original index card and files a new card by name and/or vehicle tag number.

### **182.0 Municipal Court Uniform Citations (Non-Traffic)**

Municipal Court Uniform citations will be used as the information form for municipal charges.

Use of these citations will not affect the requirement for a legal arrest, and will not change department policy or procedure governing report making.

### **182.10 Disposition of Municipal Court Uniform Citations**

The Department of Court Administration provides Municipal Court Uniform Citations for officer's use in the prosecution of municipal offenses. A record of all Municipal Court Uniform Citation issued to officers must be maintained. Each officer is responsible for the Municipal Court Uniform Citations, which are issued to him/her. Officers must sign for the receipt of all Municipal Court Uniform Citation books, recording the beginning and ending Citation numbers of each book they received from the Department of Court Administration.

Every officer receiving Municipal Court Uniform Citations from the Department of Court Administration shall report to the Department the disposition of all such Uniform Citations.

Officers will turn in all Municipal Court Uniform Citations issued to a violator of any ordinance as well as all spoiled or voided Uniform Citations. If the Citation is spoiled, all copies must be returned and will be clearly marked "Voided." Officers shall advise their supervisor as to the reason the Citation was voided. Supervisors will show their approval by signing the ticket in the space provided for the Deputy Court Clerk prior to turning the Citation in to the Department of Court Administration where citations are maintained and stored.

Adopted 6/90; Revised 9/06

### **182.15 Change in Disposition of Issued Municipal Court Uniform Citations**

Once a citation has been issued, any employee who desires a disposition of a Municipal Court Case by means other than the normal court proceedings or payment of the fine must obtain the approval of their Division Commander. The Division Commander will present the citation to their Bureau Chief who must give his approval. The Bureau Chief will contact the Court Liaison Supervisor authorizing him to present the citation to the City Attorney for final disposition.

Adopted 10/90



### **182.20 Personal Recognizance Releases**

Whenever possible within the framework of this procedure, adult misdemeanants may be released on their own personal recognizance, i.e., signature bond. Officers are expected to exercise good judgement in each individual situation in deciding to release or not release when the procedure does not specifically cover the circumstances. Supervisors should be consulted and may authorize an exception when unusual conditions exist and the best interests of justice and the community would be better served.

Use of these citations will permit the officer to release an arrested person on his personal recognizance EXCEPT under the following circumstances:

- A. When the person is charged with any Municipal Court of Record / Jury Division, State, or Federal offense.
- B. When the arrested person is unable to care for himself.
- C. When ANY physical force is necessary to effect the arrest.
- D. When the arrested person cannot or will not produce satisfactory evidence of identity.
- E. When the arrested person refuses to sign the citation.
- F. When a reasonable likelihood exists that the arrested person will fail to appear in court or pay the minimum fine.
- G. When a reasonable likelihood exists that the offense charged, or some other offense, would continue, resume, or occur if the arrested person is released.
- H. When a reasonable likelihood exists that any person or property would be endangered if the arrested person were released.
- I. When the person is arrested for an offense against a person or property, for example, assault and battery or destruction of private property.

### **182.30 Citizen's Arrest**

There are no circumstances under which an officer may legally refuse to accept custody of a prisoner whom a citizen has arrested and delivered to the officer unless the officer knows, of his own knowledge, that no offense has been committed, or unless the citizen making the arrest is incapacitated by mental illness, intoxication, or other effects to the extent that he is **OBVIOUSLY** incompetent to exercise reasonable judgment; or unless there is insufficient evidence that such offense has been committed.

If a citizen's arrest is later determined to be frivolous, or illegal, the officer accepting custody of the prisoner may be held civilly liable for damages if he fails to act as a reasonable, prudent person would under the same circumstances such as taking steps to determine whether a crime was committed, or whether the complaint is frivolous. An officer may not commit, or knowingly assist a citizen in committing a violation of law such as unlawful search or breaking and entering to effect an arrest. An officer will not knowingly participate in an unlawful or frivolous arrest.

### **182.40 John Doe Warrants**

Under exceptional circumstances, the Municipal Court may issue a "John Doe" arrest warrant when the offender is not known by name. The complaining witness must be able to describe the offender, be able to identify the offender without doubt, and be willing to accompany an officer serving such a warrant in order to make the positive identification of the offender. There must also be a reasonable likelihood that the offender can be located, such as information regarding the offender's home address, place of employment, frequent visits to a certain location, etc. No request for issuance of a "John Doe" arrest warrant will be submitted to a prosecuting attorney without the approval of a supervisor. The supervisor will investigate the circumstances and evaluate the justification for such a request before approving it.

### **182.50 Municipal Warrantless Arrests**

When an officer makes a warrantless arrest, the procedure will be as follows:

- A. Arrest offender who commits a Municipal Criminal Court offense in his/her presence;
- OR





- B. Take into custody offender(s) arrested by a citizen for a Municipal Court offense after determining no circumstances exist, which would allow a legal refusal.
- C. Write a Municipal Court Uniform Citation for each Municipal offense charged.
- D. If the Officer is the complainant, sign citation in space indicated for signature of complainant.
  - 1. Set arraignment date and time according to arraignment schedule for Traffic and Criminal Court charges.
  - 2. If offender is not to be released on his personal recognizance, but wishes to post a cash bond or plead guilty and pay the minimum fine for the offenses charged, and if offender is not to be held for state charges, transport offender to the Officer of The Court window at the public counter.
- E. If a citizen is the complainant, obtain the citizen's signature, address, and telephone number in space indicated and set arraignment date and time according to arraignment schedule for Traffic and Criminal Court charges.
- F. Obtain offender's signature on each complaint citation in the space indicated in red. If offender is not to be released on his/her personal recognizance, but wishes to post a cash bond or plead guilty and pay the minimum fine for the offenses charged, and if offender is not to be held for state charges, transport offender to Officer of The Court window at the public counter.
- G. Determine whether offender is to be released on his/her personal recognizance according to the guidelines.
- H. If offender is to be released, give offender defendant's copy of each citation and releases him/her.
- I. Obtain verification signature of a Deputy Court Clerk (DCC) on original copy of all citations, whether defendant is released or not.
- J. If offender is not to be released on personal recognizance, but wishes to post a cash bond or plead guilty and pay the minimum fine for the offenses charged, and if the offender is not to be held for state charges, transport offender to Officer of the Court window at the public counter.
  - 1. Give the Court Clerk the original copy of each citation.
  - 2. Retain custody of the offender until the proper amount of bond has been posted or the fine paid.
  - 3. Give offender defendant's copy of citations.
  - 4. Release offender.
- K. If offender is to be booked into Jail on Municipal charges or is to be held for State charges, transports offender to the Oklahoma County Jail.
- L. If offender is booked for Municipal offenses only, give the Booking Desk Jailer the original copy of each citation.
  - 1. After booking offender into Jail, receives original copy(ies) of citation from Jailer.
  - 2. Give defendant's copy of citations to booking desk jailer to be placed with offender's personal property.
  - 3. Place original copy of citations in the locked box outside the Jail Lieutenant's office.
- M. If offender is to be booked for Municipal offenses AND is being held for State charges, complete a probable cause affidavit, obtain supervisor authorization, and sign in front of a notary public. Stamp the original copy of each citation with "Hold for State charges" prior to dropping in the locked box.
  - 1. Book offender into jail.
- N. Make arrest report for all arrests (except routine public drunks who are taken to (DETOX) and other reports as required, whether offender is released or not. All MCR / Jury Division arrests (i.e. DUI, DWI, A&B, Destruction of Property, DUS / Revocation, Weapon Charges) require an arrest report.
- O. After having citations verified by a DCC, places original copy of all citations issued to offenders who are released on personal recognizance in the designated collection box for the court at the end of duty shift.
- P. Retain remaining copies of each citation.

Revised 07/07

## 182.60 Non-Custody Citizen Complaints

When the officer encounters a situation where the defendant is not present (except for domestic violence situations, see Procedure 254.0) and the complainant wishes to file a non-custody complaint, the following will be implemented:

- A. Receives a complaint from a citizen against another,  
OR



- B. Determines a need exists to issue a complaint against an offender who has committed an offense in the officer's presence but who could not be arrested immediately.
- C. Fills out Crime Incident Report.
  - 1. The officer fills out a Municipal Court Uniform Citation and has complainant sign in the space for "Signature of Complainant." Officer then verifies complainant's signature instead of a Deputy Court Clerk. Any other witnesses or complainant information is printed in the space for "witness or complainant".
  - 2. The officer must have sufficient information on the suspect in order to obtain a warrant (example, first and last name, physical description, address, date of birth, business address, etc.).
  - 3. Writes "Request Warrant" in place of signature in the space indicated in red of Uniform Citation.
- D. Advises complaining citizen he will be notified when to appear in court by the Court Clerk or the Assistant City Attorney's Office.
- E. Turns in Crime Incident Report and Municipal Court Uniform Citation according to procedure at end of shift.
- F. Advises complainant that in the event a charge is declined by Assistant City Attorney, that he should direct any questions to their office.
- G. Places the completed forms in designated container.
- H. When defendant is arrested, he is transported to the Court Officer's window at the public counter to post bond or transported to jail for booking.
- I. If bond is posted, arraignment date is set at the public counter by the Court Clerk. If he is booked into jail, court dates will be set by the judge during arraignment.
- J. Makes arrest report and other reports as required.

### **183.0 Impoundment of Vehicles**

Revised 07/07

#### **183.10 When Vehicles Will be Impounded**

Vehicles WILL be impounded under the following circumstances:

- A. When constituting a traffic hazard.
- B. Illegally trespassing (after complaint is signed).
- C. When blocking a fire exit, lane or hydrant.
- D. When parking in an intersection.

Revised 07/07

#### **183.20 When Vehicles May be Impounded**

Vehicles MAY be impounded under the following circumstances:

- A. Vehicle used in the commission of a felony.
- B. Vehicle used in a crime involving the sale, transportation or use of a controlled dangerous substance.
- C. Vehicle found to be stolen and the owner cannot be contacted or is unable to pick up the vehicle within one hour, or the vehicle is not in running condition and is illegally parked or is creating a traffic hazard.
- D. Vehicles found to be in a commercial loading zone, public carrier stop or stand, loading zone, or prohibited time zone, illegally (when tow-in zone sign is present).
- E. Vehicle found to be in a hazardous or congested place when appropriate "No Parking Anytime" sign is present.
- F. Vehicle found to be disabled, left unattended upon a bridge or viaduct is determined to be derelict.
- G. When the driver of a vehicle is arrested and the officer determines impoundment is needed.
- H. Vehicle found to be in violation of any emergency order issued by appropriate City Authority as authorized by Ordinance.

Revised 07/07



### **183.30 Custodial Inventory**

All vehicles impounded will be subjected to a routine custodial inventory. The inventory will be conducted by the impounding officer at the scene of the impoundment (whenever this can be reasonably accomplished) in the presence of the wrecker driver. Contents of the vehicle will be recorded in the appropriate space provided on the motor vehicle impound report.

The only exception to the “Routine Custodial Inventory” will be, if the vehicle is to be transported to the evidence holding facility for processing by crime scene unit personnel or the investigator. When this occurs the impounding officer and wrecker driver will make only a visual inspection of the interior/exterior portions of the vehicle for safety and liability reasons. Officers will note on the Tow-In report and incident report that only a visual inspection was completed.

PRIOR TO IMPOUNDMENT, officers will obtain vehicle registration information (10-28). This information will be compared to the vehicle being impounded to ensure the information placed on the Tow-In report is accurate. In addition, the vehicle will be checked for stolen (10-29) through NCIC by tag and VIN.

Revised 07/07; Revised 06/09

### **183.40 Authority for Release**

Vehicle held in the following types of cases WILL NOT be released without authority of the appropriate investigative unit:

- A. Sale, transportation or use of controlled dangerous substances.
- B. Commission of any felony.
- C. Vehicle to be used as evidence.

Revised 07/07

### **183.50 Hold for Proof of Ownership**

A “hold for proof of ownership” will NOT be placed on any vehicle impounded at any time.

Revised 07/07

### **183.60 Vehicles Towed for Evidentiary Processing**

If an officer responds to a call and determines the vehicle belonging to a victim of a serious crime must be processed for evidence at a location other than where it was found, the officer will notify a supervisor or the investigator assigned to the case.

If the vehicle is to be transported to the evidence holding facility when possible, the vehicle should be left in the condition it was found and not be manually inspected by the impounding officer. A visual inspection in the presence of the wrecker driver should be conducted in place of a manual “hands on” inspection. Officers will note on the Tow-In report and incident report that only a visual inspection was completed.

The officer will contact the Communications Unit and request a district wrecker. The vehicle will be towed to the designated facility.

The officer/employee needing access to the facility:

1. Must sign out for the key at the Information Desk for entry to the facility. The key is tagged with information and instructions on how to access the building. The officer / employee who signs out for the



- key, is solely responsible for maintaining security at and within the building while it is unlocked and the alarm disarmed.
2. The officer / employee, who signs the key out, is solely responsible for the prompt return of the key to the Information Desk. Under no circumstances should this responsibility be delegated to someone else or be delayed.
  3. The officer's / employee's personal access/entry card must be used in addition to the key, in order to enter the building.
  4. If a vehicle is towed to this location, the impounding/requesting employee must obtain the key from the Information Desk and an officer will follow the towing service to the specified location in order to maintain the chain of custody of the evidence. Existing vehicle impound procedures and forms should be followed and used.
  5. The officer/employee and ANY OTHER AUTHORIZED person entering the facility will sign in on the logbook. Any officer/employee who escorts anyone (i.e. wrecker driver, owner of vehicle, non-departmental employee) into the facility will ensure each person entering the facility signs the logbook.
  6. The use of any tobacco product in this facility is prohibited.
  7. The vehicle being stored must be parked in the proper designated area. The Crime Scene processing area is on the north side of the building, closest to the overhead door. Any new vehicle entering the facility must not block access or egress of any other vehicle.
  8. No vehicle or object shall be placed in the marked perimeter zone inside of the building, which will result in the alarm not being properly engaged and the building being left unsecured.
  9. The officer/ employee must completely and accurately fill out the provided tag, securely attach it to the vehicle being stored by placing the keys along with the identification tag on the front windshield underneath the windshield wipers. If keys are in the vehicle, they should not be disturbed.
  10. The officer will place evidence tape on each door, hood and truck lid seam. The officer responsible for sealing the vehicle must place his/her initials, commission number and the date on each piece of evidence tape placed upon the vehicle.
  11. Unless specifically authorized to do so by the assigned investigator, no vehicle or item being held for evidentiary purposes will be intentionally approached or touched. If inadvertent contact with the evidence or vehicle occurs, the employee / officer will notify the assigned investigator as soon as possible.

The impounding officer will document in his/her report the crime and its' relationship to the vehicle. Then the investigator will meet with the Crime Scene Investigator and brief the CSI regarding the crime and its relationship to the vehicle. The evidence building is not designed to be a long term holding facility. Vehicles should be processed and released in a timely manner. The investigator assigned to the case is responsible for adhering to this process and releasing the vehicle to the towing service or owner by following these procedures and meeting the party at this facility.

The person requesting the tow will complete a Tow-In report and turn it in to the Information Desk, listing the location and purpose of the impound. Any hold being placed on a vehicle should be directed towards the designated investigative detail. No holds should be placed on a vehicle for the Crime Scene Unit.

The Information Desk will send an e-mail message promptly to the investigative detail and Fleet Management advising them of a vehicle stored at this facility.

After processing the vehicle, the Crime Scene Investigator will notify the investigator that the vehicle may be released.

The investigator will notify the owner and make every effort to release the vehicle to the appropriate party. If the officer/ investigator is unable to contact an appropriate party, the original wrecker service will be contacted to move the vehicle to their lot. In either case the Information Desk will be notified.

Revised 07/07; Revised 06/09

### **183.70 Documentation of Tow-In Report**



When an officer determines the need for the impoundment of a vehicle, the following should apply in securing the documentation of the Tow-In report:

- A. The officer will fill out all areas applying to the impounded vehicle.
- B. The officer will return the gold copy to the wrecker driver.
- C. If there is an investigative hold placed on the vehicle, the Tow-In report should be delivered immediately to the Information Desk. If there is not an investigative hold placed on the vehicle, the impounding officer will provide the original Tow-In report to the Information Desk before the end of the shift.
- D. When delivered, a 28/29 shall be attached to the Tow-In report. If the tag does not check to the impounded vehicle, remove the tag and book it into the property room. List the tag in the evidence seized section, not in the tag number section.

Adopted 12/93; Revised 07/07

### **183.80 Disposition of Animals in Impounded Vehicles**

Officers will occasionally make an arrest out of a vehicle and be required to impound a vehicle where an animal is involved. When a vehicle is impounded and the owner cannot release the animal to someone else, the arresting officer will contact the Emergency Operations Communications (EOC) dispatcher and request Animal Welfare to pick up the animal.

During hours when Animal Control Officers are not on duty, the arresting officer will contact the Emergency Operations Communication (EOC) dispatcher and request an Animal Control Officer on call. An officer will remain with the vehicle until the Animal Control Officer arrives to take custody of the animal or other arrangements can be made.

Adopted 3/97; Revised 07/07

### **184.0 Evidence and Property Control**

Revised 07/07

#### **184.01 Purpose**

The purpose of this procedure is to ensure the proper collection, preservation, chain of custody, and disposition of evidence in criminal cases and to ensure the appropriate handling of property that comes into the possession of the Oklahoma City Police Department.

Revised 07/07

#### **184.02 Classification of Property**

All property seized by the Police Department, which is related to a crime or possible crime, which may clear a person of a criminal charge, or which may implicate a person in a crime, shall be booked as evidence.

All other property taken into Oklahoma City Police Department custody shall be booked as found, recovered, or safekeeping. (non-evidence).

Revised 07/07

#### **184.10 Booking Property – General**

An employee shall not retain in his personal possession, in a police vehicle, or under his control any property taken into custody.

All property shall be properly booked in accordance with the property management policy and deposited with the Property Management Unit as soon as feasible, but no later than the end of the officer's or employee's shift. All



property shall be documented on the Property/Evidence Booking Sheet. This shall include all drug and/or serology evidence, but not to include latent fingerprint cards being submitted to AFIS. A written report shall be made by the booking officer on all property placed in the property room.

Property Management Unit personnel will review all property taken into custody, to verify content and accuracy. The Property Management Unit reserves “a right of refusal” for any property not accurately documented at time of initial booking or return from release. Property not booked in accordance with established department procedures will not be accepted for booking until the discrepancies are corrected. Items will be inventoried and stored, but not officially booked until all corrections are made.

Exception is made for sealed items submitted by Crime Scene Investigation personnel or packages that are submitted in an evidence envelope for fingerprint, serology and/or ballistics testing. Crime Scene Investigation personnel shall document the contents of the sealed items on the outside of the respective packaging.

Personnel accepting custody of property will describe, itemize, and list the serial number of each article on the Property Booking Sheet and Disposition Card and shall preserve all records pertaining to arrested subject(s), the finder of the property and/or the owner. The only time a Disposition Card is necessary is in instances when the booking officer is also going to make disposition on the property.

All persons submitting, receiving, temporarily signing out or returning property will document their action by signing the Chain of Custody Log.

During the hours the Property Management Unit is closed, officers will utilize the storage lockers, storage cages and drop boxes provided in a secured area of the warehouse of the Property Management Unit building designated for “after-hours” booking operations. Property will be placed in the most appropriate sized storage area for the property being booked and the location will be documented in the upper right hand corner of the booking sheet. Officers will ensure the locker or cage is locked with the attached padlock before leaving the area. If overhead doors to the secured area are used, they will be secured before exiting.

All non-evidential property and property taken for safekeeping will require a property disposition release card filled out by the booking officer. The card shall denote to whom the property should be released to if known. This shall include prisoner’s property the detention unit would not accept. Property being held for safekeeping not claimed within thirty days will be considered unclaimed and disposed of as allowed by law.

Revised 07/07

### **184.15 Responsibility for Booking Property**

All property booked shall be transported and booked by the officer assigned to the call, except when the responsibility is assumed by an Investigator or Crime Scene Investigator at the scene, or when assigned to another officer.

Revised 07/07

### **184.20 Booking of Documents**

All original documents, which may be evidence, such as checks, money orders, bank drafts, notes, contracts, rental agreements, and search waivers, shall be booked in the Property Management Unit as evidence. Sexual Assault Exam Reports will be booked in separately from the rape kit, which is submitted through the refrigerated serology drop.

Revised 07/07

### **184.21 Booking of Property from Impounded Vehicles**



All property removed from an impounded vehicle shall be booked as evidence or non-evidence and submitted to the Property Management Unit.

When an arrest is made the officer will properly inventory the vehicle listing the contents of the vehicle on the vehicle Tow-In Report. Items of apparent value, such as, but not limited to, jewelry, guns, and expensive video or camera equipment will be placed in the Property Management Unit.

Supervisors may authorize deviation from this procedure if the quantity or size of the property involved makes the procedure impractical.

Revised 07/07

## **184.22 Found Property in Police Vehicles**

When contraband is found in a police vehicle, the officer finding such shall immediately contact his supervisor. The contraband will be transported and booked into the Property Management Unit or Forensic Services Drug Locker.

For the purpose of this procedure, contraband shall include narcotics, weapons, or other items of criminal nature.

When any other property is found, the officer will first attempt to identify and locate the owner, making arrangements to return the property. If this cannot be accomplished, the property will be booked into the Property Management Unit and a Crime Incident report will be made documenting the officer's actions.

Revised 07/07

## **184.23 Booking Undeveloped Film**

Undeveloped film, which may be of evidential value, shall be submitted to the Police Photo Lab for processing. The assigned investigator or Crime Scene Investigation Unit personnel shall book film in the Property Management Unit.

If it is determined the photos are of no evidential value, they may be placed in the Property Management Unit for safekeeping or with the arrested person's personal property at the Jail.

Revised 07/07

## **184.24 Booking Latent Fingerprints**

Latent fingerprints will not be booked into the Property Management Unit or sent through inter department mail. Latent fingerprints collected by department personnel will be submitted to the Latent Prints Laboratory in person or by utilizing the drop box provided for submission of fingerprint evidence located in a secured area of the Property Management Unit.

Revised 07/07; Revised 5/15

## **184.25 Recovered Vehicle Parts**

Small vehicle parts that will fit into the police car should be transported and tagged into the property room. Larger items will be impounded by the district wrecker in which case the officer will fill out an Tow-In Report. In either case the officer will complete the appropriate report.

Revised 07/07

## **184.26 Hazardous Materials / Explosives**

Whenever suspected explosives, explosive devices, or hazardous materials are encountered, a supervisor and a bomb technician shall be contacted. Material suspected of having explosive or toxic potential will only be handled by a bomb technician. The Arson Squad of the Oklahoma City Fire Department will handle suspected incendiary devices.



No member of the Oklahoma City Police Department, except bomb technicians, will move or attempt to move, handle, dismantle or take any other action that could cause the detonation of a suspected explosive device unless such action is a last resort and an imminent danger to human life exists.

If the items found are determined by a bomb technician to be safe for storage at the Police Department, they may be booked into the Property Management Unit.

Revised 9/05; Revised 07/07

### **184.27 Unsafe / Perishable Property**

The Property Management Unit will not accept any property considered unsafe and/or perishable.

All property considered unsafe or perishable shall be photographed and destroyed or disposed of as directed by an OCPD supervisor. As a minimum two photographs must be taken.

One photograph shall include the responsible officer and a clearly visible incident number. Photographs of property, which are of evidential value, will be booked into the Property Room. In all cases where items are destroyed, the responsible officer will complete a report documenting the destruction.

Adopted 07/07

### **184.28 Caustics / Acids / Unknown Substances**

Substances of unknown composition shall be considered unsafe. Property Management Unit personnel will not accept hazardous materials, which include gasoline, toluene, etc. Officers shall contact their supervisor to locate an appropriate site where hazardous materials can be properly disposed.

Halide bulbs from marijuana grow shields shall be removed, photographed and left at the scene. This type of evidence will not be submitted due to the hazardous gas that will be released if the bulb is broken. If there is a need to have them processed for fingerprints, it should be done at the scene.

Biohazard materials may be accepted by Property Management Unit personnel, but must be clearly marked by the booking officer.

Adopted 07/07

### **184.29 Found or Confiscated Currency / Jewelry**

All currency, found or confiscated, shall be submitted to the Property Management Unit as soon as practical, or no later than the end of the shift.

All currency booked into the Property Management Unit shall be counted in the presence of at least two employees of the Oklahoma City Police Department. The employees must agree on the amount of currency prior to completing the booking process. If the employees cannot agree on the amount of currency, a supervisor will be contacted to verify the amount.

All currency will be placed in a currency evidence envelope and secured. Each employee who counted the currency will affix his or her signature to the envelope and the Currency Card. The total amount of currency and the denominations of bills and coins will be written on the outside of the envelope. The Currency Card will be placed inside the envelope before sealing. Employees will list the total amount of currency on the Property Booking Sheet.

In any case where currency and other types of property are found or confiscated together, the currency shall be given the same case number as other property but shall be placed in a separate envelope and handled as outlined in the above procedure.





All jewelry being booked into the Property Management Unit shall be itemized and described in detail on the Property Booking Sheet. This information is imperative for identification purposes. All jewelry will be placed in an envelope with a completed Jewelry/Counterfeit Card placed inside with the property.

NOTE: After hours counterfeit bills should be placed in an Evidence Envelope listing the denominations and shall be placed in the money drop box. A Jewelry/Counterfeit Card will be completed and placed with the property.

Revised 7/07; Revised 7/11

### **184.30 Found or Confiscated Narcotics, Dangerous Drugs or Narcotics Implements**

Field-testing of narcotics will be utilized to identify possible evidence prior to booking of the suspect. Field test materials for testing suspected narcotics will be provided by the Forensic Services Laboratory and maintained in the jail. Written directions will accompany the test materials. The on duty jail supervisor is responsible for notifying Forensic Services personnel when test materials are running low, so as to ensure an adequate supply is always on hand for testing purposes.

The arresting officer will conduct a field test of suspected narcotics following the directions provided with the testing materials.

The Forensic Lab normally requires a minimum of five capsules or tablets or five cubic centimeters of liquid for conclusive analysis and evidence purposes. If there is not an excess of the required amount then the suspected narcotic should not be field-tested. If there is less than five capsules or tablets or five cubic centimeters of liquid, it still should be submitted for analysis.

The officer will ensure the evidence is not contaminated through field-testing or packaging by separating all evidence by type (i.e. marijuana, amphetamines, barbiturates, etc.).

Each type of narcotic shall be placed in a separate container (envelope, pill bottle, etc.) and sealed. Each container will be placed in an OCPD Evidence Envelope / Submittal sheet, which shall be sealed with a pre-numbered evidence seal so access into the envelope cannot be gained without damage to the envelope.

When the seized narcotics/drugs are in excess of five pounds, the officer shall contact the on-call Special Projects Supervisor, while still at the incident location. The Special Projects Supervisor will arrange for specific processing.

When the seized narcotics are too large or bulky to be placed in the evidence envelope, the narcotics will be placed in a larger container, which shall be sealed with a pre-numbered evidence seal. The officer will complete the information on the envelope clearly and thoroughly. When items too large for the evidence envelope are submitted, the officer shall complete the information on an OCPD Evidence Envelope/Submittal Sheet and attach it to the large container.

The narcotics envelopes shall be deposited inside the narcotics evidence "drop box" located within the secured area of the Property Management Unit.

When the narcotics seized are too large or bulky to be placed in the narcotics locker during the hours the Property Management Unit is closed, officers will utilize the storage lockers and cages located in the secured portion of the warehouse designated for "after-hours" booking. If sufficient storage space is not available, the on-call PMU supervisor will be contacted and arrangements will be made to accept the evidence.

The officer will ensure the arrest report contains a physical description of the evidence, the manufacturer and identification or code number of the evidence, when known. The arrest report will also contain the field test results as to the type of narcotic identified and the name of the person conducting the field test. The name(s) of all persons handling the narcotics evidence will also be listed in the arrest report.



If the field test is inconclusive, the suspected narcotic shall be submitted to the Forensic Services Lab for chemical analysis.

If other charges are pending on the person in possession of the suspected narcotic, and a field test is not available, that person may be placed in jail on those charges and the suspected narcotics submitted to the lab for chemical analysis. The officer should note on the evidence submittal sheet that the prisoner is in jail on other charges and a possession of narcotics charge is awaiting the outcome of the chemical analysis. If a field test is not available and no other charges are pending on the person in possession of the suspected narcotics and sufficient identifiers are available (i.e., positive identification, address, etc.) that person may be released and the suspected narcotics submitted for chemical analysis.

NOTE: It may be necessary to photograph and fingerprint the person prior to release.

All drugs, taken into custody, shall be placed in the drug locker. If the drug package is too large to place in the drug locker, it will be packaged in sacks or boxes holding no more than 50 lbs each. The packages will be placed in one of the storage cages provided at the Property Management Unit. All drug evidence shall be packaged separately from drug paraphernalia. If property is to be destroyed or released to an owner, officers will attach a Property Disposition/Release card to the booking sheet denoting to whom property shall be released.

All syringes not being submitted for analysis shall be placed in the syringe disposal drop in the PMU.

NOTE: If it is necessary for currency to be submitted for testing, officers will denote denomination and serial number on the evidence envelope.

If property is to be destroyed or released to an owner, officers will attach a Property Disposition/Release card to the evidence envelope.

Revised 07/07; Revised 10/08

### **184.31 Locked Containers**

Locked containers such as suitcases or briefcases must be opened and the contents inventoried before booking. If probable cause exists to believe contraband or evidence is in the container, a search warrant, waiver or consent must be obtained.

Revised 07/07

### **184.32 Evidence Container –Identification**

The property tag should be attached to the container. If more than one container is booked under one tag number, the other container(s) should be marked with the tag number.

Revised 07/07

### **184.33 Marking of Evidence**

An item of evidence shall not be marked if it is the flag of the United States or the State of Oklahoma. If it is necessary to mark an item to identify it, the mark shall be:

- A. As small as possible.
- B. Placed so as to prevent altering, contaminating or destroying its evidentiary value or reducing its market value.
- C. Made as soon as possible by the officer booking the item.

Revised 07/07



#### **184.34 Packaging and Wrapping of Booked Property**

Depending upon the nature of the property booked, it shall be:

- A. Wrapped into a bundle with wrapping paper; or
- B. Tagged with a tag only; or
- C. Placed in a cardboard evidence box; or
- D. Placed in an evidence envelope or evidence sack.

NOTE: Only items that are in need of drug testing, ballistic testing, serology or fingerprint examination shall be placed in the evidence envelopes. All other property should be placed in a plain paper sack or envelope.

Revised 07/07

#### **184.35 Booking of Cartons and Boxes**

Cartons and boxes need not be wrapped unless necessary for their protection.

Revised 07/07

#### **184.36 Booking of Odd-Shaped or Large Items**

Odd shaped or large items such as gambling equipment, tires, motors, radios, and suitcases need not be wrapped; however, an appropriate tag bearing the identifying information as required shall be attached to each item.

Revised 07/07

#### **184.37 Booking Firearms**

When booking firearms, they should be made safe by removing the magazine and unfired ammunition. Officers will lock the action (slide) to the rear of the firearm or open the cylinder on a revolver when possible. DO NOT place any items through the barrel and/or action of the firearm. This could potentially cause damage to the rifling of the barrel and or the breach face of the firearm which in turn may alter or destroy critical markings inside such evidence. The booking officer will ensure there is no ammunition in the firearm and will render it safe.

NOTE: If unsure of a safe way to unload a firearm, call the Firearms Range Master or seek advice from your supervisor. Do not assume the firearm is safe! FIREARMS WHICH HAVE NOT BEEN UNLOADED AND MADE SAFE WILL NOT be booked into the Property Room. The position of the spent and unspent ammunition should be noted and a diagram prepared by the booking officer prior to their removal.

Employees will not carry found or confiscated firearms in the area of the Crime Information Unit service window.

Revised 07/07; Revised 06/09

#### **184.38 Releasing Weapons Taken for Safekeeping**

There may be instances in which an officer has taken a weapon AND no weapons charge is placed on any of the parties involved. The officer placing the weapon in the property room for safekeeping shall fill out a property disposition card, indicating the name of the person to whom the weapon can be released and their address. The officer will also sign the card authorizing the release of the weapon to the person indicated on the card.

Revised 07/07

#### **184.39 Booking Alcoholic Beverages**

Unopened containers shall be booked in the original container.



Opened containers, which cannot be resealed or capped, should have a sample drawn and placed in an airtight container. The remaining liquid in open containers may be destroyed by the booking officers. If necessary as evidence, the empty container shall be marked and then booked along with the airtight container.

Revised 07/07

#### **184.40 Booking of Pocketknives, Razors, Etc.**

When the blade of a knife or razor contains evidence, which may be destroyed if the blade is closed, the blade shall be left open. If the knife or razor may be closed, the blade and handle shall be secured in a closed position.

The knife or razor shall be attached to a piece of cardboard.

Fixed-blade knives shall be booked as described above unless in a scabbard. If in a scabbard, they shall be placed in an evidence envelope of an appropriate size.

Razor blades shall be placed in a cardboard evidence box or paper sack of appropriate size and the container shall be sealed and marked with the words "Sharp Instrument".

All sharp or pointed objects shall be rendered safe by proper wrapping and packaging.

Care shall be exercised to prevent destruction of trace evidence.

Revised 07/07

#### **184.44 Booking of Broken Glass and Glass Particles**

Glass recovered from different areas shall be packaged separately.

Glass pieces shall be packaged in rigid containers and care should be taken to protect broken or fractured edges from any additional damage or breakage.

Revised 07/07

#### **184.50 Submission of Evidence to Laboratory Services**

Various methods can be employed in submitting physical evidence to Laboratory Services for analysis. Generally, the method selected will depend upon the type and size of the evidence involved. Whatever method employed, care must be taken to ensure evidence will not be lost, damaged, or contaminated and chain of custody is protected.

An evidence envelope / submittal sheet will accompany evidence being submitted for analysis. All evidence being submitted must be placed in individually sealed packages.

Should analysis of submitted evidence be requested at any time, an "Oklahoma City Police Department Laboratory Services Division Request for Analysis Form" must be completed and submitted to the proper laboratory discipline.

All property, which is for subsequent scientific analysis (except latent fingerprint analysis), will be submitted to the Laboratory Services by booking property into the Property Management Unit.

Care shall be taken to ensure all evidence that requires refrigeration is placed in the appropriate drop box.

Revised 07/07; Revised 5/15

#### **184.51 Collecting Evidence**



The officer collecting the evidence to be submitted to Laboratory Services will first make note of the location at the crime scene where the evidence was found. He/ she will collect the evidence, placing it in a paper envelope, sack, bundle or appropriate container.

Revised 07/07

#### **184.52 Wet Biological Samples**

If a wet biological sample, such as blood on a piece of clothing is collected, the item is to be air dried and then placed in a paper container.

Revised 07/07

#### **184.53 Other Liquids**

Other liquids will be placed in a suitable container such as a bottle or can and sealed so as not to leak.

Revised 07/07

#### **184.56 Evidence Envelope / Submittal Sheet**

The officer will fill in all information possible on an OCPD Forensic Services Evidence Envelope/Submittal Sheet.

All evidence, which is for subsequent scientific analysis is to be placed in evidence envelope/submittal sheet(s). If the item is too large to place in an evidence envelope, a paper sack or cardboard box may be used and the evidence envelope/submittal sheet attached to it.

The evidence envelope/submittal sheet or container(s) will be sealed using an OCPD Evidence seal(s) in such a manner that access into the envelope/container cannot be made without irreparable damage.

The sealed envelope/container(s) will be given to the Forensic Services secretary; or, if Forensic Services is closed, the sealed envelope/container(s) will be placed in the evidence drop box located within the secured area of the Property Management Unit.

Revised 07/07; Revised 5/15

#### **184.58 Blood Sample / Rape Kits**

Blood sample or rape kits are to be placed in the refrigerated evidence “drop boxes” located within the secured area of the Property Management Unit.

Revised 07/07

#### **184.59 Reports**

The officer will make a report listing all, but not limited to, the following:

- A. Physical description of evidence;
- B. Name of the officer collecting the evidence;
- C. Specific locations where the evidence was found;
- D. Date evidences were found;
- E. Victims and/or suspects name(s); and
- F. Evidence seal number.

Revised 07/07



### **184.70 Release / Return of Property / Evidence**

Employees are often required to have property/ evidence released to them from the Property Management Unit, Crime Scene Unit, Laboratory Services Unit or other Units within the Department for court or investigative purposes.

When property/evidence is released into the employee's custody, it shall become the responsibility of that employee to return the property/evidence to the appropriate unit. This includes property/evidence released to an employee to be used for court or investigative purposes.

Property removed for court presentation will only be signed out to the officer/investigator assigned to the case or to the Property Management Unit personnel designated for this particular function. Property removed for other investigative reasons should be returned by the same individual who removed it. Personnel of the Property Management Unit shall handle all requests from the courts for photographs of evidence/property being held when proof of ownership issues arise. Exceptions may be made at the discretion of the Property Management Unit supervisor.

If a weapon has been released from inventory to an employee for testing (Forensics, Ballistics, etc.), it shall be the responsibility of the employee to return the weapon to the appropriate unit.

If an employee had property/evidence released to them and termination, resignation or retirement occurred; the employee's supervisor or a supervisor's designee shall be responsible for returning the property/evidence to the appropriate unit.

Adopted 2/98; Revised 07/07

### **185.0 Handling Expressive Materials**

Adopted 07/10

#### **185.10 General**

Until there has been a judicial determination that the expressive material (including books, music, magazines, and movies, in whatever form) violates Oklahoma law and/or is obscene, officers should not confiscate this material except under the very narrow circumstances defined below.

Adopted 07/10

#### **185.20 Criminal Prosecutions**

If officers are involved in a criminal investigation that may result in arrest or prosecution for the possession and/or distribution of obscene materials or child pornography, those officers may seize only one copy of any such material, and then only when a warrant for this seizure has been obtained. The warrant will have to be obtained based on a finding of probable cause to believe that the possession or distribution of the materials is illegal.

However, in a case where the material is present somewhere other than at a commercial establishment, where the officers have probable cause to believe the materials are obscene or contain child pornography, and where the officers believe that the materials will be hidden or destroyed before a warrant can issue, that officer may seize the evidentiary copy or copies and hold that copy or copies for as long as necessary to obtain a warrant. If no warrant is obtained, the material shall be released.

Adopted 07/10

#### **185.30 Alternative Means of Acquisition**



Officers may obtain copies of the expressive materials without limitation if such copies are available for purchase or rental, or by other lawful method generally available to the public, such as free distribution or downloading from the Internet.

Adopted 07/10

## **185.40 Adversarial Process**

Officers are not authorized to obtain an informal judicial ruling on the legality of questionable materials without seeking to obtain a warrant. This prior practice has been discontinued. However, officers may still obtain warrants for arrest and seizure of evidence on an ex parte basis.

Adopted 07/10

## **185.50 Other Questionable Materials**

If an officer encounters other expressive materials, such as signs or bumper stickers which might be construed as threatening or otherwise illegal, that officer should contact his/her supervisor before taking any enforcement action.

Adopted 07/10

## **186.0 Automated License Plate Readers**

The purpose of Automated License Plate Readers (ALPRs) is to help identify stolen vehicles, stolen license plates, or locate vehicles that have been entered into the hot list databases described below. ALPRs will be used in accordance with State and Federal Laws, and in a manner consistent with Departmental written directives and appropriate privacy concerns. The data captured will be used exclusively for official law enforcement purposes.

### **A. Definitions:**

**AUTOMATED LICENSE PLATE READER (ALPR)** – Equipment consisting of cameras and other computer hardware/software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared to a hot list of license plates.

**CONFIRMATION** – A hit must be verified through the active database in which the license plate was entered. Example, a hit on a stolen license plate that was originally entered into NCIC, must be verified through NCIC as per Departmental written directives. A hit on the hot list alone is not confirmation.

**DATA DOWNLOAD** - Automatic updating of the hot list.

**HIT** – Visual and/or audio notification of a match between a scanned license plate and a license plate on the hot list.

**HOT LIST** - A database populated with specific license plates related to a law enforcement concern. The databases include, but are not limited to NCIC, OLETS, Municipal Court, or local data entered by CIU.

**MANUAL/LOCAL ENTRY** – License plate information that is manually entered into the hot list by CIU personnel.

**SYSTEM ADMINISTRATOR**- Manages the technical aspects of the server (maintenance and connections) and establishes access accounts for ALPR users.

### **B. General Statements:**

1. Only officers who have successfully completed the Department's training program on ALPRs shall operate the ALPR.
2. ALPR equipped vehicles will only be assigned to divisions authorized by the Chief of Police.



3. Officers should remember that a license plate number does not identify a specific person; rather it simply identifies a specific license plate.
- C. EQUIPMENT
1. When assigned to a vehicle equipped with an ALPR system, the officer shall ensure that the equipment is turned on and functioning properly during their entire tour of duty.
  2. Any ALPR equipment malfunction or damage will be immediately reported to a supervisor. The supervisor will notify the System Administrator via e-mail of the malfunction/damage. All maintenance or repairs to ALPR equipment will be performed by Radio Shop personnel.
- D. ALPR HIT
1. When a hit is obtained by the ALPR, the officer will visually verify the license plate scanned and confirm the status of the license plate/vehicle prior to taking any enforcement action. Officers will not rely on the hit alone to take enforcement action.
  2. Officers will use appropriate techniques and tactics to deal with a license plate/vehicle where a hit has been confirmed. This may include contacting a supervisor, requesting additional officers, conducting a felony stop or dealing with an unoccupied vehicle.
- E. DATA ENTRY AND UPDATE
1. The Hot List is automatically updated twice per 24 hour period (2 a.m. and 2 p.m.), except for manual entries.
  2. CIU personnel will add or remove manual/local entries as needed.
- F. DATA RETENTION and SHARING
1. Data will be purged from the system once the maximum retention period of sixty (60) days has been reached, unless the information has become evidence in a specific criminal investigation.
    - a. In those cases the applicable data shall be downloaded from the server and maintained in accordance with appropriate evidence and chain of custody procedures.
  2. ALPR data will not be shared as part of a law enforcement information database. However, other law enforcement agencies may request ALPR information related to specific criminal investigations in their jurisdiction.
- G. DATA ACCESS
1. Access to ALPR data will be limited to designated departmental employees and, its use will be for official purposes only.

Adopted 01/13

## **187.0 Crime Scenes or Investigations Involving Computers, Electronic Devices and Digital Evidence**

Computers, phones, tablets and other electronic devices may contain evidence of criminal activity and accessing these devices must be done appropriately. Some examples of electronic devices may include, but are not limited to the following:

- A. Computers;
- B. Caller ID boxes;
- C. Gaming systems;
- D. Cell phones;
- E. Security cameras/closed circuit television devices;
- F. Digital cameras;
- G. Digital video recorders;
- H. Electronic organizers;
- I. Pagers;
- J. Portable mp3 players;
- K. USB memory devices (thumb drives) or memory cards; and
- L. Other similar devices capable of storing data electronically.

Other than mobile forensic examinations conducted pursuant to Procedure 187.30, seized computers and/or other electronic evidence will only be forensically examined by a member of the Oklahoma City Police Department Computer Forensics Unit. No forensic examination will take place using department computers, which are part of the City of Oklahoma City Network.





Officers responding to crime scenes involving computers or other electronic devices shall:

- A. Secure the scene by ensuring all persons are removed from the immediate area from which evidence is to be collected;
- B. Do not alter or allow others to alter the condition of any electronic devices. If it is off, leave it off. If it is on, leave it on; and
- C. When appropriate have communications notify the on call Computer Forensic Unit Supervisor. Once the on call Computer Forensics Investigator contacts the primary officer on the scene, the officer shall follow the directions given by the Computer Forensics Investigator.

Adopted 2/15

## 187.10 Definitions

- A. Computer – A general purpose device that can be programmed to perform a set of arithmetic or logical operations automatically. A computer usually consists of a processing element (CPU), some form of memory (HDD or Flash) and peripheral devices to facilitate input and output.
- B. Computer Forensics – The science of examining digital media in a forensically sound manner with the aim of identifying, preserving, recovering, analyzing and presenting the facts and opinions about the digital data.
- C. Digital Evidence – Information stored or transmitted in digital form that a party to a court case may use at trial. Must be deemed by the courts to be admissible, relevant and authentic.
- D. Forensic Examination – Investigation of material found on devices capable of storing digital data. It consists of several elements including forensic imaging (acquisition), analysis of digital data and the production of a report containing collected evidence.
- E. Forensic Software – Software that allows a Computer Forensic Examiner to create an exact copy of digital media and analyze it to obtain digital evidence without modification to the original media.
- F. Logical Extraction – An acquisition of data as a bit-by-bit copy of files (Directories and Files) that reside on a file system partition within a mobile device. Usually a logical extraction returns only information that is available to the user of the mobile device (excludes deleted files). A Logical extraction acquires information from a mobile device using the device manufacturer’s application programming interface to synchronize the mobile device’s content with a computer
- G. Mobile Forensic Examination Device – A commercially produced device consisting of hardware and software capable of acquiring digital data from a mobile device, extracting hidden, deleted or encrypted digital data and conducting an analysis of the extracted data. An example of this device is commonly referred to using its brand name “Cellebrite” or “UFED.”
- H. Physical Extraction – An acquisition of data as a bit-for bit copy of an entire physical store. All data, including deleted files and data remnants, are acquired during the extraction. A physical extraction acquires information from the device by direct access to the flash memory.

Adopted 2/15

## 187.20 Submitting Evidence to the Computer Forensics Unit (CFU)

1. Book the item into the Property Management Unit (PMU):
  - A. When possible, evidence should be booked into the Property Management Unit by the person collecting the evidence. In all cases, chain of custody shall be documented.
  - B. Ensure all devices are powered OFF by removing the battery, if possible. In devices without removable batteries, turn the device OFF utilizing normal power-down procedures. This will prevent the device from communicating with cellular or Wi-Fi networks during storage to prevent remote “wiping” (destruction) of the evidence. If unsure about how to properly power down the device, call the Computer Forensics Unit for assistance.
  - C. Anyone requiring the examination of a computer, cell phone or other digital device should first ensure the items have been properly booked into the Property Management Unit as per OCPD Procedure 184.0. A bar-code sticker (issued by the Property Room) must be affixed to the item



- before Computer Forensics examiners can pick up or accept the item. This is required to establish a proper and clear chain of custody for the evidence.
2. Submit a request for examination to the Computer Forensics Unit (CFU):
    - A. Once the evidence has been processed and tagged through the PMU, a CFU “Request for Service Form” shall be submitted in person or electronically, by sending it to the CFU email folder. The person submitting the request for examination will need to provide any documentation or information needed to assist in the accuracy of the examination. CFU examiners will not officially pick up or accept custody of the item(s) without the form being completed first.
    - B. For the purposes of prioritizing examinations, the case investigator shall discuss the evidentiary item and the type of examination needed with the CFU examiner. This is necessary to ensure exams are only completed on devices which are capable of having digital evidence forensically removed and preserved; also, this dialogue will help to ensure examinations are completed on devices with a direct nexus to the investigation.
  3. Examination of the Item:
    - A. Submitted evidence will be placed in queue and prioritized by the unit supervisor; the prioritization is based upon the type of crime involved, time issues, exigent circumstances, etc. If a device needs to be examined immediately due to the imminent threat of life or property, or other circumstances, that information should be communicated at the time of submission.
    - B. No computer, cell phone or other electronic item capable of storing data can be accepted or examined without legal search authority being obtained (search waiver, signed search warrant, etc.). It is the responsibility of the case investigator to obtain the paperwork necessary to authorize the search.
    - C. Once the examination of the item is completed, the case investigator will be contacted and provided with a copy of the evidence for review. Further processing of the evidence, after the initial examination, may be needed once the case investigator has made a preliminary review. Due to the examiner having a lack of direct knowledge about the case, it shall not be the examiner’s role to determine what is or is not considered evidence related to each case. The case investigator shall determine what is to be considered evidence with the assistance of the forensic examiner. The Computer Forensic Unit Examiner will provide the case investigator with a detailed written report and an evidentiary report generated by the forensic software.
    - D. The CFU examiner will return the evidence to the property room when the exam is completed and communicate this fact to the case investigator. At this point, the disposition of the evidentiary item will be the responsibility of the case investigator.

Adopted 2/15

### **187.30 Use of a Mobile Forensic Examination Device**

The department currently utilizes mobile forensic examination devices (commonly called “Cellebrite”) within the Investigations Bureau and the Special Investigations Division. These devices shall only be used by authorized personnel under the following guidelines:

1. Authorized personnel within the Investigations Bureau and Special Investigations Division who are a “Certified Cellebrite Physical Analyst” (CCPA) are permitted to conduct both logical extractions and full physical extractions.
2. Personnel who are only a “Certified Cellebrite Logical Operator” (CCLO) shall only be allowed to conduct a logical extraction.

Adopted 2/15

### **187.31 Mobile Forensic Examination Device Report**

Any authorized personnel utilizing a mobile forensic examination device shall complete a detailed report including, but not limited to, the following information:



1. Observations about the condition of the mobile device prior to extraction (powered on, powered off, inoperable, locked, physical condition / damage, etc.);
2. Authority to search the mobile device (search warrant, search waiver or consent);
3. The pattern lock, pass phrase or pass code used to access the device;
4. Make, model and identifying number (serial number, IMEI, or MEID) of the mobile device;
5. Presence of SIM Card and ICCID (SIM Card ID #);
6. Device name, number and the software version used to process the mobile device;
7. Any actions taken to prepare the mobile device for extraction (charge the battery, place in airplane mode, etc.); or
8. Results of the extraction.

Adopted 2/15

#### **187.40 Retrieval of Video Evidence**

The use of closed circuit television, DVR's, remote cameras and video surveillance has increased and this evidence may be vital to the successful resolution of criminal cases. Personnel should make every effort to preserve, collect and submit the evidence to the PMU and document the collection of any evidence in a report.

If personnel are unable to collect the video evidence, contact the on-call Computer Forensics Unit supervisor for assistance.

Video evidence related to incidents involving a homicide, in-custody death, or officer involved shooting should only be collected by personnel assigned to the Computer Forensics Unit; unless otherwise authorized by the investigative supervisor(s).

Adopted 2/15

#### **188.0 Body-Worn Cameras**

Adopted 12/16

##### **188.05 Purpose**

Body-worn cameras provide objective recordings of events that officers encounter. These recordings may provide valuable evidence for prosecution, assist officers with completing reports and protect officers from false allegations. Body-worn camera recordings will only be used for official purposes and shall never be used to embarrass, exploit or harass an employee or the public.

Adopted 12/16

##### **188.10 Scope**

The following procedures govern the use and management of body-worn camera systems. These procedures do not apply to undercover investigations and/or court-ordered or court-authorized electronic surveillance.

Oklahoma is a one-party consent state; therefore, when an officer is a party to a recorded conversation he or she is not violating state law.

Adopted 12/16

##### **188.15 Definitions**

Body-Worn Camera Administrator - The person assigned to manage and oversee the body-worn camera equipment and systems.

Body-Worn Camera System - The hardware and software that comprises an audio and video recording system.



**Body-Worn Camera** - A camera that is worn on the person of an officer to capture audio and video recordings.

**Categorize** - The process of labeling a recording for retention purposes.

**Digital Evidence Management Unit** - The unit responsible for management of the audio and video recordings obtained from body-worn cameras. This includes, but is not limited to: copying, redacting or deleting the audio and/or video recordings.

**Failure to Activate** - When an officer does not activate the BWC as required by this procedure.

**Function Test** - The process of verifying the body-worn camera is operating properly. This includes a visual inspection for any obvious damage, ensuring the LCD screen is properly displaying camera information, recording a short video, uploading the video and reviewing the video to verify the camera is recording properly.

**Healthcare Facility** - Any public or private authority, corporation or business where healthcare services are provided. Examples may include, but are not limited to, a hospital, emergency room, ambulance, health clinic, doctor's office, nursing home, pharmacy, dental office, drug or alcohol treatment facility or mental health facility.

**Individually Identifiable Health Information** - Any personal medical information whether oral or recorded in any form or medium, including demographic information collected from an individual that is created or received by a healthcare provider, health plan, employer or healthcare clearing house and relates to the past, present or future physical or mental health or condition of an individual, the provision of healthcare to an individual or the past, present or future payment for the provision of healthcare to an individual and identifies the individual or there is a reasonable basis to believe that the information can be used to identify the individual.

**Informant** - As defined in Procedure 191.0, to include an unnamed source.

**Monthly Review** - On a monthly basis each lieutenant will query the recording database for one randomly selected body-worn camera recording for each officer under that lieutenant's command. While conducting this review, the lieutenant shall evaluate the actions of all officers captured in the recording for compliance with all written directives. For each recording reviewed, the lieutenant shall complete an electronic Body-Worn Camera Review Form.

**Official Purposes** - Actions commensurate with the duties and responsibilities of a police employee while adhering to the written directives of the police department. Other parties such as prosecuting or municipal attorneys and/or their staff will have access to body-worn camera recordings to carry out their official duties.

**Operational Purposes** - Review of an incident where a specific officer's performance is not the basis for the review.

**Tag** - The process of labeling a recording with all required metadata (identification parameters).

**Undercover Officer** - An officer requiring anonymity based upon current law enforcement assignment where identifying the officer could jeopardize his or her safety and/or an on-going investigation.

**Voluntary Contact** - A consensual encounter by a police officer with a person for official purposes. A voluntary contact can be initiated by an officer in a place where the public and the officer have a lawful right to be or in a place where a person has a reasonable expectation of privacy, such as a person's home. Consent by the person can be expressed or implied and must be freely and voluntarily given and be free of coercion. "Free of coercion" means a reasonable person would believe they are free to leave or not respond to the officer's questions and deny the officer's request. Consent can be revoked by the person at any point during the course of a voluntary contact.

Adopted 12/16

## **188.20 Use of Department Issued Body-Worn Cameras**



Each officer must be trained in the operation of the body-worn camera system and the applicable written directives prior to use. Only department issued body-worn camera systems shall be used. Each officer assigned a body-worn camera is required to use it during his or her shift and shall operate the assigned body-worn camera in accordance with written directives. If a priority call or other circumstance prevents an officer from attending lineup and checking out a camera, the officer shall return to the briefing station after completing that incident or call and check a camera out for the remainder of the shift. All department issued body-worn cameras, associated equipment and recordings are the property of the Oklahoma City Police Department.

Body-worn cameras contain configuration settings that are applied by the Body-Worn Camera Administrator and settings that are configurable by the officer. The officer will not intentionally change or modify any of the Body-Worn Camera Administrator's configuration settings.

Adopted 12/16

### **188.25 Maintenance and Care**

Each officer is responsible for all body-worn camera equipment assigned to him or her. Prior to each shift, the officer shall ensure the assigned body-worn camera is operating properly by performing a Function Test. An officer may perform a Function Test at any other time he or she believes it is necessary. If at any time the officer discovers the body-worn camera is damaged or malfunctioning, the officer shall notify his or her supervisor as soon as practical. If the supervisor cannot resolve the issue, the supervisor will notify the Body-Worn Camera Administrator by email and the officer will submit a Damage/Malfunction Report through SharePoint. If the body-worn camera is physically damaged, the officer will also complete an incident report titled Damage to City Equipment. If a camera is damaged or malfunctioning, it shall not be used and will be returned to the Body-Worn Camera Administrator.

Adopted 12/16

### **188.30 When a Body-Worn Camera Shall Be Activated**

Each officer shall activate his or her body-worn camera under the following circumstances:

1. Voluntary contact (only in a public place or a place where the public and the officer have a right to be). If a voluntary contact is initiated in a location where a person has a reasonable expectation of privacy, and one of the criteria listed in numbers 2-9 below do not apply, the officer shall receive consent from the person prior to continuing to record the voluntary contact;
2. Prior to any investigative detention, mental health detention, traffic or vehicle stop or custodial arrest;
3. Prior to a use of force;
4. Prior to initiating any Code 3 response;
5. Prior to exiting the police vehicle on a Priority 1 or Priority 2 call;
6. While involved in any vehicle or foot pursuit;
7. When conducting a Standardized Field Sobriety Test (SFST) or Drug Recognition Expert (DRE) evaluation;
8. While transporting, guarding or coming into contact with any person who becomes uncooperative, agitated, combative, threatening or makes statements related to his or her arrest/protective custody;
9. For the purpose of documenting a dying declaration; or
10. When directed by a supervisor.

Adopted 12/16

### **188.31 When a Body-Worn Camera May Be Activated**

An officer may activate his or her body-worn camera anytime the officer deems it appropriate to record for official purposes, except as prohibited under Procedure 188.32.

Adopted 12/16



### **188.32 When Body-Worn Cameras Shall Not Be Activated or Shall Be Deactivated**

Unless required by Procedure 188.30, an officer shall not activate or shall deactivate his or her body-worn camera:

1. When knowingly interviewing victims, witnesses, involved parties or reporting parties;
2. In any situation where individuals have a reasonable expectation of privacy, such as their residence, a bathroom or a locker room;
3. In a healthcare facility, unless required by Procedure 188.36;
4. During an administrative investigation;
5. When knowingly in the presence of an undercover officer or informant, unless recording is requested by the undercover officer;
6. During activities, conversations or meetings with law enforcement employees;
7. When discussing operational or tactical strategies;
8. During personal conversations, activities or meetings that are not law enforcement related;
9. When securing a crime scene and none of the conditions in Procedure 188.30 or Procedure 188.31 apply;
10. At the conclusion of a call or incident; or
11. When directed by a supervisor.

Adopted 12/16

### **188.34 Announcement Prior to Deactivation**

Prior to deactivating a body-worn camera and when safe to do so, the officer shall make a recorded announcement as to the reason the camera is being deactivated, such as:

1. Contact completed;
2. Incident concluded;
3. Ordered by supervisor (name) to end recording;
4. Interviewing known victim, witness, reporting party or involved party; or
5. Non-enforcement activity.

Adopted 12/16

### **188.35 Prohibited Use of Body-worn Cameras**

Body-worn cameras and/or body-worn camera recordings shall not be:

1. Used for personal gain or activities;
2. Copied, deleted, altered, uploaded, reviewed or released in any manner, except as authorized by written directives; or
3. Viewed by citizens, unless authorized by a supervisor.

Body-worn cameras shall not be:

1. Used to record department employees, except as provided for by this procedure;
2. Removed from the officer's person and left unattended while recording; or
3. Used to record any court proceeding or administrative hearing.

Adopted 12/16

### **188.36 Use of Body-Worn Cameras in Healthcare Facilities**

Federal law imposes severe restrictions on healthcare providers concerning the release of "Individually Identifiable Health Information." The definition of such information is very broad and includes patient identity, directly or indirectly by any means including clothing, event or a particular injury.



An officer shall activate his or her body-worn camera in a healthcare facility, only under the following circumstances:

1. When conducting a voluntary contact;
2. Prior to any investigative detention, mental health detention, custodial arrest or use of force;
3. When interviewing anyone detained or arrested. The interview should be conducted in a private room or area where recording would not knowingly capture any “Individually Identifiable Health Information” of another person;
4. While involved in a foot pursuit;
5. When conducting a Standardized Field Sobriety Test (SFST) or Drug Recognition Expert (DRE) evaluation;
6. While transporting, guarding or coming into contact with any person who becomes uncooperative, agitated, combative, threatening or makes statements related to his or her arrest/protective custody;
7. For the purpose of documenting a dying declaration; or
8. When directed by a supervisor.

Adopted 12/16

#### **188.40 Notification**

Except as required by Procedure 188.30.1, an officer is not required to advise a person he or she is recording their interaction unless the person specifically asks if they are being recorded, at which point the officer shall inform the person they are being recorded.

Adopted 12/16

#### **188.45 Incident Identification and Reporting**

Each recording will be tagged by the officer, and shall be completed no later than the end of the officer’s shift. The officer shall make a notation, comment, or statement on all reports, citations, FI cards or CAD calls, if applicable, when a recording is made. The officer shall document the existence of a body-worn camera recording in all applicable reports and this documentation will take place in the first line of the narrative or immediately thereafter.

If an officer does not make a complete recording as required or interrupts a recording, the officer will document the circumstances of such action in the appropriate report.

The use of a body-worn camera does not alleviate the responsibility for an officer to complete a detailed report related to their involvement in an incident as required by written directives

Adopted 12/16

#### **188.46 Uploading**

Each officer is responsible for preservation of recorded content on his or her assigned body-worn camera until uploaded. The officer will upload his or her body-worn camera recording(s) no later than the end of their shift, unless authorized by a supervisor. The officer will upload recordings when the camera is nearing its storage capacity.

Adopted 12/16

#### **188.47 Access and Viewing of Body-Worn Camera Recordings**

All access, viewing and activity related to body-worn camera recordings are logged and subject to audit at any time. Access and viewing of body-worn camera recordings shall only be by personnel, as authorized by this procedure.

Adopted 12/16



### **188.50 Officer Review of Body-Worn Camera Recordings**

An officer will be allowed to review his or her body-worn camera recordings or the portion of another officer's recording where that officer is captured:

1. To assist with an investigation and completion of reports;
2. Before making any statement or being interviewed, when the officer is the subject of an investigation. If the officer is the subject of a criminal investigation, which is outside the scope of his or her duties, the Chief of Police may restrict his or her ability to review any body-worn camera recordings. If the officer is the subject of an administrative investigation, he or she may have an employee representative/legal counsel present during the review. If the officer is the subject of a criminal investigation, he or she may have legal counsel present. If requested by the officer, employee representative or legal counsel the review of the recording shall be conducted privately so that the event may be discussed; or
3. Prior to testifying in court.

Adopted 12/16

### **188.51 Requests for Redaction or Deletion**

An officer may request to redact or delete recordings (i.e. personal recordings unrelated to any law enforcement action) by submitting a Request for Redaction or Deletion of Body-Worn Camera Recording Form. This form will be submitted directly to the officer's Division Commander. If the Division Commander is unavailable, the form will be submitted to the officer's Bureau Chief. The Division Commander or Bureau Chief will review the recording and the request to authorize or deny the redaction or deletion. The Division Commander or Bureau Chief will include an explanation for his or her decision and will immediately send the form electronically to the Digital Evidence Management Unit. The officer will be notified of the decision.

The Digital Evidence Management Unit will review the request as soon as practical, and may consult with the Municipal Counselor's Office prior to taking action on requests that involve redaction. All requests shall be stored electronically by the Digital Evidence Management Unit.

An original recording that may have evidentiary value will be maintained by the Digital Evidence Management Unit. If a redaction is made, a copy of the original recording will be made and only the copy will be redacted. The original and the copy will be maintained by the Digital Evidence Management Unit.

An original recording that has no evidentiary value may be deleted as provided above. However, prior to deletion of any non-evidentiary recording the Digital Evidence Management Unit shall consult with the Municipal Counselor's Office. When a recommendation from the Municipal Counselor's Office differs from the recommendation of the Digital Evidence Management Unit regarding deletion, the information will be forwarded to the Chief of Police or designee, for resolution.

Adopted 12/16

### **188.55 Supervisor Responsibilities and Review Requirements**

Supervisors shall ensure each officer who is assigned a body-worn camera uses the camera throughout each shift and in accordance with this procedure. To ensure compliance and effectively carryout their responsibilities, lieutenants shall review recordings under the following circumstances only:

1. When investigating allegations of misconduct concerning a specific incident involving any officer;
2. When a recording has been identified for Departmental training or instructional purposes;
3. When an FTO or FTO supervisor is reviewing a recording(s) for training or instructional purposes related to a specific probationary officer;
4. When periodic review is a condition of a Class III Reprimand;
5. When conducting a use of force or a pursuit follow-up investigation; or





6. When conducting the monthly review, as defined in 188.15. Between the 1st and the 15th of each month, every lieutenant who supervises an officer wearing a body-worn camera will access the database, which will direct him/her to one randomly selected recording for the previous month. While conducting this review, the lieutenant shall evaluate the actions of all officers captured in the recording for compliance with all written directives. For each recording reviewed, the lieutenant shall complete a Body-Worn Camera Review Form. Recordings reviewed by a lieutenant for 188.55.1-5 shall not fulfill this requirement.

The parameters used to randomly select the recordings for review are as follows:

- a. Uploaded in the previous month;
- b. Recordings that are listed below will be excluded from random selection by the system:

- Recordings less than 60 seconds in length
- Pending Review by Supervisor
- Administrative: Pursuits
- Administrative: Use of Force (No Injury/Minor Injury with or without Hospitalization)
- Administrative: Collisions Involving Departmental Vehicles (No Injury/Minor Injury with or without Hospitalization)
- Administrative: Formal Complaints/Internal Investigations (Non-Criminal)
- Administrative: Criminal Investigation of a Department Employee Not Involving a Death
- Administrative: Use of Force (Death or Serious Bodily Injury)
- Administrative: Collisions Involving Department Vehicles (Death or Serious Bodily Injury)
- Administrative: Criminal Investigation of Department Personnel Involving a Death

The shift captain shall ensure his/her lieutenants comply with the above conditions.

When a supervisor is conducting an administrative investigation the supervisor will research the body-worn camera system for any relevant recording. Each relevant recording will be re-categorized to the appropriate administrative retention category, unless a higher retention category is already applied.

A supervisor may have to tag an officer's body-worn camera recording(s) if the officer is unable to do so.

A captain or above may review a body-worn camera recording for 188.55.1-5 or operational purposes.

Adopted 12/16

### **188.56 Investigator Responsibilities**

An investigator shall review any body-worn camera recordings related to and in furtherance of his or her assigned investigation(s). When appropriate, the investigator will request a copy of the recording for their case file from the Digital Evidence Management Unit.

Adopted 12/16

### **188.57 Officer Involvement in Incidents Resulting in Death or Serious Injury**

When an officer is involved in an incident that results in death or serious injury, the involved officer(s) and witnessing officer(s) body-worn camera(s) will be turned over to the first supervisor on the scene. That supervisor shall take possession of the camera(s) and secure the camera(s). The recordings will not be downloaded or viewed unless approved by the Watch Commander. The supervisor will turn the camera(s) over to appropriate investigative personnel. The investigator shall review the recorded contents of all body-worn cameras related to the incident. Investigations personnel will be responsible for the body-worn camera and uploading the recorded content of the camera.

Adopted 12/16



### **188.58 Other Parties Requiring Access to Body-Worn Camera Recordings**

Body-worn camera recordings may contain evidence in criminal and/or civil proceedings. Appropriate prosecutors, municipal attorneys and their staff will have access to body-worn camera recordings for official purposes.

Adopted 12/16

### **188.60 Administrator Responsibilities**

The Body-Worn Camera Administrator is responsible for:

1. Tracking and inventory of all body-worn cameras;
2. Maintaining all body-worn cameras and system components;
3. Repairing and replacing body-worn cameras and system components and/or sending them to the manufacturer for repair or replacement;
4. Ensuring officers are properly trained on body-worn camera use; and
5. Providing audit information.

The Digital Evidence Management Unit is responsible for:

1. Maintaining recordings in accordance with department retention procedures;
2. Processing requests for redaction or deletion and maintaining records of these requests;
3. Providing recordings pursuant to Open Records requests;
4. Processing subpoenas and court orders for recordings; and
5. Processing requests for review from authorized personnel.

Adopted 12/16

### **188.65 Secondary Employment**

An officer shall not use a body-worn camera during secondary employment unless the officer is being compensated by the City of Oklahoma City.

Adopted 12/16

### **188.66 Disciplinary Action**

Violation of any section of this procedure may result in disciplinary action.

Adopted 12/16

### **188.70 Open Record Requests**

The Oklahoma City Police Department through the Records Unit will provide copies of recordings from body-worn cameras in accordance with federal and state law. The Records Unit and/or the Digital Evidence Management Unit will consult with the Municipal Counselor's Office as needed.

If an Open Records copy of an original recording is released, the retention period for the original recording and the Open Records copy will be three years from the date of the recording, unless a longer retention period already applies.

When an Open Records request is made for an officer's body-worn camera recording, the Digital Evidence Management Unit will send the recording officer an e-mail, through the City e-mail system, notifying the officer of the request. If the officer chooses to review the Open Records recording, it is the officer's responsibility to log into the system and review the Open Records recording, and he or she may review a copy of the Open Records request form as well.



Adopted 12/16

### **188.71 Subpoenas and Court Orders**

The Oklahoma City Police Department through the Records Unit will respond to subpoenas and court orders for all recordings from body-worn cameras in accordance with federal and state law. The Records Unit and/or the Digital Evidence Management Unit will consult with the Municipal Counselor's Office as needed.

Adopted 12/16

### **188.72 BWC Recordings Used for Training**

If the department desires to utilize a body-worn camera recording for training purposes, the involved officer(s) shall be notified that the recording may be used for training purposes. After a meeting with the involved officer and his or her FOP representative, the Chief of Police or designee, shall review the recommendation and determine how best to utilize the body-worn camera recording considering the identity of the officer(s) involved, sensitivity of the incident and the benefit of utilizing the recording versus other means to accomplish the training objective.

Adopted 12/16

### **188.73 Corrective Action/Discipline for Failure to Activate a Body-Worn Camera**

If an officer fails to activate a body-worn camera in accordance with the requirements of this procedure, the following corrective actions/discipline will apply:

1. First failure to activate - Counseling;
2. Second failure to activate within 540 days of the first failure to activate - Class I Reprimand;
3. Third failure to activate within 540 days of the first failure to activate - Class II Reprimand;
4. Fourth failure to activate within 540 days of the first failure to activate - Class III Reprimand and other discipline; and the
5. Fifth failure to activate within 540 days of the first failure to activate will result in progressive discipline which may include termination.

After 540 days from the first failure to activate the body-worn camera, the time period for new corrective action/discipline will start over.

When there is clear evidence of an unexpected physical attack on the officer or another person and an immediate use of force is necessary to protect the officer or the other person, such evidence will be considered when evaluating the officer's failure to activate the body-worn camera.

Any other violations of this procedure will be handled under the normal discipline process.

Adopted 12/16

### **188.75 Annual Review**

The Administration Bureau Deputy Chief is responsible for ensuring an annual review of the Body-Worn Camera Program.

Adopted 12/16

### **188.80 Retention**

All recordings will be categorized. If a recording is not categorized by the appropriate officer, the recording will remain in the "Uncategorized" file until it is properly categorized.

Recordings will initially be categorized in accordance with the following table:



<b>Retention Categories</b>		<b>Retention Time</b>
1	<p><b>Function Tests</b> Functions test conducted by an officer prior to beginning a shift or at any other time.</p>	30 Days
2	<p><b>Investigative Detention (No Arrest or Citation)</b> When an officer places a person under investigative detention for a short period of time, but ultimately releases the person and no citation is issued.</p> <p><b>Protective Custody (PIA, EOD, Juvenile Transport/Custody)</b> When an officer transports an adult to PIA or takes an adult/juvenile into protective custody under an EOD or transports a juvenile to a shelter or responsible person for release.</p> <p><b>Traffic Stop and/or Collision Investigation (No Arrest/No Citation/Minor or No Injury)</b> When an officer conducts a traffic stop but no arrest is made, no citation is issued, or when an officer is working a motor vehicle collision involving no injury or minor injury and no custodial arrest is made and no citation is issued</p> <p><b>Field Interview/Citizen’s Assist/Voluntary Contacts, etc.</b> When an officer initiates a field interview, voluntary contact or a citizen assist, where no force is used, no citation is issued and no arrest is made.</p> <p><b>CAD Calls or Other Activity Not Identified Above-No Further Action</b> When a recording does not fit under any of the above categories.</p>	60 Days
3	<p><b>Traffic Stop and/or Collision Investigation (Citation Issued/No Custodial Arrest/Minor or No Injury)</b> When an officer conducts a traffic stop where a citation is issued with no custodial arrest, or when an officer is working a motor vehicle collision involving no injury or minor injury, and a citation is issued but no custodial arrest is made.</p> <p><b>Misdemeanor Arrest (Citizen’s Arrest/Warrant Arrest/PC Arrest) or an Investigation Involving a Misdemeanor Crime</b> When an officer makes a misdemeanor arrest, regardless if the person is booked into jail, field released, etc., or when an officer is assigned to or responds to a misdemeanor crime investigation and conducts an interview, inventory, search, prepares a crime scene log, crime incident/supplemental report etc.</p>	1 Year
4	<p><b>Administrative: Pursuits</b> When an officer is assigned to, responds to or is involved in a motor vehicle pursuit.</p> <p><b>Administrative: Use of Force (No Injury/Minor Injury with or Without Hospitalization)</b> When an officer is involved in or witnesses a use of force involving no injury or minor injury with or without hospitalization. This includes use of less lethal devices.</p> <p><b>Administrative: Collisions Involving Department Vehicles (No Injury/ Minor Injury with or without Hospitalization)</b> When an officer is involved in or witnesses a motor vehicle collision involving a department vehicle where no injury or minor injury occurs with or without hospitalization.</p> <p><b>Administrative: Formal Complaints/Internal Investigations (Non-Criminal)</b> When an officer is involved in a formal complaint or an administrative investigation.</p>	3 Years



	<p><b>Felony Arrest (Citizen’s Arrest/Warrant Arrest/PC Arrest) or an Investigation Involving a Felony Crime (Except Homicide)</b></p> <p>When an officer makes a felony arrest, regardless if the person is booked into jail, hospitalized, etc., or when an officer is assigned to or responds to a felony crime investigation and conducts an interview, inventory, search, prepares a crime scene log, crime incident/supplemental report, etc.</p> <p><b>Collision Investigation Involving a Fatality or Great Bodily Harm</b></p>	
5	<p>When an officer is involved in investigating a fatality or great bodily injury collision regardless if a citation is issued or an arrest is made.</p> <p><b>Administrative: Open Records Release</b></p> <p>When an open records copy of an original recording is released, the retention period for the original recording will be changed to this category unless a longer retention period already applies.</p> <p><b>Administrative: Misdemeanor Warrant</b></p> <p>When a warrant has been issued for a misdemeanor charge that was initially categorized under a shorter retention period.</p>	3 Years
6	<p><b>Administrative: Felony Warrant</b></p> <p>When a warrant has been issued for a felony charge that was initially categorized under a shorter retention period.</p> <p><b>Administrative: Criminal Investigation of a Department Employee Not Involving a Death</b></p> <p>When a department employee is the subject of a criminal investigation not involving a death.</p>	7 Years
7	<p><b>Pending Review by Supervisor</b></p> <p>When an officer needs to have a video reviewed by a supervisor prior to making a determination on how the video should be categorized.</p>	Until Reviewed
8	<p><b>Homicide Arrest, Field Investigation, Interview, Inventory or Search, Etc.</b></p> <p>When an officer makes a homicide arrest, regardless if the person is booked into jail, hospitalized, etc., or when an officer is assigned to or responds to a homicide investigation and conducts an interview, inventory, search, prepares a crime scene log, crime incident/supplemental report etc.</p> <p><b>Administrative: Use of Force (Death or Serious Bodily Injury)</b></p> <p>When an officer is involved in or witnesses a use of force involving death or serious bodily injury with or without hospitalization. This includes use of less lethal devices.</p> <p><b>Administrative: Collisions Involving Department Vehicles (Death or Serious Bodily Injury)</b></p> <p>When an employee is involved in or witnesses a motor vehicle collision involving a department vehicle where death or serious bodily injury occurs.</p> <p><b>Administrative: Criminal Investigations of Department Personnel Involving a Death</b></p> <p>When a department employee is the subject of a criminal investigation involving a death.</p> <p><b>Administrative: Investigative Retention</b></p> <p>When an investigator determines that a recording needs to be retained beyond the original retention period due to circumstances of the investigation.</p>	Permanent

If a recording can be categorized under multiple retention times, it will be marked for the longest retention category. The initial categorization may change for investigative or administrative reasons.



Adopted 12/16

## **189.0 Recording Police Employees**

### **Right to Record Police Employees**

A person has a right to photograph or audio or video record police employees in the performance of their duties, unless the person is interfering with lawful police activity or is otherwise violating the law. For the purpose of this procedure, police employees are defined as any sworn or non-sworn employee of the City assigned to the police department.

### **Interfering with Individuals Photographing or Recording Police Employees**

Officers shall not interfere with, restrict, or inhibit, in any way, a person from photographing or audio or video recording police employees in the discharge of their duties, unless:

1. the person is subject to arrest; or
2. it is reasonably necessary to:
  - a. secure a crime scene or incident;
  - b. prevent injury; or
  - c. prevent obstruction with official police duties.

In the event it is necessary for officers to direct a person photographing or recording to another location, they shall not order the person to stop photographing or recording.

For purposes of this procedure, taking photographs of or audio or video recording police employees, by itself, shall not constitute a reason to question, detain, or arrest a person.

### **Seizing Devices Used to Photograph or Record Police Employees**

Officers shall not seize any device that is being used to photograph or audio or video record police employees in the discharge of their duties, unless:

1. an officer has a valid warrant to seize or search the device;
2. the person in possession of the device is under arrest; or
3. an officer has probable cause to believe the device contains evidence of a crime and
  - a. the person in possession of the device consents to the seizure; or
  - b. the officer has probable cause to believe (i) failure to seize the device would lead to destruction of the evidence of a felony crime or (ii) delay would endanger the life of another.

### **Searching Devices Used to Photograph or Record Police Employees**

Officers shall not search a device that was being used to photograph or audio or video record police employees in the discharge of their duties, unless:

1. an officer has a valid warrant to search the device;
2. the person in possession of the device signs a consent to search waiver; or
3. an officer has probable cause to believe (i) failure to search the device would lead to destruction of evidence of a felony crime or (ii) delay would endanger the life of another .

Merely because the person in possession of the device is under arrest does not authorize officers to search the device.

### **Deleting Images/Recordings Prohibited**



Officers are prohibited from deleting any images, recordings, or contents from any device that was being used to photograph or audio or video record police employees in the discharge of their duties.

## **Civilian Police Employees**

Civilian police employees are subject to the same restrictions in this procedure as officers. This procedure does not in any way grant civilian police employees the authority to make an arrest or serve a warrant.

Adopted 10/15

### **190.0 Obtaining and Executing a Search Warrant**

These guidelines are established to enable officers to prepare and safely execute a search warrant.

THESE GUIDELINES SHALL BE FOLLOWED UNLESS EXIGENT CIRCUMSTANCES PRECLUDE ADHERENCE OR EXCEPTIONS ARE AUTHORIZED BY A SUPERVISOR. In the event procedures are not substantially adhered to; the officer shall note the exception due to exigent circumstances. All other exceptions shall be authorized by a supervisor. Authorized exceptions shall be reported in writing and include the reason(s) for the exceptions. The exceptions may be noted on the search warrant checklist.

Adopted 3/97; Revised 6/08

#### **190.10 Field Preparation**

The officer shall:

- A. Verify the address and obtain an accurate and detailed physical description of the location to be searched.
- B. Routine records should be checked to ascertain any criminal history for the address. The address check should include, but not be limited to the Bureau of Records; criminal histories, CAD and any attached premise file and when time permits, City Utilities.
- C. Prior to a warrant being served, agency conflicts will be checked through the OBNDD Deconfliction Center. In addition, an inquiry will be made through a Special Projects Supervisor to ensure the warrant will not conflict with any pending investigations.
- D. A detailed interview of the source of information shall include topics such as:
  1. Suspect information and description if available,
  2. Barricades,
  3. Weapons,
  4. Children, elderly persons, or non-suspects at premises,
  5. Dogs or other hazards,
  6. Police scanners, surveillance, or other communications equipment,
  7. Number of occupants that could be expected inside location,
  8. An interior sketch, including bathrooms and all exits; and,
  9. Nighttime activity, which may bolster the ability to obtain immediate entry and/or nighttime service of the warrant.
- E. Determine suitable staging area and approach route to the location.
- F. View property for exterior barriers. Sketch a layout including all obstacles such as fences.
- G. Locate a site at a safe distance from the location to hold a pre-raid briefing.

Adopted 3/97; Revised 6/08

#### **190.20 Office Preparation**

The officer preparing the affidavit and search warrant shall also:

- A. Document the probable cause for all persons and or items believed to be at the location;
- B. Complete a Search Warrant Checklist Form. This checklist shall be maintained in the case file;



- C. Complete an OCPD Threat Assessment for Planned Operations Form. Consultation with the Tactical Commander will depend on the resulting Threat Assessment Score. This form shall be maintained in the case file;
- D. If justification exists, document the criteria for immediate entry and/or night time service request in the affidavit.

Adopted 3/97; Revised 6/08

### **190.30 Briefing / Supervisors Responsibilities**

Prior to the execution of the warrant the supervisor shall:

- A. Ensure there are sufficient numbers of officers assigned;
- B. Ensure all officers assigned are present at the briefing;
- C. Make specific personnel assignments;
- D. Be present during the briefing. The supervisor shall ensure all personnel participating in the warrant are properly equipped to include protective armor and all non-uniform personnel are readily identifiable as a police officer;
- E. Not approve the use of a shotgun or rifle on the entry team unless special circumstances exist;
- F. Ensure the Communications Unit is notified prior to service of the warrant.

Upon conclusion of the execution of the warrant the supervisor shall:

- A. Ensure non-essential personnel shall be returned to field duty as soon as possible. At least one (1) officer and one (1)-marked unit shall remain at the location until the search is completed.

Adopted 3/97; Revised 6/08

### **190.40 Crime Scene Preservation**

In the event an incident occurs, i.e. an unintentional discharge, shooting, etc., which requires an administrative or crime scene investigation, the service of the warrant shall cease after the structure has been secured. All policies, procedures and rules pertaining to crime scene preservation shall be adhered to. Any further service of the search warrant shall be postponed until the crime scene is released.

Adopted 3/97

### **190.50 Service of Warrant**

A supervisor, a uniformed officer, and an OCPD marked police vehicle shall be present during the execution of all search warrants.

**NON-UNIFORMED OFFICERS:**

- A. Shall wear warrant service jackets as defined in uniform specs and protective body armor or tactical vest, regardless of the assignment.
- B. Shall not use or carry a shotgun or any long barrel weapon if a participant on the entry team.  
EXCEPTION: A supervisor must authorize if special circumstances exist.

**UNIFORMED OFFICERS:**

- A. Assigned to participate in serving a search warrant shall be wearing protective armor.
- B. Shall not participate in the search for evidence unless so directed by the supervisor.
- C. Any officer recovering evidence shall complete an appropriate report. The report shall provide sufficient details that the officer will be able to provide testimony as to the discovery, recovery and disposition of the evidence.





- D. Any officer transporting and/or booking prisoners into the jail shall complete an appropriate report.

**ENTRY:**

Upon entry, officers shall:

- A. Secure all occupants
1. Conduct a cursory weapons frisk.
  2. At least one (1) officer shall be assigned the responsibility of guarding the occupants.
    - a. Officers shall document in writing the location and activity of occupants at the time of entry. If arrested by a member of the entry team, probable cause for the arrest and any evidence observed or seized shall be reported in writing by the officer making the arrest / seizure.

Adopted 3/97; Revised 6/08

**190.60 Search**

Only the designated search team(s) should participate in the actual search. Each team shall include a searching officer and a recording or logging officer. The number of search teams can vary depending on the size and nature of the search. The recording officer shall be responsible for all evidence/property placed into the property room.

The officer who prepared the warrant and is listed as the affiant on the warrant may be the recording officer for the search and seizure phase. This officer **SHALL NOT** search the location.

- A. Searches shall be conducted systematically on a room-by-room basis. **ONLY** those officers designated to search shall participate in the search of the structure.
- B. An officer designated by the supervisor shall:
1. Photograph all contraband to be seized prior to removing it.
  2. Photograph the point of entry and damage if any.
  3. Photograph any obstacles or devices that may have been installed to delay entry or cause the destruction of evidence.
  4. Photograph any surveillance equipment.
  5. Prepare a crime scene sketch, reflecting the floor plan and the entrance of the structure. A copy of the crime scene sketch shall be attached to the case record presented to the District Attorney's Office.
- C. If there are multiple suspects or questions of dominion and control, the scene may be processed for latent prints or any forensic evidence.
- D. Articles that may establish dominion and control include but are not limited to: Utility bill, letter, ID, checkbook, insurance policy, photographs, clothing with defendant's name and/or sizes.
- E. All evidence shall be labeled with a numbered label. This label shall correspond to the logger's notes reflecting where the item was located.
- F. All occupants in the residence at the time of the execution should be fully identified and an effort made to interview each occupant. All statements shall be documented in a written report and made available to the District Attorney's Office.

Adopted 3/97; Revised 6/08

**190.70 Conclusion of Search**

- A. Upon conclusion of the search, the supervisor shall ensure the following:
1. The structure shall be secured in a reasonable manner, photographed and documented in a written report.
  2. In the event the structure is unable to be reasonably secured: The owner or other responsible party shall be notified of the incident. The structure shall be left unsecured only if a responsible party



verbally authorizes officers to do so. This shall be documented in the report. The procedures for filing a claim with the City for any damages shall be explained to the responsible party.

3. In the event forced entry is made to the wrong structure, the supervisor shall also:
  - a. Direct a uniformed officer to complete a Crime Incident Report entitled "Damage to Private Property" and list the date, time and officers involved.
  - b. Prior to leaving the scene, notify the Watch Commander.
- B. The supervisor shall ensure appropriate reports are completed by all involved personnel.
- C. All items seized shall be properly tagged and placed in the appropriate location. This shall be done prior to the end of the officer's shift.

Adopted 3/97; Revised 6/08

## **190.80 Assisting Other Agencies within Oklahoma City Jurisdiction**

Police Department personnel may provide assistance in the execution of search warrants when requested by other agencies.

The Operations Bureau supervisor shall review the affidavit and search warrant. The supervisor shall also ensure an adequate plan has been developed prior to allowing any Operations Bureau officer to become involved in executions of search warrants.

Outside agencies shall serve their own warrants. Department personnel may provide perimeter security and support under the direction of a supervisor.

If the agency being assisted does not have adequate personnel to conduct the entry safely, the Watch Commander will be notified. The Watch Commander will respond to the location, assess the need for service, and contact the appropriate departmental resources.

Adopted 3/97; Revised 6/08

## **190.90 Obtaining Video Retailer Customer Records**

Federal law prohibits the disclosure of personally identifiable information concerning the customers of any video retail service provider except under limited circumstances. If personally identifiable information is needed from a video retailer, the investigating officer must either obtain the written consent of the customer or act upon a warrant, grand jury subpoena or court order. Court orders authorizing disclosure shall issue only with prior notice to the affected consumers and only if the law enforcement agency shows that there is probable cause to believe that the records or other information sought are relevant to a legitimate law enforcement inquiry, and that such order is not prohibited by state law. For further information see the Video Privacy Protection Act, at 18 U.S.C. § 2710.

Revised 12/99

## **191.0 Informants / Human Sources**

### **191.10 Definitions**

Informant/Confidential Human Source - Any person who is believed to be providing useful and credible information or performs an investigative activity for the Oklahoma City Police Department and whose identity, information or relationship with the Oklahoma City Police Department warrants confidential handling. An informant provides information or performs investigative activities in exchange for leniency on pending criminal charges (must have a cooperation agreement with the proper prosecuting authority in place), for money, or because of his / her familiarity or close association with criminals. All official reports shall refer to informants by their C.I. control number assigned through the informant registration process.

Unnamed Source - Any person who provides information that is used for investigative purposes; has the express expectation his or her identity will remain confidential; and provides the information strictly in the sense of civic



responsibility (neighbor, friend, relative, employer, block watch person, etc.). All official reports should refer to these persons as unnamed sources.

Named Source - Any person who provides information that is used for investigative purposes, and does not have the express expectation his or her identity will remain confidential. All official reports should refer to these persons by name.

Adopted 8/97; Revised 1/16

## **191.20 Use of Juveniles as Informants**

In no case will a juvenile informant be used if there is a reasonable likelihood physical harm will come to the juvenile as a result of his/her police related activity. A release form signed by the parent or guardian giving the Department permission to utilize a juvenile informant must be included in the informant file except in cases where a family member is the subject of the investigation. In the absence of a signed release form, the Criminal Intelligence Captain, the Special Investigations Division Commander or the Chief of Police may authorize using a juvenile as an informant. Once a signed release form has been obtained or authorization has been granted by one of the parties outlined above, the juvenile will be registered as outlined in Procedure 191.40 prior to being used. A juvenile informant providing information or performing investigative activities in exchange for leniency on pending criminal charges must have a cooperation agreement with the proper prosecuting authority in place.

Adopted 8/97; Revised 1/16

## **191.30 Officer/Investigator Responsibility**

Prior to registering and utilizing an informant, a check will be made by the officer/investigator to determine if the individual is:

- A. Currently under indictment;
- B. Wanted for any criminal offense;
- C. On probation or parole;
- D. Entered into the DOC or OCPD offender databases; and
- E. Participating in Drug, DUI, Veterans, or any other court supervised diversion program.

If the individual is out on bond, the investigator who filed the original charge(s) shall be contacted concerning the suitability of the person to be used as an informant and for permission to use the individual as an informant. If the original investigator objects to using this individual as an informant, the matter will be referred to the Criminal Intelligence Unit Captain. The Criminal Intelligence Unit Captain will notify all involved parties of his/her decision.

Officers will not utilize an individual as an informant when it is known they are wanted for anything more than a Class "a" Municipal Criminal Offense(s). Arrangements shall be made to surrender the individual and then he or she may be utilized after bond requirements are met and the officer/investigator who filed the original charge(s) has been contacted. Also, officers will not use individuals as informants that are on probation or parole without the officer's/investigator's supervisor's approval and coordination with Probation and Parole.

Individuals participating in Drug, DUI, Veterans or any other court supervised diversion program will not be utilized as informants unless approved by the appropriate prosecuting authority and the Chief of Police.

An interview with the individual will be conducted by the officer/investigator to determine if the individual has previously been an informant with our Department and/or any other law enforcement agency. This interview shall include the following:

- A. Completion of the "Confidential Human Source Profile" form to include biographical information, background information, criminal history, and left and right thumb prints;
- B. Completion of and signature obtained on the appropriate Waiver and Release of Liability form;



- C. A photograph of the individual;
- D. Explanation of conduct to include the completion of the “Conduct of Confidential Informants” form;
- E. Explanation of expectations and possibility of the individual providing testimony in criminal court;
- F. Explanation of leniency (if applicable) and the requirement for prior approval of the prosecuting authority;  
and
- G. Explanation of cash payments (if applicable) and the process utilized to make payments.

A check will also be made to determine if an individual is or has been an informant for the Oklahoma City Police Department through the Criminal Intelligence Captain or designee. As soon as it is confirmed the individual is or has been working with the Oklahoma City Police Department, the primary control officer shall be contacted to determine if any duplication of efforts or compromising of an investigation will occur. If it is determined that an informant is or has been utilized by another agency, that agency shall be contacted to determine the feasibility of using that individual as an informant.

Adopted 8/97; Revised 1/16

#### **191.40 Informant Register**

The purpose of this electronic register is to establish an official record of the identity of all informants utilized by officers of the Department, to assign each informant a control number and to officially document the informant as an asset of the Department prior to his/her use.

This electronic register will be administered under the direction of the Criminal Intelligence Captain. To mitigate the risk of exposing an informant, the register shall be kept separate from all other files and shall be kept secure and confidential at all times. Access to the register, permission to add, delete or change information within the register shall only be granted by the Criminal Intelligence Captain. Unless specifically prohibited by the Chief of Police, the primary control officer will be notified of all inquiries about his/her informant. Before confirming the informant’s existence and prior to any information about the informant being provided to the person making the inquiry, the primary control officer will be contacted by the Criminal Intelligence Captain or designee.

When an officer determines a person meets the criteria set forth in the previous definition of an informant, has completed all the responsibilities listed under 191.30, and obtained supervisor approval, the officer will complete a “Confidential Human Source Profile” form and it will be presented to the Criminal Intelligence Captain or designee, no later than the submitting officer’s next working day, for official registration. A C.I. control number will be assigned to that person and will be used in lieu of their name in all reports when referring to that informant, any information provided by the informant or activities associated with the informant.

The register will contain:

- A. The name, race, sex, date of birth and social security number of the informant;
- B. The control number assigned to the informant;
- C. The primary control officer’s name;
- D. The secondary control officer’s name (when applicable);
- E. The authorizing supervisor of the primary control officer;
- F. Contact information for the informant for use in emergency purposes;
- G. A copy of the signed “Conduct of Confidential Informant” form; and
- H. A record of all inquiries made about the informant, the person making the inquiry and disposition of each inquiry.

Adopted 8/97; Revised 1/16

#### **191.50 Obtaining Information from the Informant Register**

Sworn personnel may request information from the informant register by contacting the Criminal Intelligence Captain or the Special Investigations Division Commander. The inquiring officer will provide a detailed explanation of what information is needed and why. No information will be provided to the officer making the



inquiry, to include the existence of the informant, prior to the primary control officer being contacted, unless authorized by the Chief of Police.

Adopted 8/97; Revised 1/16

## **191.60 Informant File**

The purpose of this file is to establish a record to document the reliability (or lack thereof) of the information supplied by each informant. An informant file will be established by the primary control officer upon the registration of the informant.

Informant files will be maintained by the primary control officer in the unit where they are assigned. These files shall be separate from all other files and shall be kept secure at all times. The informant files will be available for review by unit supervisors upon request.

The informant file will contain the following information:

- A. Copy of the completed “Confidential Human Source Profile” form;
- B. Signed Waiver and Release of Liability form;
- C. Photograph of the informant;
- D. Any documentation relative to the informant to include specific report numbers regarding use of the informant. This includes the use of the informant by an officer/investigator who is not the primary control officer. The primary control officer, after granting permission to another officer/investigator to use his/her informant, will ensure all report numbers regarding use of the informant are obtained from the officer/investigator utilizing the informant. Those report numbers, and a copy of all “CI Payment Receipts” (if applicable) are placed in the informant file; and
- E. Copies of any payments made to the informant to include a copy of the “CI Payment Receipts” and purchase receipts or report numbers documenting any expenditures made for the CI (purchase of calling card, gasoline, cell phone, etc.).

Each officer/investigator with informants will conduct a review of their informant files on each 12 month anniversary of the formation of the file. If the informant is no longer being utilized (death, incarceration, no longer in the area, has fulfilled their obligation under the Cooperation Agreement, or no longer willing to provide information, etc.) the Criminal Intelligence Captain or designee will be notified to update the Informant Register.

Each officer/investigator with informants who leaves an investigative unit (transfer, retirement, resignation, promotion, etc.) will consult with their supervisor and determine the status of that officer/investigator’s informant(s). The supervisor may transfer the informant(s) and informant file(s) to another officer/investigator within the investigative unit, or notify the informant(s) they will no longer be utilized at this time.

If the informant(s) will no longer be utilized, a notation to that effect will be made in the informant(s) file(s) and the informant(s) file(s) will be turned over the Unit Captain for secure storage. In the case of IMPACT Units, the file will be turned over to the Division Executive Officer for secure storage. Regardless of the decision on the status of the informant(s), the Criminal Intelligence Captain or designee will be notified to update the Informant Register.

Adopted 8/97; Revised 1/16

## **191.70 Payment of Money to an Informant**

The following procedures will apply to the payment of money to an informant:

- A. All CI payments must be witnessed by another officer/investigator.
- B. CI payments up to and including \$50.00 do not require prior supervisor approval. Once the payment has been made, the Confidential Informant Payment Sheet shall be reviewed by the appropriate supervisor as listed below.
  1. Special Projects Group (SPG) personnel by a SPG supervisor;



2. IMPACT personnel by an IMPACT or SPG supervisor;
  3. Criminal Intel personnel by a Criminal Intel supervisor.
- C. Payment amounts requiring prior approval;
1. Payments by Special Projects or IMPACT exceeding \$50.00 up to \$150.00 must have the approval of a Special Projects Group supervisor. Criminal Intelligence personnel must obtain this approval from a Criminal Intelligence supervisor.
  2. Payments by Special Projects or IMPACT exceeding \$150.00 up to \$250.00 must have the approval of the Special Projects Group Captain. Criminal Intelligence personnel must obtain this approval from the Criminal Intelligence Captain.
  3. Payments exceeding \$250.00 must have the approval of the Special Investigations Division Commander prior to making the payment.
  4. All prior approval amounts must have written documentation that the approval was obtained prior to payment.
- D. Prior to paying an informant, the officer/investigator will
- a. Complete a CI Payment sheet,
  - b. Obtain a signature and thumbprint from the informant,
  - c. Obtain the signature of the witnessing officer/investigator, and
  - d. Sign the CI Payment sheet.
- E. If the informant refuses to sign the form, payment will not be made.
- F. A copy of the CI Payment sheet will be placed in the informant's file maintained by the control officer. All payments made to informants will be noted with the CI control number on the control officer's expense report with the original CI Payment sheet attached to the expense report.

Adopted 8/97; Revised 1/16

### **191.80 General Guidelines for Conduct**

All informants are to be considered assets of the Police Department and not the asset of the control officer(s). The Chief of Police or designee may reassign an informant to the control of another officer when it is in the best interest of the Department. Unless prohibited by the Chief of Police, the control officer and his or her supervisor will be notified of such reassignment.

An officer will not transport or meet an informant unless another officer is present or the officer and informant are under direct visual observation by other officers. There are no exceptions.

Informant (including past and censured informants) contacts will be of a strictly professional nature. Officers will not meet with an informant for personal reasons at any time, on-duty or off-duty.

All contacts with informants which provide actionable information regarding criminal activity will be relayed to the officer's/investigator's supervisor. Within five working days, the information provided by the informant will be documented in writing and submitted for review and approval by a supervisor. The report number will be documented in the informant's file by the control officer.

When OCPD assistance is requested by other police agencies, and as a part of this assistance, OCPD investigators are requested to utilize the other agency's informant(s), an OCPD informant file need not be initiated unless the informant is to be paid with OCPD funds or the informant will become involved in an OCPD investigation.

When debriefing an informant, any information relating to violations of law, which would be of interest to other agencies or divisions of the Department, will be explored and appropriate notification and correspondence forwarded.

Adopted 8/97; Revised 1/16

### **191.90 Censuring an Informant**



In the event an officer/investigator believes use of an informant would be detrimental to the goals of the Department, hazardous to officers or that the informant is factually unreliable, the officer shall immediately cease using the informant. The officer/investigator will write a memorandum outlining the reasons why the informant should be censured and submit the memorandum to his/her supervisor. The supervisor will prepare a memorandum stating his/her recommendation and forward both documents to the Criminal Intelligence Captain.

The Criminal Intelligence Captain will review the recommendation to determine if censuring the informant is warranted and make a recommendation to the Special Investigations Division Commander. The Special Investigations Division Commander will determine if the informant is officially “censured” or not. The officer/investigator and his/her supervisor will be notified of the decision.

In the event the officer/investigator and/or his/her supervisor do not agree with the decision, the officer/investigator or supervisor may appeal the decision through their chain of command to the Chief of Police. The Chief of Police may approve or reject censure. If rejected, the Chief of Police may reassign the informant to another officer/investigator.

If the decision by the Chief of Police is that the informant should not be censured, the original report requesting censure will be placed in the informant file by the control officer and a notation of the date of final disposition. The informant file will continue to be maintained by the primary control officer unless the Chief of Police has reassigned the informant. The informant file will then be transferred to the new control officer.

If censured, the informant will no longer be utilized without prior approval of the Chief of Police. The report censuring the informant will be permanently placed in the Informant Register.

The control officer will place a copy of the report in the informant file, make a notation of the date the informant was censured, and turn over the informant file to the unit Captain for secure storage. In the case of IMPACT units, the file will be turned over to the Division Executive Officer for secure storage.

Adopted 8/97; Revised 1/16

## **192.0 Deconfliction**

### **Definitions**

High Intensity Drug Trafficking Program – A federal grant program administered by the White House Office of National Drug Control Policy which provides resources to assist federal, state, local and tribal agencies coordinate activities that address drug trafficking in specially designated areas of the United States.

High Intensity Drug Trafficking Area (HIDTA) – An area or region designated by the United States Government to receive federal funding for narcotics enforcement activities. The Texoma region includes north Texas, the Texas panhandle and Oklahoma.

Oklahoma Intelligence Center (OIC) – A subsidiary of the Texoma HIDTA that is housed, managed and staffed by the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBND). The OIC is tasked with operating the deconfliction system for the State of Oklahoma.

Deconfliction – A method of ensuring investigations do not overlap span of authority or control and conflict does not occur.

Deconfliction Process – The process by which officers contact the OIC to enter a specific address, subject, vehicle or telephone number into the deconfliction system. All requests are entered as a target/case or as an event. The address, subject, vehicle or telephone number is then searched to determine if another law enforcement action is occurring within the same deconfliction radius or if the address, subject, vehicle or telephone number is under investigation by another law enforcement officer. The deconfliction process enhances officer safety by assisting in the prevention of blue-on blue incidents as well as helping to reduce the potential for duplication of efforts or redundant investigations by other agencies or units.



**Deconfliction Radius** – If an address is entered as an event, the OIC system checks for any conflict within a radius of 950.4 feet. The radius may be adjusted upon request. If an address is entered as a target/case, then the OIC system only checks for a match at that exact address.

**Blue-on-Blue Incident** – An action by an identifying or uniformed officer which results in a confrontation with another officer who is not recognizable as a law enforcement officer. If a blue-on-blue incident occurs, the covert or plainclothes officer shall immediately comply with the requests and demands of the identifying or uniformed officer.

**Requestor** – The officer who requests that an address, subject, vehicle, telephone number or event be entered into the OIC Deconfliction system. To serve as a requestor an officer must be officially enrolled with the OIC.

**Enrollment Process** – The Special Projects Group (SPG) Captain serves as the liaison between the OIC and the Department. Officers requesting to be enrolled should forward their request in writing through their supervisor to the SPG Captain. The SPG Captain coordinates with OIC for enrollment. Once enrolled an officer may serve as a requestor. The SPG Captain will conduct an annual review of the Department's enrolled officers and inform OIC of any changes.

**Covert Operation** – A law enforcement activity conducted in secrecy involving confidential informants and/or undercover officers.

**High Risk Law Enforcement Activities** – Serving a search warrant, conducting a buy-bust, buy-walk, controlled buy, jump-out, reversal, etc. are considered high risk activities.

**Target/Case** – If an address, subject, vehicle or telephone number is under investigation or surveillance the OIC will enter it as a target/case. This information will remain in the system indefinitely or until the requestor requests removal.

**Event** – A planned high risk law enforcement activity at a specific location such as a search warrant, buy-bust, buy-walk, controlled buy, jump-out, reversal, etc. The OIC will enter such activities as an event. If the same address has already been entered as a target/case, then the OIC case number will be carried forward. An event is entered into the system for a period of one to thirty days depending upon the type of operation.

**Entry Deletion** – The Requestor may request deletion of the address, subject, vehicle or telephone number from the OIC deconfliction system by completing the appropriate OIC form and faxing it to the OIC. The OIC will not accept deletion requests by email or telephone.

**Direct Conflict** – A response from OIC to a requestor indicating possible concurrent operations or investigations are planned or are in progress at the same address.

**Indirect Conflict** – A response from OIC to a requestor usually indicating possible operations or investigations within the same radius.

**Match** – A response from OIC to a requestor indicating that the same address, subject, vehicle or telephone number is being investigated by another law enforcement officer.

**Deconfliction Operator** – OBNDD employees who staff the OIC.

## **Purpose**

The purpose of deconfliction is to coordinate high-risk law enforcement activities and investigations in order to reduce the risk of injury or death and to reduce the duplication of effort by local, state, tribal and federal agencies.

## **Deconfliction Requirement**





Any officer who intends to conduct a covert investigation or a planned high risk law enforcement activity at a specific address shall ensure the OIC Deconfliction Center has been contacted and the deconfliction process initiated.

The requestor who contacts OIC will provide the target address, subject, vehicle or telephone number, the time frame, the type of investigation and other pertinent details as requested by OIC. OIC will provide the requestor with an OIC confirmation number and an official response as to any possible conflict or match.

### **Resolution of a Possible Conflict or Match**

If a possible conflict or match is detected, the OIC will alert all requestors, from whom they have received an address, subject, vehicle, telephone number or event. The OIC will provide contact information for each requestor to all involved requestors. When notified by OIC of a possible conflict or match the requestor shall call the contact provided by OIC and attempt to resolve the possible conflict or match prior to initiating any activity. If the conflict or match cannot be resolved at this level or the requestor cannot contact the law enforcement officer identified by OIC, the officer shall notify his or her supervisor before taking any further action. If the conflict or match is not resolved at the supervisory level no further action will be taken without prior approval of the Special Investigations Division Commander.

### **Reporting**

The officer who requested an address, subject, vehicle, telephone number or event be entered into the OIC Deconfliction System shall complete a report. The report should include the address, subject, vehicle, telephone number or event entered, the OIC confirmation number for entry and the OIC's response (i.e. no conflict, direct conflict, indirect conflict, match). If there is a direct conflict, indirect conflict or match, the officer will indicate in his/her report who he/she contacted and the result of that consultation.

### **Exception to Deconfliction**

Certain organized crime investigations shall be conducted in accordance with the provision of federal regulations (i.e. 28 Code of Federal Regulation Part 23). Such investigations shall remain in compliance with the United States Attorney General's Guidelines that require certain investigations to remain classified. Disclosure of any information regarding such investigations could compromise the investigation and violate those guidelines.

If the commander of a division tasked with conducting an investigation determines that complying with this procedure would violate the aforementioned regulation and guidelines or should otherwise be an exception, he/she shall notify the Chief of Police. Only the Chief of Police may grant an exception to the Deconfliction Procedure.

### **Internal Deconfliction**

Specified officers are granted access to the Department's intelligence database. Officers who have such access shall use this system to deconflict any covert investigation or planned high risk law enforcement activity in addition to the OIC Deconfliction Process and document the results in his/her report.

Adopted 6/16

### **193.0 GPS Tracking Device**

The Oklahoma City Police Department utilizes GPS tracking devices and maintains these devices in the Special Investigations Division. These devices may be used to track moveable items such as containers, vehicles and other vessels in order to lead to the discovery of evidence or the fruits or instrumentalities of a crime or attempted crime.

Any officer needing to use a GPS tracking device during the course of an investigation will coordinate with either the Criminal Intelligence Group (CIG) or the Special Projects Group (SPG) GPS Program Coordinator. Regardless of which GPS program coordinator is utilized to obtain a device, these procedures will be followed.



The Special Investigations Division Commander will designate at least two GPS program coordinators within the Special Investigations Division. One shall be assigned from the Criminal Intelligence Group and one from the Special Projects Group. The coordinators will be responsible for the storage, maintenance and handling of all GPS tracking equipment owned or leased by the department. The program coordinators will maintain all GPS records in accordance with the division SOPs.

## **Instruction on the Use of a GPS Tracking Device**

All officers requesting the use/deployment of a GPS tracking device will be instructed on its use prior to being allowed to check out a device. The instruction will be provided by one of the program coordinators and will include a review of these procedures.

## **Deployment - Consensual**

A GPS tracking device may be utilized without a court order if an officer has the consent of the person who owns or is in lawful control of the property to be tracked. Examples include, but are not limited to, deployment with consent by victims or potential victims of crimes and deployment with consent for controlled deliveries. In all consensual deployments of a GPS device, the following procedures will be followed:

- A. An officer must make a request to their immediate supervisor for a consensual deployment. The immediate supervisor will notify the next level of their command if approval is granted.
- B. The requesting officer will complete the department authorized GPS Consent Form, fully explain the information included on the form to the owner of the property the GPS device will be deployed on and obtain the requisite signatures. The immediate supervisor may grant approval after the form has been completed and all signatures are affixed.
- C. After approval has been authorized by the officer's supervisor, the officer will provide a copy of the completed and signed consent form to the program coordinator. The program coordinator will check out the device and provide a user name and distinct password to the employee(s) who will be monitoring the device. The user name and password will be effective for the time period the officer(s) has need to access the GPS data.
- D. Prior to checking out the GPS device, the officer will fill out the "GPS Sign-out Log" located in the program coordinator's office.
- E. When deploying a GPS device, at least two (2) officers will be present at the scene for officer safety purposes and to witness the deployment.
- F. The officer making the deployment will document the date, time and location when the device is deployed. That information will be forwarded to the program coordinator.
- G. The officer that checks out the GPS device is responsible for monitoring the battery life and for recovering the GPS tracking device prior to the expiration of the battery life.
- H. After use, the device must be returned to the program coordinator as soon as practical.

## **Deployment - Non-Consensual with a Court Order**

When an officer is assigned a case where a GPS device may further the investigation, the following procedures will be followed:

- A. The officer will consult with their immediate supervisor for approval to make a request for the use of a GPS device. The immediate supervisor will notify the next level of their command if approval has been granted.
- B. If approved, the officer will make application for a court order in accordance with the requirements of Section 177.6 of Title 13 of the Oklahoma Statutes or, Section 3117 of Title 18 of the United States Code and Rule 41 of the Federal Rules of Criminal Procedure.
- C. Once the court order is obtained, the officer will provide a copy (paper or electronic) of the Affidavit and court order (signed by a magistrate) to the program coordinator who is providing the GPS device.
- D. After receiving a copy of the Affidavit and court order, the program coordinator will check out the device and provide a user name and distinct password to the employee(s) who will be monitoring the device. The user name and password will be effective for the time period the officer(s) has need to access the data from the GPS device.



- E. Prior to checking out the GPS device, the officer will fill out the “GPS Sign-out Log” located in the program coordinator’s office.
- F. When deploying a GPS device, at least two (2) officers will be present at the scene for officer safety purposes and to witness the deployment.
- G. The officer making the deployment will document the date, time and location when the device is deployed. That information will be forwarded to the program coordinator.
- H. The device may not be deployed for more than sixty (60) days if a state order is obtained, or more than forty-five (45) days if a federal order is obtained. If an extension warrant is obtained, a copy of the Affidavit and extension will be provided to the program coordinator. The program coordinator will monitor GPS deployment for the expiration of court orders.
- I. The officer that checks out the GPS device is responsible for monitoring the battery life and for recovering the GPS tracking device prior to the expiration of the battery life.
- J. It is the responsibility of the officer that checked out the device to discontinue use of the GPS tracking device by the court order expiration date.
- K. After use, the GPS device will be returned to the program coordinator as soon as practical.
- L. Within ninety (90) days after the expiration of a state order and ten (10) days after the expiration of a federal order, the officer who obtained the court order shall serve a copy of the court order upon the person(s) likely to have a reasonable expectation of privacy in the area where the electronic monitoring device was installed, unless an extension for delay of notification has been authorized by the court.

### **Deployment - Exigent Circumstances**

- A. In rare cases, exigent circumstances may justify the deployment of a GPS tracking device without a court order when there is an immediate danger of death or serious injury to a person and there is insufficient time to obtain a court order.
- B. In such rare circumstances an officer may deploy a GPS tracking device without first obtaining a court order with supervisor notification.
- C. When deploying a GPS device, at least two (2) officers will be present at the scene for officer safety purposes and to witness the deployment.
- D. The officer making the deployment will document the date, time and location when the device is deployed. That information will be forwarded to the program coordinator.
- E. When a device is deployed under exigent circumstances, the officer’s supervisor will ensure an officer is seeking a court order to continue the use of the GPS tracking device as soon as reasonably possible.
- F. If the magistrate declines to issue such an order, the supervisor will ensure officers immediately discontinue tracking the GPS device and that the Special Investigations Division Commander is notified of that fact.
- G. If a court order is obtained, the officer will provide a copy (paper or electronic) of the Affidavit and court order (signed by a magistrate) to the program coordinator who is providing the GPS device.
- H. The device may not be deployed for a longer time period than authorized in the warrant unless an extension warrant is issued by the magistrate. If an extension warrant is obtained, a copy of the Affidavit and extension will be provided to the program coordinator. The program coordinator will monitor GPS deployment for the expiration of court orders. It is ultimately the case agent’s responsibility to discontinue use of the GPS tracking device by the court order expiration date.
- I. The officer that checks out the GPS device is responsible for monitoring the battery life and for recovering the GPS tracking device prior to the expiration of the battery life.
- J. After use, the GPS device will be returned to the program coordinator as soon as practical.
- K. Within ninety (90) days after the expiration of a state order and ten (10) days after the expiration of a federal order, the officer who obtained the court order shall serve a copy of the court order upon the person(s) likely to have a reasonable expectation of privacy in the area where the electronic monitoring device was installed, unless an extension for delay of notification has been authorized by the court.

### **Deployment - Personnel Investigations by Order of the Chief of Police**

The Chief of Police may authorize the use of a GPS tracking device for personnel investigations without consent from another party or application for a court order. In all such cases, the deployment will only be authorized by the



Chief of Police for City owned or leased equipment. In all cases involving an order by the Chief of Police, the following procedures will be followed:

- A. Investigators will provide a copy of the Chief's written authorization to use of a GPS device to the program coordinator.
- B. After receiving a copy of the memorandum, the program coordinator will check out the device and provide distinct password to the employee(s) who will be monitoring the device. The user name and password will be effective for the time period the officer(s) has need to access the data from the GPS device.
- C. Prior to checking out the GPS device, the officer will fill out the "GPS Sign-out Log" located in the program coordinator's office.
- D. When deploying a GPS device, at least two (2) officers will be present at the scene for officer safety purposes and /or to witness the deployment.
- E. The officer making the deployment will document the date, time and location when the device is deployed. That information will be forwarded to the program coordinator.
- F. The officer who checks out the device is responsible for monitoring the battery life, recovering the GPS device prior to the expiration of the battery life, and discontinuing use of the GPS tracking device when instructed by the Chief of Police.
- G. After use, the GPS device must be returned to the program coordinator as soon as practical.

### **Documentation and Retention of Evidence**

After the GPS device has been returned to the program coordinator, the officer who obtained authority to utilize the device will be responsible for:

- A. Downloading all data onto a disc or separate drive (memory stick, thumb drive, etc.);
- B. Making a copy of the disc or drive to maintain as a working copy or for discovery;
- C. Transport and book the original download disc or drive to the Property Management Unit for retention and evidence purposes, unless instructed otherwise by the Chief of Police; and
- D. Download and print all reports for the case file.

The program coordinator will be responsible for updating deployment records to indicate the date the device was returned.

Adopted 6/16; Revised 8/16

### **194.0 Blue-on-Blue Incidents**

A blue-on-blue incident is defined as an action by an identifying or uniformed officer which results in a confrontation with another officer who is not recognizable as a law enforcement officer. If a blue-on-blue incident occurs, the covert or plainclothes officer shall immediately comply with the requests and demands of the identifying or uniformed officer.

Adopted 6/16

### **195.0 Assistance to other Law Enforcement Agencies and Events of Concurrent Jurisdiction**

When it is unclear which agency should assume primary responsibility, the officer shall notify his/her supervisor as soon as possible.

Adopted 10/04

### **196.0 Suspicious Activity Reporting**

#### **Definitions**



- A. The Nationwide Suspicious Activity Reporting Initiative (NSI) - A joint collaborative effort by federal, state, local, tribal and territorial law enforcement partners to provide law enforcement with a tool to raise public awareness regarding the indicators of terrorism and other criminal operations. The NSI emphasizes the importance of the public to report suspicious activity to state and local law enforcement.
- B. Oklahoma Information Fusion Center (OIFC) - The OIFC operates within the Oklahoma State Bureau of Investigation. The OIFC and all other Fusion centers across the United States operate as focal points for the receipt, analysis, gathering, and sharing of threat-related information between federal, state, local, tribal, territorial and private sector partners.
- C. Suspicious Activity Reporting (SAR) - Is any observed behavior reasonably indicative of pre-operational planning associated with terrorism or other criminal activity. The following types of suspicious activities should be reported due to the possibility each one may indicate a planning phase of a terrorist or other criminal operation:
  1. Surveillance: Suspicious recording or monitoring of activities.
  2. Elicitation: Unusual or suspicious attempts to gain information.
  3. Tests of security: Suspicious attempts to measure first responder reaction times or other security measures.
  4. Acquisition: Purchasing and/ or theft of explosives, weapons, ammunition, cell phones, first responder equipment, etc. Discovery and/ or storage of large amounts of the same.
  5. Suspicious person(s) out of place: Observation of a person or people who don't belong in a particular area.
  6. Rehearsal: Suspicious placement of people or resources in locations and moving each around without committing the act.
  7. Funding: Suspicious transactions involving cash payments, deposits, or withdrawals.
  8. Photography: Taking pictures or video of persons, facilities, buildings or infrastructure in an unusual or surreptitious manner. Examples would include photographing the superstructure of a bridge, perimeter fence or infrequently used access points.

## Reporting Requirements

The success of the NSI is dependent on the timely and accurate sharing of information. The Department must respond to the public's report of suspicious activity and document the information on a SAR form.

When an officer is assigned a SAR call, he/she shall complete the following items:

1. Make contact with the calling party in person or by phone if possible;
2. Regardless of the location of occurrence, officers shall document the information provided on the OIFC SAR form found on the Department's SharePoint site (<http://departments/police/specinvest/SARS/Forms/AllItems.aspx>). If a SAR occurred outside the jurisdictional boundaries of Oklahoma City, the Department's Criminal Intelligence Group will ensure the completed SAR form is provided to the proper local, state or federal agency for follow-up and investigation;
3. In addition to the completion of the online SAR form, officers shall request a case number and phone in a "SAR Receive Information" crime incident report. The case number for the crime incident report shall be included in the narrative section of the online SAR form;
4. If the reporting officer believes the call or incident requires immediate attention, the officer will notify his or her supervisor who shall contact the on call Criminal Intelligence supervisor.

Once the reporting officer completes and saves the OIFC SAR form on the Department's SharePoint site and calls in a crime incident report, both documents will be automatically forwarded to the Department's Criminal Intelligence Group, where it will be assigned for investigation and shared with the applicable law enforcement or governmental agencies, as well as any private sector partners.

Adopted 8/16



**RESERVED FOR FUTURE USE**



## **Operations Bureau**

### **200.0 Operations Bureau Goals**

The goals of the Operations Bureau are to provide the maximum protection to the citizens of Oklahoma City through patrol activities in the community and the apprehension of offenders. It is our goal to complete this task in the most efficient and effective way possible. In doing so, we will commit ourselves to excellence and discharge our responsibilities professionally and courteously while making maximum utilization of available resources.

### **202.0 Daily Roster (Line-Ups)**

In order to accurately identify on-duty personnel and their assignment for their tour of duty, a daily roster will be utilized.

The daily roster will be completed by a supervisor and will be distributed in accordance with directives of the respective Division Commander.

The supervisor is required to provide Communications with an accurate daily roster.

The supervisor responsible for the daily roster and recording of shift activity will report for duty one hour in advance of the normal shift tour of duty. This same supervisor's tour of duty will end one hour in advance of the normal shift tour of duty unless his responsibilities prevent him leaving at that time.

### **203.0 Scheduling Procedure (Forecasts)**

The scheduling of personnel will be done at management's discretion, and a master schedule book will be kept in the Lieutenant's office where it will be accessible to all employees. The schedule will allow the supervisor and employee the convenience of knowing days off well in advance in order to plan training programs as well as leave time.

Shift forecasts will be submitted to the Division Commander and the Court Liaison officer three months in advance.

Unless otherwise directed, employees shall report for duty at the time and place specified, properly attired and equipped.

If an employee is reassigned to another work section, the name will be moved into the schedule as set out for that new work section, in accordance with the 28 day work cycle required under FLSA guidelines. Prior to the employee leaving his present work assignment, the employee's supervisor will notify the Court Liaison Officer of the duty assignment change.

In those instances in which an employee's permanent work schedule in his assigned work section is changed, or a previously unscheduled vacation is granted, his supervisor will notify the Division Commander and Court Liaison Officer of this change.

### **204.0 Watch Commander**

The Watch Commander is a position within the Operations Bureau that is held on a rotating basis by an officer holding the rank of Captain, unless otherwise specified.

This person is responsible directly or indirectly for the supervision of all personnel subordinate to him during his tour of duty. This includes other Bureau's personnel, regardless of the Division to which the Watch Commander is assigned.

He assumes command of all field operations during his tour of duty in the absence of officers of his equal rank or in the absence of any higher-ranking officer.



The Watch Commander, in the absence of an officer of equal or higher rank, is responsible for performing the following duties when notified:

- A. Responds to all major calls and emergencies.
- B. Notifies, or causes to be notified, higher level command personnel of matters relating to major crimes and/or incidents, injured officers, and any injuries caused by the officers, such as use of firearms.
- C. Investigates, or causes to be investigated, complaints against police personnel.
- D. Activation of the tactical unit.
- E. Activation of the Mobile Command Post.
- F. Helicopter call-out after their normal duty hours.

He is responsible for performing the following duties when notified:

- A. Authorizes the deployment of police personnel and/or specialized units to assist other agencies within the Greater Metropolitan area.
- B. Notifies, or causes to be notified, the designated higher commanding officer to authorize the use of specialized units outside the Greater Metropolitan Area.

## **205.0 Take-Home Vehicle Program**

For the purpose of these procedures, a Take-Home Vehicle is a marked unit assigned to an officer/sergeant within the Operations Bureau. However, the Chief or designee may assign other marked units within the Operations Bureau as Home Storage vehicles.

Officers/sergeants selected for the Take-Home Vehicle Program will be issued a marked unit for commuting to and from their on-duty law enforcement assignment. Off-duty use is restricted to official police business (i.e. court appearances, training sessions, neighborhood group meetings, vehicle maintenance, etc.) and driving to and from an extra-duty employment requiring the performance of law enforcement duties. As the sole operator of this vehicle, the assigned officer/sergeant will be responsible for its care and use in accordance with current Department/Bureau procedures. Officers/sergeants selected will be provided with the appropriate rules, regulations and guidelines, which will be considered applicable and in effect at all times during the officer's/sergeant's participation in the program.

Revised 4th Edit., 2000

### **205.10 Eligibility for the Program**

Those officers/sergeants assigned to the Operations Bureau who:

- A. Perform law enforcement duties to the minimal performance standards for the preceding six (6) months,
- B. Have satisfactorily completed the required Field Training Officer Program and the recruit probationary period, and
- C. Permanently reside within the prescribed boundaries of the City limits of Oklahoma City

will be considered eligible for this program. Officer/sergeant selection will be at the discretion of the Chief of Police or designee and may be dependent on vehicle availability and/or vehicle distribution needs.

Revised 4th Edit., 2000

### **205.11 Revocation from Take-Home Vehicle Program**

An officer's/sergeant's participation in the Take-Home Vehicle Program requires adherence to all program procedures, as well as the departmental rules and regulations. The officer's/sergeant's supervisor will employ progressive discipline for minor infractions, as they occur. All infractions must be documented. The Chief of Police may revoke or suspend an officer's participation in the program.





The following are examples of actions that may result in suspension from the program, in addition to disciplinary action:

- |  |                                       |
|--|---------------------------------------|
| -Abuse of the car through neglect or carelessness        | Minimum of 14 days per infraction     |
| -Violation of provision of Take-Home Vehicle Program     | Minimum of 14 days per infraction     |
| -Involved in three or more preventable accidents in year | Two 28-day work cycles per infraction |
| -Temporary VPO/Domestic Violence against the officer     | Duration of VPO                       |
| -Administrative leave, with or without pay               | Duration of the leave                 |
| -Injured on duty/Light duty assignments                  | Duration of the leave/assignment      |

The following are examples of actions that may result in revocation from the program in addition to disciplinary action:

- Multiple violations of the provisions of the Take-Home Vehicle Program within a year
- Serious abuse of the car through neglect or recklessness
- Serious preventable accident resulting in injury or death
- Falsify home address for program eligibility or move outside City Limits of Oklahoma City
- Permanent VPO/Domestic Violence conviction against the officer/sergeant
- Personal use of the vehicle

Revised 4th Edit., 2000

### **205.12 Temporary Transfers / Assignments**

Officers/sergeants temporarily transferred or assigned outside of the Operations Bureau may retain a take-home vehicle for the duration of the assignment with the approval of the Chief of Police.

Adopted 4th Edit., 2000

### **205.13 Vehicle Distribution**

The maximum number of marked vehicles that can be designated as take-home vehicles shall be 302. As they are available, vehicles will be distributed as directed by the Chief of Police. The current distribution, which can be amended, includes a certain percentage assigned to each of the Operations Bureau divisions based on authorized manpower. The take-home vehicles are then allocated to the three shifts within each division on the basis of: 32% for Shift 1; 36% for Shift 2; and 32% for Shift 3. One vehicle per set on each shift in each of the geographical divisions will be reserved for officers/sergeants who choose to reside in certain City Council Wards identified as having disproportionately fewer take-home vehicles than other Council Wards. The vehicles will remain within the Wards and officers/sergeants who move from the Wards will relinquish the vehicle. The Division Commanders can determine what is best for their division by deciding if unassigned ward vehicles can be assigned as temporary take-home vehicles. The Division Commanders will take into account the status of their fleet and the availability of vehicles and personnel. The assignment of the temporary take-home vehicle will be documented on the Take-Home Vehicle Agreement Form.

Revised 4th Edit., 2000; Revised 6/12

### **205.14 Agreement Form**

As a vehicle is assigned to an officer, an Agreement Form will be signed and dated by the participation officer and a supervisor. This agreement form will contain the following information:

- A. Date,
- B. City vehicle equipment number,
- C. Vehicle identification number,
- D. Principal off-duty parking number,
- E. All city owned property included with the vehicle, and
- F. Vehicle Condition.



The original form will be maintained in the officer's/sergeant's Bureau file. Copies will be provided to the officer/sergeant and the Fleet Management Unit.

Revised 4th Edit., 2000

## **205.15 Vehicle Reassignment**

Any time the take-home vehicle is reassigned to an officer/sergeant, Fleet Management shall be notified.

Adopted 4th Edit., 2000

## **205.16 Required Equipment**

The following equipment must be carried within the vehicle at all times when the vehicle is in operation:

- A. Department approved firearm,
- B. Proper police identification,
- C. Handcuffs,
- D. Flashlight, and
- E. Ticket and report forms.

Adopted 4th Edit., 2000

## **205.17 Off-Duty Parking Regulations**

Take-home vehicles will be primarily parked at the residence of the officer/sergeant during off-duty hours. Off-street parking is preferred, but the vehicle should remain visible to the community. However, there may be incidents where neighborhood covenants dictate where a vehicle may be parked. Officers/sergeants should abide by the covenants set forth. The vehicle should not be garaged except in inclement weather or as indicated below. The vehicle will be returned and stored at the officer/sergeant's assigned division under any of the following conditions:

- A. Vacation or days off when an officer's/sergeant's residence will be vacant for more than 72 hours and the vehicle cannot be garaged or placed out of public view.
- B. Light duty assignments or Injury-On-Duty.
- C. Administrative leave with or without pay.
- D. Certain special assignments at the discretion of the Division Commander.

Revised 4th Edit., 2000

## **205.20 Off-Duty Activity Records**

Officers are encouraged to respond to calls and/or on-sight incidents requiring a law enforcement response while commuting to and from their work site and in the course of conducting official police business while off-duty. Official police activity, regardless of the nature, must be recorded on a departmental activity card. Tickets and reports are to be turned in to the nearest police station on the same day they are issued or written.

## **205.30 Overtime / Exchange Time**

Officers responding to calls during off-duty hours will not normally be required to remain on the call as the primary unit. However, should the officer's presence be required for an extended period of time, any compensation will be provided in accordance with the current agreement between the City and the Fraternal Order of Police. An on-duty supervisor must approve any overtime compensation at the time of its occurrence.

## **205.40 Unit Numbers for Off-Duty Officers**



Permanent unit numbers will be provided to each officer depending on current program requirements and constraints within the computer aided dispatch system. In the event an officer has not been assigned a permanent unit number, the four-digit commission number of the officer will be used as the off-duty unit designation.

## **205.50 Personnel Transfers**

When an officer/sergeant participating in the Operations Bureau's Take-Home Vehicle Program voluntarily or involuntarily transfers to another shift, division or bureau, his/her status within the program will be handled as follows:

### **BUREAU TRANSFER**

- A. An officer/sergeant who transfers from the Operations Bureau to any other bureau will relinquish the assigned take-home vehicle.
- B. Officers/sergeants relinquishing a take-home vehicle will return the vehicle to the officer's/sergeant's shift. Following inspection and acceptance by the officer's shift commander, a return form will be completed by the officer's/sergeant's supervisor and the vehicle will be retained by the shift at the division until it is reassigned. If not immediately reassigned to an eligible officer/sergeant, it reverts to a pool car for the shift until an officer/sergeant is available for assignment.

### **DIVISION TRANSFER**

- A. An officer/sergeant who transfers from one division to another division within the Operations Bureau will relinquish the assigned take-home vehicle.
- B. An officer/sergeant relinquishing a take-home vehicle will return the vehicle to the officer's/sergeant's shift. Following inspection and acceptance by the officer's shift commander, a return form will be completed by the officer's/sergeant's supervisor and the vehicle will be retained by the shift at the division until it is reassigned. If not immediately reassigned to an eligible officer/sergeant it reverts to a pool car for the shift until an officer/sergeant is available for assignment.
- C. The transferring officer/sergeant will not be eligible for a take-home vehicle in the new division for a period of six months. The officer/sergeant will then be placed on the eligibility list for a take-home vehicle according to department seniority only after maintaining minimal performance standards on the new shift for the preceding six (6) months.

### **SHIFT TRANSFER**

- A. An officer/sergeant who transfers from one shift to another shift within the same division will relinquish the assigned take-home vehicle.
- B. An officer/sergeant relinquishing a take-home vehicle will return the vehicle to the officer's/sergeant's shift. Following inspection and acceptance by the officer's/sergeant's shift commander, a return form will be completed by the officer's/sergeant's supervisor and the vehicle will be retained by the shift at the division until it is reassigned. If not immediately reassigned to an eligible officer/sergeant it reverts to a pool car for the shift until an officer/sergeant is available for assignment.
- C. The transferring officer/sergeant will immediately be placed on the eligibility list for a take-home vehicle on the new shift according to department seniority only after maintaining minimal performance standards on the new shift for the preceding six (6) months.

Revised 4th Edit., 2000

## **205.55 Vehicle Transfers Prohibited**

Once take-home vehicles have been assigned to shifts within divisions they will not be transferred from one shift to another nor will they be transferred from one division to another without the expressed authorization, in writing, from the Chief of Police. The number of take-home vehicles authorized for a division/shift will not be exceeded unless approved, in writing, by the Chief of Police.



### **205.60 Geographical Limitations While Off-Duty**

The take-home vehicle is restricted to travel within the corporate city limits of Oklahoma City and the suburban communities contiguous by the City. The use of the take-home vehicle while conducting official police business off-duty beyond the prescribed boundaries would require the written authorization of the Chief of Police, except in an emergency situation.

Revised 4th Edit., 2000

### **205.61 Off-Duty Dress Requirements**

The only acceptable attire for an officer/sergeant while driving a take-home vehicle off-duty is the department authorized Class A, B, an approved special-duty uniform, or appropriate civilian attire as mandated by OCPD Procedures 120.40 and 120.45 (including duty weapon and handcuffs). Uniforms, when worn, will be in accordance with current department guidelines. An FTO performing fourth phase training or an officer/sergeant attending training requiring a different type of clothing could commute to and from the work site without violating the provisions of this policy.

In circumstances where the vehicle is driven off-duty for vehicle maintenance purposes or for firearm/training purposes at the OCPD Range, the following dress guidelines are acceptable:

Male Shirt: Button down or pullover must have a collar, sleeves, and be clean and neat in appearance. Designer emblems (i.e. Polo, Ralph Lauren, etc.) and right or left chest area logos of law enforcement, college or sports organizations are acceptable. Hooded shirts and/or shirts displaying slogans, full chest or back logos or advertisements of business services will not be allowed. Short or long sleeve T-shirts are prohibited. All shirts must be neatly tucked inside pants.

Female Shirt / Blouse: A shirt or blouse must be clean in appearance. Collars and sleeves are not required. Hooded shirts, and/or shirts displaying slogans, full chest or back logos or advertisements of business services will not be allowed. Short or long sleeved T-shirts are prohibited.

Sweatshirts: Must be clean in appearance. Sweatshirts may be worn when promoting the spirit of a holiday season, Law Enforcement Agency or any City and/or Law Enforcement activity. Sweatshirts displaying right or left chest area logos of college and/or sports organizations are permitted. Hooded sweatshirts or sweatshirts displaying slogans, full chest or back logos or advertisements of business services will not be allowed.

Pants: Dress slacks or jeans. Jeans must be clean in appearance and free from obvious signs of wear, having no holes and be neatly trimmed.

Shoes: Dress shoes (with socks) for males, western style boots and tennis shoes are acceptable footwear. Such footwear may not exhibit extensive wear.

When an officer/sergeant exits the vehicle to conduct any official police function, a full size Oklahoma City Police badge, Department approved weapon, and handcuffs must be worn. The badge will be readily visible on the outer garment.

Revised 4th Edit., 2000

### **205.62 Transporting Passengers While Off-Duty**

Passengers in the take-home vehicle are not permitted during off-duty operation, with the exception of transporting stranded individuals as per Procedure 205.90.

Revised 4th Edit., 2000



### **205.63 Dispatcher Notification**

Although officers are not required to notify the police dispatcher when the vehicle is in operation while off-duty, they are required to notify the dispatcher whenever responding to a police call or when conducting any business that is police/public service related.

### **205.65 Vehicle and Equipment Security**

The vehicle will be locked at all times when not in use. All weapons and portable radios will be removed from the passenger area of the vehicle when parked out of service. In the event of theft, officers/sergeants found to be negligent in securing the vehicle and/or its contents may be required to reimburse the City for the cost of the item(s) stolen.

### **205.67 Damage to Equipment / Traffic Accidents**

Damage to take-home vehicles incurred off-duty due to vandalism or traffic accidents will be reported in accordance with current department policy for on-duty reporting. Any vehicle deadlined, or otherwise not repairable as a result of vandalism or a traffic accident, will not be replaced until the annual allocation of new vehicles is received. The officer/sergeant involved will be placed in a pool car, which is not to be used as a take-home vehicle. Depending on the circumstances surrounding the damage to the vehicle, the officer/sergeant may receive the next take-home vehicle that becomes available on that shift within the assigned division. If a take-home vehicle does not become available prior to the arrival of a new replacement vehicle, the officer/sergeant will be assigned the new replacement vehicle.

Revised 4th Edit., 2000

### **205.68 Vehicle Inspections**

The officer's/sergeant's supervisor will conduct vehicle inspections not less than twice each month. The departmental vehicle inspection form will be completed, signed by the inspecting supervisor and forwarded to the respective Division Administrative Office. If any category is deficient, a re-inspection must be done as soon as possible. If a vehicle is not available for inspection due to a mechanical condition, the vehicle will be inspected as soon as it becomes available. Officers are expected to maintain vehicle appearance standards, which are deemed appropriate to weather conditions and public contact. Failure to provide proper care and maintenance of the vehicle may result in discipline, suspension from the program, or revocation.

Revised 4th Edit., 2000; Revised 9/06

### **205.69 Equipment Additions / Alterations**

All additions and/or alterations of internal and external police equipment to vehicles must be approved through the Division Commander and by the Fleet Management Commander. This requirement is to ensure proper installation, minimum defacing, and the prevention of electrical malfunctions.

The officer/sergeant will request additions or alterations through the shift commander. The officer/sergeant will present the proper form to the Division Commander for an approval signature. The officer/sergeant will then present the form to the Fleet Management Commander for final approval. The Fleet Management Commander will record the date and equipment authorized on the reverse side of the Agreement Form, which is maintained in the Fleet Management office.

For safety reasons, nothing will be hung from the rear view mirror of the car. Also nothing will be placed on the dash or in the rear window except for a properly mounted radar, video camera, and/or emergency lights. No decals or bumper stickers will be affixed to the vehicle without the approval of the Chief of Police.

Revised 4th Edit., 2000



### **205.72 Off-Duty Employment**

The vehicle may be used, while off-duty, by an officer/sergeant in a Class A or B uniform or appropriate civilian attire as mandated by OCPD for travel to and from an extra job that requires the performance of law enforcement related duties. The take-home vehicle may be used during that employment only in a fixed-post capacity. The use of the vehicle in a patrolling or moving capacity is prohibited, unless prior authorization is received by the officer/sergeant from the Chief of Police.

Revised 4th Edit., 2000

### **205.74 Use and Transportation of Alcohol in Vehicles**

As pertains to the use and/or transportation of alcoholic beverages and low-point beer, off-duty officers in take home vehicles will adhere to the following restrictions:

- A. Vehicles will not be utilized by officers under the influence of alcohol or drugs, or have the odor of an alcoholic beverage or low-point beer on or about the breath or person, or who have taken prescription drugs that would impair the ability of the driver to operate the police vehicle.
- B. Vehicles will not be parked directly in front of liquor stores, bars, or locations where alcoholic beverages or low-point beer are primarily consumed or sold unless on official police business.
- C. No alcoholic beverages or low-point beer will be transported in a police vehicle unless it is in conjunction with official police business.

Revised 4th Edit., 2000; Revised 07/07

### **205.75 Additional Restrictions**

In addition to the previously mentioned restrictions on the use of the take home vehicle, the following also apply:

- A. No member of an officer's/sergeant's family, nor any other civilian personnel, will operate the police vehicle.
- B. Vehicles will be legally parked at all times and the officer/sergeant will obey all traffic and parking ordinances, unless responding to an official emergency police call.
- C. All officers will strictly adhere to the rules, regulations, policies and procedures as set forth in the Oklahoma City Police Department Operations Manual.
- D. Personal use of the vehicle is strictly prohibited and will result in removal from the program.

### **205.80 Key Control**

In keeping with the assigned officer/sergeant responsibility for the sole care and maintenance of the take-home vehicle, Fleet Management will maintain a master key with a tag bearing the assigned officer's/sergeant's name. No duplicate keys may be provided and no locks will be changed, unless authorized in writing by the Fleet Management Commander.

Revised 4th Edit., 2000

### **205.90 Answering Calls While Off-Duty**

Whether assigned or self-initiated, officers / sergeants are expected to provide assistance to any and all persons in need, including stranded motorists and citizens involved in accidents. Vehicle police radios will be turned on at all times when the vehicle is in operation. Officers will monitor the appropriate radio channel for the area in which they are traveling. Officers will adhere to the following rules regarding dispatched calls:

**Priority Calls** – Officers/sergeants are required to respond to any life threatening police call in their immediate vicinity while operating in the police vehicle in an off duty capacity. Once at the scene, the officer/sergeant will



remain at the location of the call until properly relieved by an on duty officer or until the problem is concluded. An immediate report may be required and submitted, if necessary.

**Routine Calls** – Officers/sergeants may voluntarily respond to routine calls while operating the vehicle in an off-duty capacity.

**Traffic Violations** – Officers/sergeants may stop and cite motorists for traffic violations. Officers/sergeants should keep in mind that the general public expects an officer in a marked police vehicle to take enforcement action when a flagrant and hazardous violation is committed in the officer's presence.

Revised 4th Edit., 2000

## **206.0 Home Storage Vehicles**

A home storage vehicle is defined as any vehicle, marked and unmarked, that is stored at a police employee's declared residence after normal working hours. The vehicle may be issued to the individual employee based on the employee's assignment, or when the employee is required to respond to a police facility or crime scene on a call-out basis. The Chief of Police or designee will determine the assignments eligible for a home storage vehicle.

Employees participating in the Home Storage Vehicle Program will be issued a marked/unmarked vehicle for commuting to and from their on-duty law enforcement assignment. Off-duty use is restricted to official police business (i.e. court appearances, training sessions, neighborhood group meetings, vehicle maintenance, etc.) and driving to and from an extra-duty employment. The assigned employee(s) will be responsible for its care and use in accordance with current procedures. Employees will abide by the current rules, regulations and guidelines, which will be considered applicable and in effect at all times.

Marked Home Storage vehicles shall have the required equipment reflected in Procedure 205.16

An unmarked home storage vehicle may be assigned to an employee who resides outside the City limits at the discretion of the Chief of Police.

Adopted 4th Edit., 2000; Revised 5/15

## **206.10 Off-Duty Employment**

A home storage vehicle can be driven to department approved extra duty. The officer must be in a Class A or B uniform or appropriate civilian attire as mandated by the Police Operations Manual for travel to and from the extra job. The home storage vehicle may be used during that employment only in a fixed-post capacity. The use of the vehicle in a patrolling or moving capacity is prohibited, unless prior authorization is received from the Chief of Police.

Adopted 4th Edit., 2000; Revised 5/15

## **206.11 Off-Duty Dress Requirements**

The only acceptable attire while driving a home storage vehicle off-duty is the department authorized Class A, B, an approved special-duty uniform, or appropriate civilian attire as mandated by OCPD Procedures 120.40 and 120.45 (including duty weapon and handcuffs). Uniforms, when worn, will be in accordance with current department guidelines.

In circumstances where the vehicle is driven off-duty for vehicle maintenance purposes or for firearm/training purposes at the OCPD Range, refer to Procedure 205.61.

Adopted 4th Edit., 2000; Revised 5/15

## **206.12 Transporting Passengers While Off-Duty**



Passengers in the Home Storage Vehicle Program are not permitted during off-duty operation, with the exception of transporting stranded individuals as per Procedure 205.90.

Adopted 4th Edit., 2000

## **206.13 Answering Calls While Off-Duty**

Officers in a marked home storage vehicle are expected to comply with Procedure 205.90 while off-duty.

Adopted 4th Edit., 2000; Revised 5/15

## **210.0 Operations of the Police Radio**

The police radio communications system plays a vital role in the ability of the police department and the individual officer to properly perform their duties and responsibilities to the public, which they serve. Radio communications are also vital to the safety and wellbeing of every employee while involved in police activities.

Revised 9/05

### **210.10 FCC Rules and Regulations**

To keep within the guidelines of the law established under Part 90 of the Federal Communications Rules and Regulations, the following procedures are to be adhered to at all times.

Under FCC regulations, a radio operator will not:

- A. Transmit superfluous signals, messages or communications of any kind on the radio transmitter;
- B. Use profane, indecent or obscene language;
- C. Willfully damage or permit radio apparatus to be damaged;
- D. Cause unlawful or malicious interference with any other radio communications;
- E. Intercept and use or publish the contents of any radio message without the express permission of the proper authorities in the department;
- F. Make unnecessary or unidentified transmissions;
- G. Transmit without first making sure that the intended transmission will not cause harmful interference;
- H. Make any adjustments, or repairs or alterations whatsoever to the radio transmitter. It is required by law that only a professional radio technician, holding a General Class license or higher, may make adjustments and repairs; or
- I. Transmit a call signal, letter or numeral, which has not been assigned to the station or unit.

Revised 8/16

### **210.15 Radio Communications Protocol**

Police dispatchers are responsible for ensuring an efficient exchange of communication between themselves and officers in the field. Allowing dispatchers to acknowledge officers prior to officers broadcasting their information or request will assist in ensuring vital information is not missed. Compliance with this process will reduce the time spent dealing with repeat and or missed radio transmissions and will ensure the radio air is available to officers with urgent communication.

Urgent communication is defined as communication associated with incidents that pose an immediate threat to officers and/or civilians. Examples include, but are not limited to: a subject with a firearm, the initiation of a pursuit, or an officer requesting back-up.

Excluding urgent communication, officers will contact the radio dispatcher and await acknowledgement prior to transmitting their request or delivery of information.

Adopted 8/16





### **210.20 Restricting Radio Air Time**

In order to keep radio transmission time to a minimum, employees shall keep their transmissions as brief as possible and shall limit their transmissions only to that information which is needed.

Revised 9/05

### **210.25 Lengthy Transmissions**

In order to avoid lengthy transmissions from interfering with the use of the radio by other employees, those employees who need to transmit lengthy messages that do not pertain to all employees operating on the same channel should switch to a non-primary channel to transmit their information to those interested employees.

Revised 9/05

### **210.30 Radio Codes**

Employees shall familiarize themselves with the departmental radio “codes” and use them when applicable unless unusual circumstances prevent their use.

#### **10 Codes**

- 10-1 Receiving Signals Poorly
- 10-2 Receiving Signals Well
- 10-3 Stop Transmitting
- 10-4 Ok, Affirmative
- 10-5 Relay
- 10-6 Busy
- 10-7 Out of Service
- 10-8 In Service
- 10-9 Repeat
- 10-10 Out of Service, Subject to Call
- 10-11 Dispatching Too Rapidly
- 10-12 Officials or Visitors Present
- 10-13 Weather and Road Conditions
- 10-14 Escort
- 10-15 Prisoner in Custody
- 10-16 Pick Up Prisoner At
- 10-17 Pick Up Papers At
- 10-18 Complete Present Assignment as Quickly as Possible
- 10-19 Return To Station
- 10-20 What is Your Location
- 10-21 Call by Telephone, Number
- 10-22 Take No Further Action Last Information
- 10-23 Officer in Trouble, Location
- 10-24 Trouble at Station, Units in Vicinity Report at Once
- 10-25 Do You Have Contact With
- 10-26 Motorist Assist, Location
- 10-27 Any Answer Our Message
- 10-28 Check Full Vehicle Registration Information
- 10-29 Check for Stolen or Wanted
- 10-30 Does Not Conform To Rules and Regulations
- 10-31 Breathalyzer Operator To Report To
- 10-32 Is Breathalyzer Available
- 10-33 Emergency Traffic



- 10-35 Confidential Information
- 10-36 Correct Time?
- 10-37 Operator on Duty?
- 10-39 Your Message Delivered
- 10-40 Advise If Officer Available For Radio Call
- 10-42 Complete Driver License Record
- 10-43 Driver License Status Check
- 10-44 Check For Record / Wanted With
- 10-45 Meet for Coffee
- 10-46 Meet for Vehicle of DL Check
- 10-47 Subject in Question Possible Armed and Dangerous or Wanted
- 10-48 NCIC Hit, Is It Safe To Copy Information
- 10-49 10-28 With Amount Of Registration And Weight Paid
- 10-50 No Calls
- 10-54 Estimated Time of Arrival
- 10-60 Traffic Stop, Location
- 10-61 Clear Traffic
- 10-63 This Frequency Directed To
- 10-64 This Channel / Frequency Clear For Normal Use
- 10-69 Any Traffic For This Unit
- 10-70 Stopping Vehicle, May Be Dangerous. Location, Vehicle, Description and License Information
- 10-71 Officer Is Clear From 10-70
- 10-72 Information Is Incomplete No Action Will Be Taken Until Further Information Is Furnished
- 10-73 Information Not in Proper Form, Rewrite Information and Re transmit
- 10-80 Private Vehicle Making Emergency Run
- 10-83 Am I Clear for Dinner - Away From the Radio (will Call In With Phone Number)
- 10-84 Am I Clear for Dinner - In Car or Near Radio
- 10-85 Keep Vehicle under Surveillance, Do Not Stop
- 10-86 Pick Up Partner
- 10-87 Aircraft Assignment, Location and Time
- 10-88 Advise Phone Number for Station To Station Call for Officer
- 10-90 Officer Welfare Contact
- 10-97 Arriving At Scene
- 10-98 Last Assignment Completed

### **Signal Codes**

- 7 DOA
- 8 Mental Patient
- 9 Bomb Threat
- 10 PD Response to 911 Hang-up
- 30 Fatality Accident
- 76 Non-injury Accident
- 82 Injury Accident
- 83 Department Vehicle Involved In Accident. State Number of Vehicles, Any Injuries and Location
- 87 Intoxicated Pedestrian (Reported)
- 88 Intoxicated Driver (Reported)
- 89 Hit and Run Accident - State Whether Property Damage or Personal Injury

Revised 9/05; Revised 8/16

### **210.40 Resolving Conflicts**

When a conflict arises between a field employee and a Communications Unit employee, the complaining employee shall report the complaint to his or her supervisor. The complaining party's supervisor shall contact the other



employee's supervisor to resolve the conflict. Each supervisor will notify his or her respective employee of any action taken on the complaint.

Revised 9/05; Revised 8/16

## **210.50 Communications Failure**

If a total loss of police radio communications is experienced, all employees on duty will proceed to the nearest fire station or briefing station. Employees will call the Communications Unit by telephone and receive necessary calls. After employees have completed their calls they will return to the nearest fire station or briefing station, again contacting the Communications Unit. Employees will continue in this manner until power is restored and normal radio communications can be resumed.

Should the Department experience a total loss of police radio communication and telephone communication, employees will report to the nearest briefing station for assignment.

Revised 9/05; Revised 8/16

## **210.60 Operation of the Mobile Data Computer (MDC)**

The police mobile data computer (MDC) plays an important role in the ability of the police department and the individual employee to properly perform duties and responsibilities to the public they serve. The MDC also plays an important role in the safety of every employee while involved in any police function.

Adopted 9/05

### **210.61 Use of the Mobile Data Computer (MDC)**

Only employees who have successfully received required training in the use of the MDC shall receive operating privileges.

Employees who have successfully received required training shall have a 'username' and 'password' assigned to them. Employees will safeguard password information and report any problems to their immediate supervisor in a timely manner.

Adopted 9/05

### **210.62 Operational Restrictions**

MDC operators will:

- A. Exercise caution if reading the display while driving;
- B. Keep all liquid and foods away from the MDC;
- C. Ensure the swivel mount is tight enough to prevent the MDC from swinging freely during normal vehicle operations. If the mount is loose, the adjustment nuts must be tightened;
- D. Not attempt to make any repairs to the MDC. Only authorized personnel may make necessary repairs;
- E. Turn the MDC off when responding to any situation involving an explosive device; and
- F. Confirm ALL NCIC hits through CIU.

Adopted 9/05; Revised 8/16

### **210.63 MDC Transmissions**

When transmitting information on MDCs, employees will:

- A. Keep all transmissions relevant to the performance of the employee's duties; and
- B. Keep transmissions free of inappropriate language.



Adopted 9/05; Revised 8/16

### **210.64 MDC Security**

Employees shall adhere to the following guidelines to ensure the security of the MDC.

MDC operators will:

- A. Not permit unauthorized person(s) to use the MDC;
- B. Log off the MDC after the vehicle is no longer in operation; and
- C. Not intercept, use, or publish the contents of any MDC message without the express consent of the Chief of Police.

Adopted 9/05; Revised 8/16

### **210.65 Utilization of CAD**

All police employees, whether on or off-duty, operating vehicles with MDCs in them will log on to the CAD system prior to operating the vehicle, and will remain logged on as long as they are operating the vehicle.

Adopted 8/16

## **211.0 Major Disaster Scene**

### **211.10 Assigned Officer's Responsibility**

When an officer is assigned to, or happens upon the scene of a major disaster (i.e., tornado, flood, or explosion scene), his primary concern will be to determine if there are any injured victims and call for medical assistance to the disaster scene. The officer will render first aid to victims when possible.

The first officer on the scene should adhere to the following procedures:

- A. Notify dispatchers of the disaster and request additional police, medical, and Fire Department assistance if needed.
- B. Contact a field supervisor and advise him of the extent of the damage.
- C. Try to establish a scene perimeter and keep unauthorized persons and spectators outside of the disaster scene area.

### **211.20 Supervisor's Responsibility**

A field supervisor, upon arriving at the scene, will immediately take control of activities and duties of the officers assigned to the disaster scene. He will be responsible for assigning personnel to specific locations around and within the scene and advise those officers of their specific duties during their assignment.

The field supervisor on the scene will determine if the Mobile Command Post should be activated and will contact the shift Captain or Watch Commander. When determination is made to establish the command post, procedures will be followed as outlined under Procedure 280.0.

## **212.0 Hazardous Materials**

Every truck or railroad car should be considered a hazard because of the material it may be carrying, even though it may not be posted by signs. In case of an accident, fire or spillage, the first emergency personnel at the scene should:

- A. Ascertain from the driver of the vehicle the type of material being carried.



- B. If the driver is unconscious or dead, an attempt should be made to retrieve the shipping papers from the vehicle to determine the type of material, if this can be accomplished without risk to the officer.
- C. Have Communications request additional support as needed (medical, fire, public works) and call the transporting company or shipper involved to obtain the information on the material involved.

Revised 9/05

## **212.10 General**

Always approach from up wind and stay out of smoke, mist, cloud or dust. Keep well away until you know you are safe. **DO NOT** step in liquid spillage.

If rescue needs to be effected, do so only after steps have been taken to avoid having rescuers becoming additional victims. Evacuate and secure the immediate area without endangering yourself and secure it. Obtain enough assistance to insure security of the area.

Allow no flames, sparks, or smoking in the area and do not allow vehicles to sit running as heat generated from them may cause fire or explosion.

If persons are being transported to the hospital for treatment, the supervisor will ensure that the emergency medical personnel and emergency room is advised of the type of material involved.

Revised 9/05

## **212.30 Fire Department Responsibility**

The senior Fire Department officer at the scene will assume command of the area needed for fire fighting, rescue operations and area needed to contain or neutralize the spill.

## **213.0 Downed Aircraft**

In all instances where a downed aircraft has been reported, an officer will:

- A. Assist with all injured persons;
- B. Protect the scene;
- C. Ensure the Federal Aviation Administration has been notified; and
- D. Complete a detailed report.

When the FAA investigators arrive, they will assume overall responsibility for the investigation.

Officers shall assist the FAA investigators in any manner consistent with their authority. Communications and CIU will maintain FAA contact numbers.

Revised 9/05

## **214.0 Animal Calls**

### **214.10 Livestock Impoundment**

When responding to a call where livestock is loose on the streets or highways within the city limits of Oklahoma City, the responding officers primary objective is the safety of the citizens.

### **214.11 Assigned Officer's Duties**



The first unit on the scene of loose livestock is to determine if further police units should be assigned to the scene for traffic and/or crowd control. The officer should then advise the dispatcher to assign or cancel any additional assistance.

Once the scene and the livestock are under control the officer will have the owner of the livestock notified as soon as possible, if the owner can be determined. When the owner is contacted and is given the location of the livestock, the officer shall inform the owner to be at the scene within one hour. If the owner cannot arrive within the time limit, the owner shall be advised the livestock will be impounded for safekeeping at the owner's expense.

When an owner is not available or cannot be readily determined, the assigned officer will notify the dispatcher and advise them of the type and number of livestock. The officer will advise the dispatcher that the owner cannot be located and the livestock-impounding contractor needs to be sent for impoundment.

When the impounding personnel arrive at the scene, the contractor will fill out a livestock impoundment form and the officer will sign it. The contractor will be responsible for delivering a copy to the City Animal Control Department; however, the officer will need to obtain the impoundment form number for the crime incident report.

After the livestock have been impounded the assigned officer will make a completed report on "Impounded Livestock". If the owner of the livestock takes custody of the animal(s), the officer still must fill out a report to be sent to Animal Control.

Revised 2/98

## **214.20 Vicious Animals**

A vicious animal may be defined as any animal, which poses a threat to attack and cause bodily injury to the general public.

### **214.21 Primary Concern is Safety of Public**

An officer responding to a call of a vicious animal must remember that their primary concern is the safety of the public, and not the capture or killing of the animal. An officer, under any circumstances, should not try to capture a vicious animal, since they are not properly equipped or trained to do so.

Revised 2/98

### **214.22 Assigned Officer's Duties**

The officer should first attempt to locate the animal, and once it has been located, the officer should try to contain the animal, if possible, and keep it in sight. The assigned officer will then notify the Communications Unit of the circumstances. Communications shall contact Animal Control to have an Animal Control officer sent to the scene.

Revised 2/98

### **214.23 Animal Control Response**

Animal Control officers will only respond to the scene of a vicious animal after normal duty hours under the following circumstances:

- A. Vicious animals attacking people or other animals.
- B. Confined vicious animals - when the victim demands the animal to be picked up.
- C. Loose vicious animals when the animal is present at the time assistance is requested.

### **214.24 Shooting Vicious Animals**

An officer will not shoot the animal unless the animal attacks or attempts to attack the officer or any other persons.



When the shooting of a vicious animal is required for the protection of the officer or another person, the officer should, if at all possible, avoid shooting the animal in the head. Any animal that is suspected of having contracted rabies cannot be tested for rabies if the head of the animal is destroyed.

If an officer intentionally shoots a vicious animal, the officer will immediately notify the Communications Unit and their supervisor. The involved officer shall follow Use of Force Procedure 150.70.

Revised 2/98; Revised 7/10; Revised 6/14

### **214.30 Injured Animals**

An officer coming in contact with an injured domestic animal (dog or cat) will have the dispatcher notify Animal Control and have a unit sent to the scene. Animal Control will send a unit to the scene after normal duty hours only when the animal is severely injured and is located in a public area.

### **214.31 Shooting Injured Animals**

A police officer will shoot an injured animal (cow, horse, deer, etc.) ONLY after a supervisor has responded to the scene, evaluated the situation and ALL of the following conditions have been met:

- A. Communications has notified Animal Control.
- B. The animal is so severely injured as to require the immediate extermination of the animal to prevent its further suffering.
- C. When shooting the animal can be done so safely and would not pose a risk to the life or property of the officer or other citizens.

In such cases where narrow confines do not allow an officer to use a shotgun, the supervisor or an officer selected by the supervisor may use a handgun. Situations where the officer/supervisor uses a weapon on an injured animal shall not require investigation by the Office of Professional Standards.

Once the animal has been killed, the supervisor shall complete a crime incident report titled "Intentional Discharge of Firearm - Animal Euthanasia" and forward it through their chain of command to the Operations Bureau Commander.

Revised 2/98

### **214.40 Animals Protected under State or Federal Law**

#### **214.41 Definition**

A "protected" animal may be defined as any animal that is protected by law under the State and/or Federal wildlife statutes.

#### **214.42 Notification of Wildlife Department**

When an officer comes into contact with an injured animal, which is protected under wildlife statutes, the officer must notify the Oklahoma State Wildlife Department and advise them of the type of animal that is injured and its location.

The Oklahoma State Wildlife Department business hours are 8:00 A.M. to 5:00 P.M. on weekdays and can be contacted at (405) 521-3851 during business hours.

When officers come upon an injured animal after business hours they will have the dispatcher contact a State Game Ranger in the county where the injured animal is located.



After the Wildlife Department or State Game Ranger has been contacted, the officer will comply with the instructions of that official. If the officer feels unable to comply with the instructions of the official, a supervisor shall be contacted prior to taking any action contrary to those set out by the game official.

When attempts to contact a State Game Ranger are unsuccessful and the animal is dead, the officer should make an effort to remove the animal from the roadway. The officer will then advise Communications of the location of the animal carcass and have day shift Communications notify the State Wildlife Department.

Revised 2/98

#### **214.43 Shooting Protected Animals**

A police officer will shoot a protected animal ONLY after a supervisor has responded to the scene, evaluated the situation and ALL of the following conditions have been met:

- A. Notify the Oklahoma Wildlife Department or a Game Ranger.
- B. The animal is so severely injured as to require the immediate extermination of the animal to prevent its further suffering.
- C. Destroy the animal only when their weapon can be fired safely without endangering the lives and property of others.

In such cases where narrow confines do not allow an officer to use a shotgun, the supervisor or the officer selected by the supervisor may use a handgun. Situations where the officer/supervisor uses a weapon on a protected animal shall not require investigation by the Office of Professional Standards.

Once the animal has been killed, the supervisor shall complete a crime incident report titled "Intentional Discharge of Firearm Animal Euthanasia" and forward it through their chain-of-command to the Operations Bureau Commander.

Revised 2/98

#### **215.0 Mental Health Procedures**

The purpose of this procedure is to provide for the humane care and treatment of persons who are mentally ill, alcohol dependent or drug dependent.

##### **215.10 Definitions**

Alcohol dependency is a condition where a person uses alcoholic beverages to such an extent it impairs their health, family life or occupation and compromises the health and safety of the community.

Drug dependency is a condition where a person uses a controlled substance as presently defined in § 102 of the Federal Controlled Substances Act and who is in a state of psychic or physical dependence, or both, arising from administration of that controlled substance on an intermittent or continuous basis. Drug dependence is characterized by behavioral and other responses, which include a strong compulsion to take the substance on a continuous basis in order to experience its psychic effects or to avoid the discomfort of its absence.

Mental illness is a substantial disorder of thought, mood, perception, psychological orientation or memory that significantly impairs judgment, behavior, capacity to recognize reality, or ability to meet the ordinary demands of life.

Person requiring treatment is a person who because of his or her mental illness or drug or alcohol dependency:

- A. poses a substantial risk of immediate physical harm to self as manifested by evidence or serious threats of or attempts at suicide or other significant self-inflicted bodily harm;





- B. poses a substantial risk of immediate physical harm to another person or persons as manifested by evidence of violent behavior directed toward another person or persons;
- C. has placed another person or persons in a reasonable fear of violent behavior directed towards such person or persons or serious physical harm to them as manifested by serious and immediate threats;
- D. is in a condition of severe deterioration such that, without immediate intervention, there exists a substantial risk that severe impairment or injury will result to the person; or
- E. poses a substantial risk of immediate serious physical injury to self or death as manifested by evidence that the person is unable to provide for and is not providing for his or her basic physical needs.

Unless a person also meets the above-listed criteria, a person requiring treatment shall not mean:

- A. a person whose mental processes have been weakened or impaired by reason of advanced years, dementia, or Alzheimer's disease;
- B. a mentally challenged or developmentally disabled person as defined in Title 10 of the Oklahoma Statutes;
- C. a person with seizure disorder;
- D. a person with a traumatic brain injury; or
- E. a person who is homeless.

Revised 2/03; Revised 6/12; Revised 5/15

## **215.20 Emergency Detention Procedures**

Any officer who reasonably believes that a person is a person requiring treatment as defined in Procedure 215.10 shall take the person into protective custody.

Officers may base their determination on personal observations or the statement of a third party. The mental health or substance abuse history of the person may be used as part of the evidence to determine whether the person is a person requiring treatment. The mental health or substance abuse history of the person shall not be the sole basis for this determination.

Officers shall make every reasonable effort to take the person into custody in the least conspicuous manner.

When an officer takes a person into protective custody based upon personal observations, the officer will complete a Peace Officer's Affidavit for Emergency Detention and shall include the observations that led the officer to believe the person is a person requiring treatment. When an officer takes a person into protective custody based solely on the observations of a third party, the officer shall (1) have the third party complete and sign a Third Party Statement Form, (2) ensure the third party is a credible source for the information they provided, and (3) verify the third party's statement describing the person in crisis meets the criteria for taking the person into protective custody.

Officers will complete a Crime Incident Report in all incidents where they have to make a determination whether a person is a person requiring treatment, regardless of whether the person is ultimately taken into custody and regardless of whether the determination was based upon the officer's personal observations or the observations of a third party.

Officers will transport the person in protective custody to an appropriate mental health facility. Officers shall provide the mental health facility with the Peace Officer's Affidavit for Emergency Detention and/or the Third Party Statement Form.

A licensed mental health professional will examine the person and determine if the person is in need of treatment. The mental health professional will complete and sign the licensed mental health professional statement, petition, and verification form and may retain the consumer in the facility. If the individual is deemed not to be in need of treatment, the facility will make arrangements to have the person released. If transportation cannot be arranged, an officer will transport the individual to the original location where the custody took place.

If an officer encounters a mentally unstable suspect on a call involving a felony or violent misdemeanor criminal matter, the officer will handle the person as in any other criminal investigation. The officer shall advise a jail



supervisor that the arrested person may be mentally unstable and document in the arrest report why the officer believed the person may be mentally unstable. If the person also meets criteria for emergency detention, the officer shall complete a Peace Officer's Affidavit and turn it in during jail booking.

Revised 6/96; Revised 2/03; Revised 6/12; Revised 5/15

### **215.30 Mental Health Transports and Consumer Stability**

Officers shall contact their supervisor if the officer believes the mental health consumer they have been called to transport from a hospital emergency room or mental health facility to another facility is not medically or mentally stable enough to allow for safe transport in a police vehicle. This would include being ambulatory. In these situations, the supervisor will respond to the hospital or facility and discuss these concerns with the medical and/or mental health professionals involved, or their supervisor, to determine whether the consumer's medical and/or mental condition is stabilized for transport and evaluate whether the transfer to another facility by department vehicle is appropriate. Additionally, the involved supervisor will ensure the information surrounding the consumer's condition is relayed to the receiving facility for admittance approval prior to the transport taking place. In these cases the involved supervisor will determine a reasonable and safe means in which to transport the consumer to the receiving facility. If the supervisor cannot resolve the issue he/she will contact the Watch Commander for assistance. The supervisor will complete a supplemental report detailing their actions.

Adopted 5/15

### **215.40 Mental Health Transports outside the Metro Area**

Oklahoma State Statute Title 43A §1-110 requires local police departments to respond to mental health calls occurring within their jurisdiction. This includes public places as well as private dwellings, hospital emergency rooms, doctor's offices, community mental health centers, etc. The statutory requirement includes the responsibility to transport such patients to and from Oklahoma Department of Mental Health designated sites for examination and detention.

The Oklahoma County Crisis Intervention Center (OCCIC) or private emergency rooms occasionally request our department transport a consumer to a facility outside the metro area. If such a request is received, the primary officer on the call will notify the Watch Commander through his/her chain of command. If unable to locate a facility in the metro area, the Watch Commander will complete travel orders for the mental health transport. The destination information will be supplied by the Crisis Center or hospital personnel.

Mental health consumers present conditions for their transport that dictate special care and attention during transports. Officers are required to transport mental health consumers from a mental health facility or hospital to another mental health facility or hospital only when it has been confirmed the following criteria are met:

- A. Voluntary/involuntary status of the consumer is verified with the requesting mental health professional.
- B. Clinical condition of the consumer is determined prior to officers taking custody, i.e. conditions of the consumer that may need monitoring during transport are not a deterrent to the safety of the consumer or officers.
- C. Arrangements have been made between the two facilities.
- D. Two officers are available to make the transport. If available, at least one of the officers should be the same gender as the mental health consumer.
- E. The transport vehicle must be equipped with a barrier between the officers and the consumer.
- F. Obtain travel orders.

If the consumer and the involved agencies meet the criteria for transport the following procedures will be adhered to by OCPD personnel:

- A. Points of contact are confirmed and noted; names of requesting/receiving facility, names of requesting/receiving mental healthcare professionals, phone contact numbers for requesting/receiving mental healthcare professionals.



- B. Emergency communication information is established when traveling outside the metro area – local law enforcement agency phone numbers, radio channels and advising OCPD dispatch of the transport details, route, departure time, arrival time etc.
- C. Officers shall use caution when transporting mental health consumers due to the potential threat of destructive and/or dangerous behavior the consumer poses to themselves or the officers. Officers should evaluate each transport individually and take appropriate restraint measures to protect their safety and the safety of the consumer.
- D. Explain to the consumer the following:
  - 1. Identify yourself as an Oklahoma City police officer and explain to the consumer they are in custody and the custody is not a criminal arrest.
  - 2. The name of the facility to which the consumer is being transported.
  - 3. The transport is for an examination of the consumer by mental health professionals.
- E. All personal property of the consumer will be collected by the officers and will accompany the consumer to their destination where it will be turned over to the receiving agency.
- F. Weapons, or other items which could be used to inflict injury, shall be removed from the consumer and secured by officers prior to transporting the consumer. Officers will book weapons or other potentially hazardous items into the Property Management Unit according to written directives.
- G. Should the consumer display the potential for violence, they shall be transported in a paddy wagon using appropriate restraints and security measures to ensure the safety of the consumer, officers and others.
- H. The officers will take any additional safeguards necessary at the receiving facility to ensure a safe transition and notify the receiving agency of any medical problems and potential security hazards the consumer presents.
- I. Juvenile consumers shall be processed in the same manner as adults but with due regard as to the individual's age and mental state.
- J. Any officer making a mental health transport must complete a Crime Incident Report. The Crime Incident Report will include but not be limited to the following:
  - 1. Transport vehicle type and vehicle number.
  - 2. Total mileage of transport.
  - 3. All stops scheduled and unscheduled.
  - 4. Use of restraints and/or additional security measures utilized for officer/consumer safety and the consumer's behavior or demeanor motivating the use of additional precautions.
  - 5. Point of contact information for the requesting facility and the receiving facility.

In the event transporting officers use force during a mental health transport and the use of force occurred outside the corporate limits of Oklahoma City, employees shall proceed in accordance with Procedure 150, Use of Force Investigations. In addition to compliance with Procedure 150, the following procedures shall be adhered to:

- A. If the consumer requires medical attention, the officers shall contact local emergency services and ensure medical assistance is dispatched.
- B. The transporting officers shall immediately contact their supervisor and advise them of the incident.
- C. The supervisor shall notify the watch commander, respond to the scene, and conduct a use of force investigation in accordance with Procedure 150.
- D. If criminal charges against the consumer are appropriate, the watch commander shall be responsible for ensuring the law enforcement agency with jurisdiction where the use of force occurred is notified.
- E. If applicable, the agency with jurisdiction will be responsible for conducting the criminal investigation.
- F. If the consumer is not charged or charged by the investigating agency but released in the field, the transporting officers will continue with and complete the mental health transport.
- G. If the consumer is charged by the investigating agency and to be detained in jail, the investigating agency will take custody of the consumer and transport him or her to their appropriate jail.
- H. If the consumer is detained by the investigating agency, the watch commander shall contact the arresting agency to make arrangements for the completion of the mental health transport upon release. If the arresting agency is unwilling or unable to complete the mental health transport, the watch commander will arrange to have our department notified upon release so that we can arrange to complete the transport.

If officers are unable to contact their supervisor, they shall attempt to contact dispatch. If officers are unable to establish any communication, they shall proceed to the nearest location where they are able to do so.



All involved or witnessing officers shall complete a report, unless instructed not to by a supervisor or investigator.

Any deviation from these procedures must be approved by a bureau commander.

Adopted 6/12; Revised 5/15; Revised 1/16

### **215.50 Attempted Suicide Calls**

Cases involving an attempted suicide will be treated the same as those involving a person requiring treatment.

When an officer confronts a person who is talking of committing suicide and no overt act has occurred, no one is present to give a third party statement, and the officer is of the opinion that the person is not presently a threat to himself/herself or others, the officer can advise the family members of the statement and release the person to the custody of the family with a referral to a Mental Health Center. A full report will be written of the incident and will include an explanation why the person did not meet emergency detention criteria.

When an officer is of the opinion that the person is serious about committing suicide, the person will be placed in protective custody in accordance with Procedure 215.20.

When a person has committed an overt act, the officer's first responsibility will be to get medical aid for the person.

In all cases, the officer will complete a Crime Incident Report.

Revised 2/03; Revised 5/15

### **215.60 How to Handle the Mentally Ill**

A police officer must not only be able to recognize abnormal behavior of a mentally ill person, but also be prepared to guard, restrain, or take into custody someone whose behavior suggests the presence of mental illness. The following are suggestions for handling these difficult situations.

More than one officer should answer calls involving known emotionally disturbed individuals. If it is not known that the call involves a disturbed person, the officer who arrives first on the scene should immediately ask for backup and if possible, a CIT officer.

The CIT officer will assume responsibility for direct intervention, if a smooth transition can be made.

Stay with the disturbed individual until additional help arrives. If necessary, ask someone to phone for assistance rather than leave the person.

Move slowly. Resist the impulse to do something immediately. With the emotionally disturbed, it is better to take time and to carefully assess the situation. Immediate action is only necessary when handling an immediate danger. Reassurance is important. Remember that acutely disturbed individuals are generally very frightened.

Solicit help from friends, relatives, and others acquainted with the emotionally disturbed individual. The time spent in getting this help may make the task easier and prevent violence and harm from coming to the individual, yourself, or others.

Deception is often a poor tool to use with a mentally disturbed individual. If the individual knows you are being deceptive it could make the situation more difficult and create a barrier to his/her willingness to accept future help.

Do not rely on your firearm. The threat of a gun is quite meaningless to a person who is acutely disturbed. The individual may grab it and use it or you may be tempted to use it. A firearm should be used only in the very rare situation when it is necessary to save a life.

Revised 2/03; Revised 5/15



### **215.70 Use of Force Involving CIT Officers**

If a call involving a CIT officer results in a use of force, standard Use of Force procedures will be followed. When a CIT officer is dispatched outside of his/her assigned division, and the call results in a use of force, a supervisor in the division where the use of force occurred will conduct the follow-up investigation.

Adopted 2/03; Revised 5/15

### **216.0 Missing Persons**

Although being a missing person (child or adult) is not a crime, a Missing Persons report should be treated as a criminal investigation until a determination can be made as to the location and physical well being of the missing person. Any individual can report a person missing, regardless of the relationship. Therefore, the Police Department and the individual officer should use all available resources in an effort to document and locate all reported missing persons.

Jurisdictional conflicts are to be avoided when a person is reported missing. If a missing person resides in this jurisdiction, this department will immediately initiate the required reporting process. If a person resides in this jurisdiction and was last seen in another jurisdiction, but the law enforcement agency covering that jurisdiction chooses not to take a missing child report or a missing person report, this department will assume reporting and investigative responsibility.

Questions concerning parental custody occasionally arise in relation to a missing child report. This department will accept the report of the missing child even if custody has not been formally established. Reporting parties will be encouraged to obtain legal custody as soon as possible; however, since the safety of the missing child(ren) is paramount, members of this department will open a case when it can be shown that the child(ren) has been removed, without explanation, from the location they were last known to be.

Revised 9/05

#### **216.01 Definitions**

**Missing Child** - Refers to a person who is younger than 18 years of age and whose whereabouts are unknown to his or her parent, guardian, or responsible party.

**Missing Adult** - Refers to a person who is 18 years of age or older and whose absence is contrary to his or her normal patterns of behavior.

A missing child or person will be considered "At Risk" when one or more of the unusual circumstances noted below are present:

- A. The missing child is under 13 years of age.
- B. Out of the zone of safety (area parents/guardian has defined as acceptable boundaries) as for his/her age, developmental stage, and/or physical condition.
- C. Mentally diminished to the point they are hindered in their ability to properly care for themselves.
- D. Suspected victim of criminal activity.
- E. In a life-threatening situation.

If it is determined the missing child or person is "At Risk," a decision will be made by the officer's supervisor to notify Communications and contact the on-call Investigations supervisor.

Adopted 9/05; Revised 6/12

#### **216.10 Waiting Period for Reporting**



There is NO waiting period before a missing persons report may be taken, regardless of the age of the person. A report shall be taken on any missing person in all instances in which the reporting party requests a report to be taken. In the absence of a specific request by the reporting party, the officer may feel a report is necessary. In such instances a report will be made.

### **216.15 Federal Privacy Act**

In cases of a reported missing ADULT, officers should be aware that the Federal Privacy Act prohibits police officers from disclosing information that is of a personal nature to any person not connected with a law enforcement agency. This prohibits an officer from disclosing personal information on a missing adult to the person who filed the Missing Persons report.

Officers will advise the reporting party if the missing adult is located, the Department will only disclose information concerning the person's general welfare. The location of the missing adult and any other personal information WILL NOT be provided to the reporting party.

The officer will advise the missing person that he/she has been reported as missing and should contact the reporting party.

Revised 8/99; Revised 9/05

### **216.20 Assigned Officer's Duties**

The assigned officer will accumulate all available information on the missing person/child. The assigned officer shall:

- A. Interview parent(s)/person making report.
- B. Verify the child/person is missing and identify the circumstances of the disappearance. Request consent to conduct an immediate search of the missing person's home even if the person is reported missing from another location. If consent is denied, immediately notify a supervisor.
- C. Obtain the name, race, sex, DOB, and Social Security number. A physical description, including clothing description should be included. Additionally, the missing person's vehicle should be described, if applicable.
- D. Identify the child's/adult's zone of safety (area parents/guardian has defined as acceptable boundaries) for his/her age and developmental stage.
- E. Verify the child's custody status.
- F. Identify any known mental or physical disabilities of the missing person (i.e. Alzheimer's Disease, developmentally challenged, heart problems, etc.).
- G. Based on the available information, make the initial determination of the type of incident whether non-family abduction; family abduction; endangered runaway; or lost, injured or missing.
- H. Obtain a detailed description of any suspect and/or vehicle involved.
- I. Identify and interview all individuals who were present at the scene, or location where the person was last seen or reported missing from.
- J. Treat the location where the child and/or person was last seen or reported missing from as a crime scene.
- K. If there is suspected criminal activity involved in the disappearance, secure the child's/person's home until a determination is made.
- L. Relay detailed description information to the Communications Unit for broadcast.
- M. Brief all responding personnel including supervisors and investigative staff.
- N. The assigned officer will call in the report to Data Entry prior to going back in service. The report clerk will be responsible for issuing the Information Bulletin after entering the report. The report clerk will then deliver the required information to CIU for NCIC entry.

If it is determined unusual circumstances are involved in the report of a missing child and/or person, the person will be considered "At Risk" and a field supervisor will be notified immediately. A report will be completed containing all the above information.



Revised 8/99; Revised 9/05; Revised 6/12; Revised 2/15

### **216.30 “A Child is Missing” / “Silver” Alert**

“A Child is Missing” is a program devoted to assisting law enforcement in the search/early recovery efforts during the initial hours of a child(ren) and/or missing person(s) who disappear. This includes senior citizens and disabled persons. This program also assists law enforcement when persons are found who are unable to provide pertinent information. This is accomplished by law enforcement providing required criteria on the missing child or person to “A Child is Missing” technician. The technician will record a personalized message with case specific details asking residents to check their property for the missing child or person.

In order for “A Child is Missing”/ “Silver” Alert to be activated the officer must notify a supervisor and the following criteria must be met:

- A. Child(ren)
  - 1. The child(ren) must be under 13 years of age, unless unusual circumstances exist. The reporting person must be an adult family member, teacher, or another adult who is responsible for the child.
  - 2. If the child is a habitual runaway (more than once), the alert will be used if criminal activity is suspected.  
“A Child is Missing” alert will be issued in a stranger abduction incident prior to initiating the “Amber Alert”.
- B. Senior Citizens
  - 1. The Alert will be used even if the elderly person is a frequent walk-away from a nursing home.
  - 2. A “Silver Alert” shall be activated if the senior citizen is verified as missing, sixty (60) years of age or older, the location of the senior citizen is unknown, the senior citizen has dementia or other cognitive impairment, and it is determined the disappearance of the senior citizen poses a credible threat to the health and safety of the senior citizen. The officer shall:
    - a. Require the family or legal guardian of the missing senior citizen to verify or provide documentation of the impaired mental condition of the senior citizen.
    - b. Determine identifying information about the missing senior citizen and any other information which might be useful to the general public.
    - c. Report the individual through the National Crime Information Center immediately upon the issuance of the “Silver Alert”.
- C. Disabled Person
  - 1. There is no age requirement for a disabled person.
  - 2. Caution must be used when determining whether a person is truly disabled. There are many definitions of a disabled person. For purposes of this procedure, a disabled person will fall into one of the following categories:
    - a. The person has a physical or mental impairment that severely limits self-care;
    - b. The person is disoriented or unable to respond to simple questions regarding personal information such as name and address; or
    - c. The person is dependent upon life sustaining medication.
- D. Found Person
  - 1. There is no age requirement for a found person.
    - a. Child is too young to provide information.
    - b. Person is unable to provide information because of illness, age, disability or unconscious.

Adopted 9/05; Revised 6/12

### **216.40 Locating Missing Persons**

The assigned officer shall advise the reporting party that if the missing person returns at a later time or is located, the reporting person should call the Missing Persons Unit during normal business hours. The assigned investigator will obtain certain information verifying the identity of the reporting person and confirm the missing person has returned. CIU will be contacted and the Information Bulletin and NCIC will be cancelled. After normal business hours, the reporting party should call the Communications Unit so an officer can be assigned. The officer will confirm the



missing person has returned, contact CIU for cancellation of the NCIC entry and the Information Bulletin. A supplemental report/follow-up report shall be completed.

Revised 8/99; Revised 9/05; Revised 6/12; Revised 2/15

## **216.45 Care Trak System for At Risk Individuals**

As the population of persons with Alzheimer's and Autism grows, so too will the demand for law enforcement's involvement when such individuals are missing. Like any missing at-risk individual, reports of Care Trak enrolled missing persons will be treated as an emergency and a search will begin as soon as reasonably possible.

### **A. Definitions**

1. Care Trak – Program utilizing equipment consisting of RF (Radio Frequency) Telemetry Tracking Devices and Transmitters.
2. Care Trak client – Subject who is currently equipped with the Care Trak wrist/ankle transmitter who has been diagnosed with Alzheimer's, Autism, or other Cognitive Impairments.
3. Caregiver – Subject who has the principal responsibilities for caring for a child or dependent adult.
4. Six (6) Digit Frequency Code – Personal identifying code assigned to each individual Care Trak wrist/ankle transmitter.

### **B. Care Trak Equipment Maintenance**

1. The Missing Persons Lieutenant, or their designee, shall serve as a liaison with the private entity responsible for the Care Trak client enrollment and transmitter distribution. The Lieutenant, or designee, shall ensure the OCPD Care Trak client page (on Sharepoint) and file is updated with the most current information. Care Trak client file shall be kept in the Missing Persons Unit. The Care Trak client's six (6) digit frequency code will be submitted to the Communications Unit to add as a premise to the client's address.
2. A Care Trak trained operator/designee will ensure the Care Trak equipment is properly maintained, charged and ready for use on a monthly basis and/or immediately after field deployment.
3. If the Care Trak receiver or other equipment malfunctions, the Missing Person's Lieutenant, or designee, will handle the maintenance through Care Trak's warranty process.

### **C. Assigned Officer's Duties**

1. The initial responding officer will respond to the scene to make contact with the Caregiver, if available.
2. Trained Care Trak Officer(s) will respond to the assigned division to collect Care Track equipment and respond to the last known location the missing Care Trak client was seen. The trained Care Trak officer will notify dispatch when the search with the Care Trak equipment begins and ends.
3. If enough officers are available, additional Care Trak equipment from other divisions should be utilized.
4. If available, Air 1 will be utilized with a trained Care Trak officer conducting a search from in the air.
5. If the Care Trak client is not located in a reasonable amount of time, the responding officers shall contact the on-call Missing Person's Lieutenant in accordance with the Missing Person's call-out criteria.
6. The initial responding officer shall take the report and have the Care Trak client entered NCIC per procedure 216.20. It shall be documented in the report that the missing person is a participant of the Care Trak program, what time the search with the Care Trak equipment was started and finished.
7. Upon locating the Care Trak client, the initial officer will seek medical attention for the subject and follow procedures for removing the individual from NCIC and completing the appropriate report(s).
8. At deactivation of the search for the Care Trak client, all Care Trak equipment should be immediately returned to the appropriate division to charge and prepare for future use.
9. Comments concerning Care Trak equipment, including but not limited to inoperation or malfunction, should be forwarded to the Missing Persons Lieutenant.





Adopted 2/15

## **216.50 Field Supervisor's Duties**

The field supervisor will consider all available information and will determine what available personnel and resources should be utilized in attempting to locate the missing child/person and/or vehicle, in order to prevent further injury to or death of the missing child or person. Resources include, but are not limited to:

- A. Receiving a briefing from the initial responding officer on the circumstances of the missing child/person. Assignment of extra manpower may be considered to assist in locating the missing person.
- B. Notifying the Watch Commander of the situation and requests the establishment of the Mobile Command Post.
- C. Immediately notifies the on-call supervisor of the appropriate investigative unit. The field supervisor will coordinate the investigation and search.
- D. After reviewing the circumstances, the supervisor will determine whether or not to issue an "Silver Alert" and/or "A Child Is Missing" alert.
- E. A supervisor must receive approval by the Watch Commander prior to issuing either alert.
- F. Ensuring a Care Trak trained officer has been dispatched to the scene, if appropriate.

Revised 8/99; Revised 9/05; Revised 6/12; Revised 2/15

## **220.0 Police Vehicle Operations**

The purpose of this procedure is to set forth guidelines for the operation of police vehicles in a non-emergency response, when catching up to a traffic violator or other subject/suspect, a Code 3 response or a pursuit in order to minimize risk of death, injury or property damage, to police officers and citizens. For purposes of this procedure, police vehicle is defined as a vehicle that is owned, leased, owner reimbursed for use, or rented for performing work for the City of Oklahoma City.

Revised 9/14; Revised 10/15

### **220.10 Safe Operation Directed**

In order to prevent collisions, injuries, and property damage, and serve, as an example to the motoring public, police vehicles will be operated in a safe and courteous manner.

Police vehicles, in motion, stopped or parked, must be in the control of the operator. Operators of police vehicles must obey all provisions of the Oklahoma Motor Vehicle Code, Oklahoma City Ordinances, and Oklahoma City Police Department written directives.

In an emergency situation requiring the services of a police officer, the most important responsibility of the officer is to arrive at the scene safely, in a timely manner and with minimal risk to the public and the officer. The accomplishment of a mission is jeopardized if an officer is involved in a collision while operating a police vehicle.

When an officer operates a police vehicle in violation of any traffic law or ordinance, the officer shall utilize the vehicle's emergency lights and the audible siren/signal. The use of the emergency lights and the audible siren/signal shall be defined as Code 3. The officer must remember he/she cannot rely exclusively on the emergency lights and the audible siren/signal to clear traffic in the officer's path. Furthermore, Oklahoma State statutes require an officer to drive with due regard for the safety of all persons and the use of emergency lights and the audible siren/signal does not shield the officer from the consequences of operating a vehicle with reckless disregard for the safety of others.

An officer directly involved in escorting a funeral, motorcade, parade or special event is required to utilize their emergency lights at all times if traffic laws or ordinances are being violated. The use of the audible siren/signal will be used at the discretion of the officer consistent with traffic conditions, route considerations and the event itself.

Revised 9/14; Revised 10/15



## **220.20 Non-Emergency Response**

Non-emergency designation indicates the call assignment or incident is not urgent and an immediate response is not required. An officer assigned to this type of call or incident will respond without the use of emergency lights and the audible siren/signal, and shall abide by all traffic regulations.

Revised 9/01; Revised 2/03; Revised 10/15

## **220.25 Catching Up to a Traffic Violator or Other Subject/Suspect**

When an officer is trying to pace a motorist suspected of speeding and needs to establish the speed of the violator, the officer may violate traffic laws or ordinances without using emergency lights and the audible siren/signal (Code 3) if this can be done safely. While operating a police vehicle in this manner, the officer must consider and evaluate the criteria listed in Section 220.30 A-G, and any other relevant criteria, when determining the appropriate speed to operate the police vehicle. If the emergency lights and the audible siren/signal are not used, citizens are not required to yield the right of way to the police vehicle. As soon as the officer has established a speeding violation has occurred, the officer must utilize necessary emergency equipment to safely conduct the traffic stop.

When an officer witnesses a traffic violation and is trying to catch up to a traffic violator, and the officer will be violating any traffic law or ordinance, the officer will ensure the emergency lights and the audible siren/signal (Code 3) are utilized. In this situation, the officer is not required to notify Communications he/she is operating Code 3, unless a pursuit is initiated. For the purpose of this paragraph, an officer may exceed the speed restrictions listed in Section 220.30, for a short and reasonable period of time in order to safely catch up to the traffic violator. Prior to exceeding the speed restrictions, the officer must consider whether the danger to the public by the increased speed is outweighed by the need to apprehend the violator, considering the traffic offense the violator committed. If the officer determines the violator is stopping his/her vehicle in a location that is unsafe, the officer may disengage the audible siren/signal and direct the violator to move to a safe location. This paragraph does not apply when an officer is attempting to catch up to a pursuit.

When an officer has observed and is trying to catch up to a subject/suspect in a motor vehicle for other than traffic charges, and the officer will be violating any traffic law or ordinance, the officer will ensure the emergency lights and the audible siren/signal (Code 3) are utilized. In this situation the officer is required to advise Communications he or she is operating Code 3. For the purpose of this paragraph, an officer may exceed the speed restrictions listed in Section 220.30, for a short and reasonable period of time in order to safely catch up to the subject/suspect. Prior to exceeding the speed restrictions, the officer must consider whether the increased danger to the public by the increased speed is outweighed by the need to apprehend the subject/suspect, considering the offense the subject/suspect is suspected of committing. If the officer determines the violator is stopping his/her vehicle in a location that is unsafe, the officer may disengage the audible siren/signal and direct the violator to move to a safe location. This paragraph does not apply when an officer is attempting to catch up to a pursuit.

If the officer is trying to catch up to a traffic violator or other subject/suspect and the officer and the traffic violator or subject/suspect are on an interstate or highway with no cross intersections and limited roadway access, the officer is not required to utilize emergency lights and the audible siren/signal as long as the officer's actions do not endanger life or property and if the officer has probable cause to believe that:

- A. Knowledge of the presence of the officer will cause the subject/suspect to:
  1. destroy or lose evidence of a suspected felony;
  2. end a suspected continuing felony before the officer has obtained sufficient evidence to establish grounds for arrest;
  3. evade apprehension or identification of the suspect or the vehicle of the suspect; or
- B. Because of traffic conditions, vehicles moving in response to the emergency lights and the audible siren/signal may increase the potential for a collision.

Adopted 10/15



### **220.30 Code 3 Response**

A Code 3 response may be utilized in an emergency situation where the prevention of bodily injury to a person may be accomplished by the immediate presence of the responding officer. An officer may also respond Code 3 to incidents involving a felony crime in progress where there is information the suspect(s) is/are in the immediate vicinity of the crime. Prior to responding Code 3, specific information must be provided to the officer that indicates the conditions listed above exist. An officer shall not respond Code 3 to any other type of call, including a motor vehicle collision, unless approved by a supervisor.

When responding Code 3 where the use of audible siren/signal would alert a suspect and increase the risk of serious bodily injury to a citizen or officer, the officer may discontinue use of the audible siren/signal for a short duration upon approaching the destination. It shall be the responsibility of the officer to articulate the facts that support the decision to discontinue use of the audible siren/signal.

When an officer exceeds the speed limit or violates any other traffic law while operating Code 3, they must be able to articulate why such actions are reasonable in responding to the type of incident involved. The most important aspect of operating the police vehicle is to get to the location of the incident safely, in a timely manner and with minimal risk to the public and the officer involved. When an officer responds Code 3, the officer shall operate the police vehicle with due regard for the safety of themselves and others and consider factors, including, but not limited to, those listed below when determining what is reasonable in operating the police vehicle:

- A. Seriousness of the call/incident based on the information available during the response;
- B. Volume, type, speed and direction of vehicular traffic;
- C. Nature of the area, (such as residential, commercial, school zone, open highway or roadway elevation changes);
- D. Population density and volume of pedestrian traffic;
- E. Environmental factors (such as weather and time of day);
- F. Road conditions such as ice, construction, poor repair; and
- G. Intersections.

When responding Code 3 and considering all factors including those listed above, officers shall not exceed the following speed restrictions:

- 1. When traveling through active school zones, officers will not exceed the posted speed limit.
- 2. When traveling through areas where the speed limit is 30 mph or less, officers will not exceed the speed limit by more than 10 miles per hour.
- 3. When traveling on all other streets and roadways where the speed limit is greater than 30 mph, officers will not exceed the speed limit by more than 20 miles per hour.
- 4. When traveling on interstates, divided highways or turnpikes where the speed limit is 55 mph or greater, officers will not exceed the speed limit by more than 30 miles per hour.

The speed limitations listed above do not apply to an officer involved in a vehicular pursuit or dignitary protection.

In calls/incidents that may involve imminent loss of life, an officer is authorized to exceed the speed limitations listed above. However, the officer is not relieved of the duty to drive with due regard for the safety of all persons, nor is the officer shielded from the consequences of operating the police vehicle with reckless disregard for the safety of others.

In all cases, when an officer determines a Code 3 response to a call or incident is appropriate, the officer will notify Communications immediately. A field supervisor may change the Code 3 response at any time. Officers and dispatchers are required to respond in accordance with such orders.

Communications will not assign an officer to a call or incident Code 3. The decision to respond Code 3 will be made by the responding officer. No more than two police vehicles will respond Code 3 to any given situation, unless approved by a field supervisor. All other units will respond in non-emergency mode.



Revised 9/01; Revised 2/03; Revised 10/15

## **220.35 Emergency Medical Transports/Escorts**

In exceptional circumstances an officer may be confronted with a situation where a person is in need of immediate emergency medical care to save his/her life. If an ambulance is needed for this person, but the arrival of the ambulance is delayed, a supervisor may authorize the transportation of this person to the closest appropriate emergency medical facility in a police vehicle, Code 3. If an emergency medical transport is approved by the officer's supervisor, the officer will notify Communications of the departure location and the emergency medical facility the person is being transported to.

When an officer encounters a situation where a medical escort is necessary to save a life, an officer may escort a private vehicle to the closest appropriate emergency medical facility, with supervisory approval. In the case of an emergency medical escort, the following will apply:

- A. Speed limits will be strictly observed;
- B. A complete stop will be made prior to traversing an intersection against a traffic control device;
- C. The driver of the private vehicle will be required to display emergency flashers and headlights;
- D. The officer will advise the driver of the private vehicle of the above conditions prior to the escort; and
- E. Notify Communications of the departure location and intended destination.

Adopted 10/15

## **220.40 Oklahoma City Police Department Pursuit Procedures**

A pursuit is an active attempt by an officer in an authorized emergency vehicle to perform a vehicle stop, and the operator of the suspect vehicle indicates by his/her action, intent to elude or evade apprehension. The officer must reasonably believe the suspect(s) knows he/she was directed to stop, refused to stop, and was willfully fleeing in an attempt to avoid capture.

Effort should be made to avoid pursuits due to the extreme danger present in such activity. Officers must balance the need for immediate apprehension of the suspect with the need to protect the public from the danger caused by the pursuit. All officers are reminded that their basic responsibility is to protect the public. When the danger of a pursuit exceeds the value of an immediate apprehension, public safety shall be paramount and require alternative methods of apprehension.

- A. Officers are authorized to engage in a police vehicle pursuit only in the following circumstances:
  1. When an officer has probable cause to believe a crime has been committed and has reasonable suspicion to believe the person being pursued committed that crime. Justification for engaging in a police vehicle pursuit must be limited to the facts known by the officer at the time a decision is made to engage in such pursuit. Information not established as fact at the time the pursuit is engaged, no matter how compelling, cannot be considered in later determining whether the pursuit was justified.
  2. On all legal traffic stops when the pursuing officer and/or managing supervisor have balanced the nature of the offense for which a subject is being pursued, against the danger posed to themselves and the public if the pursuit is initiated and/or continues.
  3. The Police Department authorizes a low-profile vehicle, not equipped with overhead lights, but equipped pursuant to State Statute, to engage in a pursuit provided due care and caution is used. This includes RAAID, COMIT and black & white vehicles (without overhead lights). Once the first marked emergency vehicle (with overhead lights) engages in the pursuit, that vehicle shall assume the lead. The low-profile vehicle will discontinue the pursuit once a second marked emergency vehicle with overhead lights has entered the pursuit.
- B. Officers are prohibited from engaging in police vehicle pursuits in the following circumstances:
  1. When a passenger in the police vehicle is not another officer.
  2. When the police vehicle contains a prisoner.
  3. When the officer is not the primary or secondary pursuit vehicle.



4. When the degree or risk to the involved officer(s) and/or public exceeds the value of an immediate apprehension. For the purpose of this procedure, felony attempting to elude shall not be considered a violent crime.
  5. Employees of the Oklahoma City Police Department shall not engage in a pursuit in an unmarked police vehicle, police motorcycle, authorized leased vehicle or a private vehicle, either on duty or off-duty except as authorized in section 220.40 (A)(3).
  6. In violation of any other provisions of this policy and procedure.
- C. Initiating Officer: The following factors shall be considered before initiating and continuing a vehicle pursuit:
1. Degree of risk created by pursuit;
  2. Seriousness of the suspected crime;
  3. Whether the identity of the violator is known to the point that later apprehension is possible;
  4. Volume, type, speed and direction of vehicular traffic and direction of pursuit;
  5. Nature of the area: residential, commercial, school zone, open highway, etc.;
  6. Population density and volume of pedestrian traffic;
  7. Environmental factors such as weather and time of day;
  8. Road conditions such as ice, construction, poor repair, etc.;
  9. The speed of the suspect in relation to the speed of all other traffic, road conditions, nature of the area, population density, pedestrian traffic, and environmental factors;
  10. The suspect's total disregard for traffic control devices.

Revised 9/01; Revised 9/06; Revised 9/14; Revised 10/15

#### **220.41 Pursuit Termination**

If the managing supervisor, or the primary officer orders the termination of a pursuit, all officers directly or indirectly involved shall immediately stop all attempts to pursue. This includes termination of code 3 responses and officers shall no longer follow the suspect or violate any traffic laws. The primary officer in the pursuit will have final authority managing the pursuit until a managing supervisor takes responsibility for it.

Adopted 9/06

#### **220.42 Police Vehicles and Their Operation**

- A. An initiating unit that is no longer the primary or secondary vehicle in a pursuit shall proceed to the point of termination, obeying all traffic laws and regulations. Code 3 driving is not permitted.
- B. Immediately upon meeting the conditions of a pursuit as defined in this procedure, emergency lights AND siren shall be activated and remain activated at all times during a pursuit.
- C. Officers shall not drive on the wrong side on streets, freeways, or any other type of roadway. In the event the pursued vehicle is going the wrong way, the following options shall be utilized:
  1. Maintain visual contact with the pursued vehicle by paralleling on an adjacent street, or the correct side of a street, freeway, or any other type of roadway.
  2. Request other units to proceed to and monitor exits available to the pursued vehicle.

**EXCEPTION:** During a pursuit, officers may drive on the wrong side of the roadway, only long enough to pass vehicles blocking the pursuing officer's lane of traffic. Officers should return to the correct lane as quickly as possible once past the blocked traffic lanes.

Adopted 9/06

#### **220.43 Primary Officer Responsibilities**

- A. Before attempting a vehicle stop when a driver is likely to flee (such as known stolen cars or wanted subjects) the primary unit will attempt to avoid a pursuit by coordinating the response of assisting officers. For example, an apprehension at a stoplight or other preplanned location may be an appropriate tactic.
- B. The primary officer is the lead pursuit unit and must remain a safe distance from the suspect vehicle.



- C. Officers initiating a pursuit will immediately notify the dispatcher of their location, reason for the pursuit, direction of travel, estimated speed of the suspect and any other relevant actions by the suspect vehicle. Officers shall also provide the license plate number, vehicle description, number of occupants, traffic conditions, and any other pertinent information.
- D. Officers shall give updated information concerning direction of travel, speed and unusual actions. Radio transmissions shall be kept as short as possible, allowing the dispatcher, supervisory personnel, and assisting units to air information.
- E. The decision to continue to pursue must constantly be evaluated. Based on the facts known at the time, officers shall continually evaluate whether the risk of danger to the officers and the public resulting from the continuation of the pursuit is greater than the risk of injury to any person that may result from the successful escape of the suspect.
- F. The primary officer may cancel or terminate the pursuit. Other officers, including the secondary unit, may not continue or reinitiate the pursuit without the authorization of the managing supervisor.

Adopted 9/06; Revised 10/15

#### **220.44 Secondary Officer Responsibilities**

- A. The secondary officer's function is to assist the primary vehicle during the pursuit and at the point of termination.
- B. The secondary officer shall not overtake the primary officer unless specifically requested to do so and shall drive behind the primary unit, maintaining a safe distance, sufficient to avoid colliding with or interfering with the primary unit. The secondary officer may block an adjoining lane to prevent interference with the pursuit by other vehicle(s) traveling in the same direction.
- C. The secondary officer shall be prepared to assume the role of the primary vehicle if needed.
- D. The secondary officer may broadcast the pursuit if requested by the primary vehicle or if ordered by the managing supervisor.

Adopted 9/06

#### **220.45 Dispatcher Responsibilities**

- A. Immediately upon being notified of a pursuit, the dispatcher shall clear the channel by notifying all officers of the pursuit, obtain the necessary information from the pursuing officer and identify a managing supervisor. Dispatch will notify other Divisions of the direction of the pursuit.
- B. If the officer's supervisor cannot be contacted, the dispatcher shall attempt to contact any Lieutenant or Captain from the division in which the pursuit is occurring. Once contacted, the supervisor shall be the managing supervisor for the duration of the pursuit.
- C. If a Lieutenant or Captain from the division in which the pursuit is occurring does not respond, a supervisor will be contacted from the closest adjacent division to the location of the pursuit. Once contacted, the supervisor shall be the managing supervisor for the duration of the pursuit.
- D. The dispatcher will immediately determine if Air Support is available, and if so, dispatch it to the scene. The dispatcher will notify the managing supervisor of the availability of Air Support.
- E. Dispatchers shall immediately run the suspect vehicle license number through NCIC and OLETS, and advise the managing supervisor of the results.
- F. When it appears a pursuit is approaching another division or jurisdiction, the dispatcher shall establish radio communications with the receiving division or jurisdiction.
- G. The dispatcher shall keep the radio channel clear, allowing transmissions only from the primary or secondary units, the managing supervisor, and officers responding to their directions. The dispatcher will continue to monitor the pursuit and relay information when requested.
- H. Radio transmissions by other units are prohibited unless of an emergency nature. Upon the termination or discontinuance of a pursuit, the dispatcher shall notify all officers and jurisdictions involved.
- I. If a collision occurs as a direct or indirect result of a pursuit, an officer will be assigned to investigate the collision. Communications personnel will make all necessary notifications.
- J. If a collision involving death or injury which may result in death occurs as a direct or indirect result of a pursuit, the Chief of Police, Operations Bureau Commander, Division Commander, Office of Professional



Standards, Signal 30 Unit, Public Information Officer, and the Municipal Counselor's Office shall be notified.

- K. The Communications supervisor shall forward a copy of the CAD printout and a tape recording of the radio transmissions of all pursuits to the managing supervisor.

Adopted 9/06; Revised 6/16

#### **220.46 Managing Supervisor Responsibilities**

- A. Once contact is made with the officer's supervisor or other appropriate supervisor, that person will be the managing supervisor for the duration of the pursuit.
- B. The managing supervisor shall consider all issues identified in section 220.40. Based on the facts known at the time, the managing supervisor shall continually evaluate whether the risk of danger to the officers and the public resulting from the continuation of the pursuit is greater than the risk of injury to any person that may result from the successful escape of the suspect.
- C. If a supervisor, regardless of rank, is the primary unit in a pursuit, another supervisor of any rank shall be designated the managing supervisor.
- D. The managing supervisor has the authority and responsibility to:
  - 1. Ascertain the reason for the pursuit and the surrounding conditions from the involved officer(s) and the dispatcher.
  - 2. Authorize or terminate the pursuit based on all available information and the provisions of department policy and procedure.
  - 3. Continually assess the risks and hazards involved in allowing the pursuit to continue.
  - 4. Immediately move in the direction of the pursuit, actively monitor its progress, and engage in the pursuit as a third vehicle if necessary. If the pursuit involves a violent felon, the supervisor may respond Code 3. The speed restrictions listed in Procedure 220.30 apply until the supervisor is actually in the pursuit.
  - 5. Control the tactics used in the pursuit including the use of stop sticks.
  - 6. The managing supervisor shall ensure that no more than three (3) vehicles (primary unit, secondary unit, and managing supervisor) are actively taking part in a pursuit.
- E. Should a pursuit leave Oklahoma City jurisdiction, only the primary and secondary officers along with the managing supervisor are authorized to leave the City. The managing supervisor may assign additional units depending upon the severity of the offense, number of occupants or likelihood of armed and/or violent suspects.
- F. Should a pursuit cross division boundaries, any officer, or supervisor with relevant information shall notify the dispatcher of any special conditions or hazards along the projected route.
- G. All supervisors in the path of a pursuit shall remain alert to its progress and location and shall actively assist with traffic control and/or the management of traffic control along the route of the pursuit in an effort to promote public safety, as well as providing for coverage during accident investigation, perimeter containment, foot pursuit, etc.
- H. The managing supervisor is required to respond to the scene of termination or discontinuance of all pursuits, whether or not a suspect has been apprehended.
- I. The managing supervisor shall determine if a traffic collision resulting from the pursuit has occurred at any point along the route of the pursuit. This includes damage to police equipment, the suspect vehicle, civilian vehicles, and any other property. If a collision has occurred, the managing supervisor will ensure an appropriate investigation is conducted.
- J. In instances when a suspect has escaped apprehension, the managing supervisor shall immediately coordinate efforts to follow up any investigative leads.

Adopted 9/06; Revised 06/09; Revised 10/15

#### **220.47 Tactical Pursuit Management**

- A. All officers in the path of a pursuit shall remain alert to its progress and location and shall actively assist with traffic control along the route of the pursuit in an effort to promote public safety, as well as providing for coverage during accident investigation, perimeter containment, foot pursuit, etc.



- B. All officers responding to the area of a pursuit are required to utilize the emergency lights and the audible siren signal (Code 3) if they will be violating any traffic law or ordinance. Officers will not exceed the restrictions in Section 220.30 1-4 while trying to catch up to or parallel a pursuit. However, if at the beginning of a pursuit only one OCPD unit is directly involved in the pursuit, the closest OCPD unit is authorized to respond Code 3 and exceed the speed restrictions listed in Section 220.30 1-4 if it can be done safely, until that unit becomes the second vehicle in the pursuit. This unit must advise Communications he or she is responding as the second (closest) unit to the pursuit and provide his or her location.
- C. If possible, officers should avoid approaching an occupied suspect vehicle at the termination of a pursuit. A high-risk vehicle stop shall be the most appropriate method of taking suspects into custody. Exigent circumstances may exist at the termination of a pursuit that may cause an officer to approach an occupied suspect vehicle.

Adopted 9/06; Revised 10/15

## **220.48 Vehicle Pursuits with Oklahoma City Police Air Support**

- A. When police helicopter personnel are airborne and available, they shall respond to all pursuits. Once the helicopter has established visual contact with the pursued vehicle and can follow the pursuit, the managing supervisor shall be notified. Helicopter personnel will call the pursuit and update units as to the suspect's location, direction, speed, etc.
  - 1. At this point, the managing supervisor shall order all units to terminate Code 3 response. This means officers shall no longer follow the suspect vehicle, nor violate any traffic laws or regulations. The continued pursuit by units may be authorized only by the managing supervisor and based on the facts known at the time, which may include the following:
    - a. The seriousness of the offense, such as violent felons;
    - b. All circumstances covered in subsection (c) of section 220.40;
    - c. Circumstances which may impact officer safety or the ability to safely apprehend the suspects; and
    - d. The managing supervisor shall clearly articulate in his/her reports the justification to continue ground pursuit once Air-One is directly involved in the pursuit.
- B. Helicopter personnel will inform the managing supervisor and other units when and if an opportunity is present for an apprehension. This will generally occur when the suspect(s) has (have) stopped and is(are) exiting the vehicle. Helicopter personnel will assist units in establishing a perimeter until the suspect(s) is(are) in custody or the managing supervisor terminates the police response.

Adopted 9/06

## **220.49 Inter-Jurisdictional Pursuits**

- A. Notifications
  - 1. Whenever a pursuit enters another jurisdiction, the communications unit shall notify the receiving jurisdiction of the pursuit and the reason for the pursuit, and shall update the receiving jurisdiction of the status of the pursuit.
  - 2. When a pursuit is discontinued or reaches termination, all units and the receiving jurisdiction should be advised immediately.
- B. Procedural Guidelines
  - 1. Managing Supervisor Responsibilities in Police Vehicle Pursuits
    - a. A managing supervisor shall respond to the scene of termination or discontinuance of the pursuit.
    - b. The managing supervisor shall gather, from each participating jurisdiction involved, information concerning the circumstances of its participation and the names of any of its officers participating in the pursuit.
  - 2. Pursuits Entering Oklahoma City Jurisdiction
    - a. In a pursuit originating in another jurisdiction and crossing into Oklahoma City, one officer will be authorized to participate in the pursuit. The officer involved in the pursuit will provide the Communications Unit with updated information concerning direction of





- travel, speed, and any unusual actions in the interest of safety. The managing supervisor may assign additional officers to assist with traffic control, render assistance at the termination or discontinuation point, or to monitor the progress of the pursuit.
- b. Upon request of the initiating jurisdiction and with the approval of the managing supervisor, an officer may become the primary vehicle.
  - c. This procedure is in effect for pursuits originating in other jurisdictions and crossing into Oklahoma City. Supervisors and commanders shall have final authority over the involvement of Oklahoma City police officers in outside agency pursuits. Oklahoma City police officers will provide assistance at the point of termination, to include suspect apprehension, accident investigation, perimeter containment, area searches, etc. In addition, Oklahoma City police officers shall also assist with traffic control along the path of an outside agency pursuit in order to promote public safety.
3. Investigation/Jurisdiction at Termination
    - a. The Oklahoma City Police Department shall investigate all collisions resulting from an Oklahoma City Police Department pursuit regardless of the jurisdiction in which it occurred. This does not include collisions, outside of Oklahoma City, which occurred prior to the involvement of Oklahoma City Police Department personnel in the pursuit. This does not preempt the jurisdiction from conducting its own investigation or a joint investigation.

Adopted 9/06; Revised 10/15

### **220.50 Reporting Requirements**

Upon the termination of a pursuit, all officers involved will meet at a location designated by the managing supervisor. In addition, the following reporting requirements will be followed:

- A. Primary officer shall complete a Crime Incident Report, including all elements of the pursuit and the reason to continue and/or terminate the pursuit.
- B. Secondary officer, and any additional officers involved in the pursuit, will complete a supplemental report and submit it to the managing supervisor prior to the end of their shift.
- C. Helicopter pilot or observer will complete a supplemental report.
- D. Managing Supervisors Responsibilities
  1. The managing supervisor shall ensure all officers involved, directly or indirectly, in the pursuit have completed an appropriate report. This may include a crime-incident report, arrest report, supplemental report, or a collision report, etc.
  2. The managing supervisor shall complete a Significant Incident and post it on the message board prior to the end of the shift.
  3. The managing supervisor shall complete the Managing Supervisor Administrative Vehicle Pursuit Summary, including all elements of the pursuit and the reason to continue and/or terminate the pursuit. The managing supervisor will attach copies of all related reports, a copy of the CAD wave file, CAD printout, a copy of any recording of the pursuit from Air One (this can be obtained from the Air Support supervisor), and any other documentation or information related to the pursuit.
  4. The managing supervisor shall review all of the attached information to determine if the officers' actions were in compliance with departmental policies, procedures, rules or written directives.
  5. The managing supervisor shall forward the Managing Supervisor Administrative Vehicle Pursuit Summary and all of its attachments to the appropriate Shift Commander. This information will include a statement by the managing supervisor as to whether or not any of the officers' actions in the pursuit violated any departmental policies, procedures, rules or written directives.
- E. Shift Commander's Responsibilities
  1. The Shift Commander's primary responsibility in reviewing pursuits will be to determine whether the officers' actions in a pursuit, directly or indirectly, were in compliance with departmental policies, procedures, rules or any written directives.
  2. The Shift Commander will review all information provided by the managing supervisor in the Managing Supervisor Administrative Vehicle Pursuit Summary and its attachments.



3. The Shift Commander will complete the Captain's Administrative Review Summary. This report will be placed with the Managing Supervisor Administrative Vehicle Pursuit Summary and its attachments, and forwarded to the appropriate division commander for their review.
- F. Division Commander's Responsibilities
1. The appropriate Division Commander will review all of the information in the Managing Supervisor Administrative Vehicle Pursuit Summary, its attachments, and the Captain's Administrative Review Summary.
  2. The Division Commander will make a recommendation as to whether the officers' actions in a pursuit were in compliance with departmental policies, procedures, rules or any written directives.
  3. The Division Commander will forward all of the information and his/her recommendations to the appropriate Bureau Chief.
- G. Bureau Chief Responsibilities
1. The Bureau Chief will review the information provided by the Division Commander and make a determination as to whether the pursuit complied with departmental policies, procedures, rules, and written directives. If a determination is made that an officer's actions were inconsistent with departmental policies, procedures, rules, or written directives, the Bureau Chief will take appropriate action.
  2. The Bureau Chief will ensure all of the information compiled on a pursuit is forwarded to the Law Enforcement Driver Training Coordinator at the Police Training Center.

Adopted 9/06; Revised 10/15

### **220.55 Investigation Responsibilities**

When a suspect has evaded apprehension, the appropriate investigative unit shall be assigned to investigate the identity of the suspect for prosecution. The appropriate investigative unit assigned will be determined by the crime initiating the pursuit. The Signal 30 Unit will assist in the investigation of all pursuits resulting in death or serious bodily injury.

Adopted 9/06

### **220.60 Roadblocks**

A roadblock involves the placing of one or more police vehicles where the sole purpose is to obstruct a moving vehicle and apprehend a fleeing suspect. The use of a roadblock is not authorized.

Revised 06/09; Revised 10/15

### **220.70 Tire Deflation Devices**

The purpose of the deployment of the tire deflation device is primarily to safely end vehicle pursuits, while placing paramount importance on the safety of officers, the public and the suspects. When any vehicle crosses a deployed tire deflation device, hollow spikes are embedded into the tires, causing the tires to deflate at a controlled rate. While the driver may continue to drive, the ability to operate the vehicle at high speeds is greatly reduced, if not eliminated.

It is the responsibility of the supervisor to ensure those deploying the tire deflation device are trained in its proper use.

Adopted 9/01

### **220.71 Deployment**

- A. Tire deflation device locations should provide deploying personnel with good visibility of the approaching pursuit and other traffic in the area. The locations should provide as long a visual path as possible. Deploying personnel should seek protective cover that provides good visibility of the surrounding area and the approach of the suspect vehicle. Using any vehicle as cover is discouraged.



- B. The deploying unit should never overtake a fleeing vehicle in an attempt to place the tire deflation device on the roadway.
- C. When possible, the deploying unit should advise the pursuing unit and Communications of the location of deployment. Communications should provide information regarding the pursuit and the position of the tire deflation device in order to avoid damages that might occur to other vehicles.
- D. Tire deflation devices will not be used on any vehicle with less than four (4) tires.
- E. After the fleeing vehicle has passed over the system, it should be removed from the roadway immediately.
- F. Pursuing vehicles should increase the gap between them and the fleeing vehicle (approximately 3 to 5 seconds).

Adopted 9/01; Revised 10/15

### **220.72 Outside Agency Request for Deployment**

Watch Commanders shall limit their authorization for deployment of the tire deflation device in an outside agency pursuit, to those pursuits that are either approaching or are within reasonable close proximity of Oklahoma City jurisdiction.

Adopted 9/01

### **220.73 Post Deployment Inspection / Spike Replacement**

At the conclusion of a pursuit operation, when any tire deflation device is deployed, whether a vehicle drove over it or not, personnel shall inspect the device for damaged, loose, and/or missing spikes. Damaged or missing spikes shall be replaced, and loose spikes re-tightened, prior to re-deployment of the tire deflation device in the field.

Adopted 9/01

### **220.74 Reporting**

The use of a tire deflation device shall be indicated in the Vehicle Pursuit Form. The report should contain the following:

- A. Location of deployment
- B. Name(s) of person who deployed the device
- C. Injuries and/or death
- D. Which vehicle (suspect, passing motorist, patrol vehicle, etc.)

Adopted 9/01

### **220.80 Ramming**

Ramming may be used only to capture known, extremely dangerous, fleeing felons and officers must be able to identify that all persons in the rammed vehicle are felony suspects. Ramming may be used only as a last resort when it is clear that all other methods of capturing the fleeing felon(s) have failed or will fail. Ramming incidents will be reviewed by the Screening Committee. Discretion must be used to determine the best and safest method to stop fleeing felons.

**RAMMING MAY BE USED ONLY IN INSTANCES WHERE DEADLY FORCE WOULD BE PERMISSIBLE.**  
(See Policy 554.40)

Revised 10/15

### **221.0 Police Escorts**

#### **221.10 Escorting Emergency Vehicles**



Emergency vehicles, particularly ambulances, shall not be escorted by officers except under special circumstances. Two emergency vehicles traveling together more than double the hazard to traffic. One exception will be to escort an emergency vehicle from the City limits to a hospital when the driver of the emergency vehicle is not familiar with the location of the hospital.

## **221.20 Escorting Private Vehicles**

Whenever possible, officers shall avoid escorting private automobiles on emergency runs. Every effort will be made to have EMS respond and transport the patient. If immediate transport is necessary and the patient can be transferred to the patrol car without absolutely jeopardizing his life, he shall be transferred to the patrol car for the emergency run. If an officer determines that a private vehicle must be escorted to a hospital the escort will be done in accordance with Procedure 220.30.

## **221.30 Routine Requests for Escorts**

Police escorts may be provided for any organization or group when authorized by the Operations Bureau Commander or Chief of Police.

## **221.40 Funeral Procession Escorts**

Escorts for funeral processions within the Oklahoma City limits may be scheduled by the Uniform Support Division, by advance notice, utilizing off-duty officers.

## **221.50 Escorts for House Movers**

Licensed house movers that have obtained a house moving permit (OKC Mun. Code 50-186) may be furnished an escort with advance notice to the Uniform Support Division. Off-duty officers will be utilized on an as available basis.

## **221.60 Escorts for Oversize Loads**

Escorts for loads that may pose a traffic hazard when transported on Oklahoma City streets may be provided in accordance with Procedure 221.50.

## **221.70 Equipment for Escorts**

Officers who make themselves available for off-duty escorts will be permitted to use Police Department vehicles for the assignment. Policies governing the operation of Department vehicles will be observed.

## **222.0 Transporting Injured Persons in Police Vehicles**

A primary police goal is the protection of life. In this regard, and in the case of injured persons and the immediate need of their receiving professional medical aid, officers will utilize the following procedures in their transportation. Transportation of injured persons in police vehicles should be considered only as a last resort.

Upon learning of a traffic accident or other event in which persons are injured, emergency medical service should be summoned to the scene.

Officers arriving upon the scene should administer first aid in accordance with their training and knowledge until EMS arrives.

Officers shall assist EMS personnel in handling injured persons as necessary.

## **222.10 Emergency Medical Service Not Available**



In the event EMS service is not available or will not be available for an extended period, and in the officer's opinion the life of the injured person is dependent upon immediate professional medical aid, the injured person may be transported in the police vehicle. The following rules will apply:

- A. Officers shall seek approval of supervisory personnel in determining when to transport injured persons in police vehicles.
- B. When injured persons are to be transported in police vehicles, preliminary first aid should be administered at the scene. Additional police personnel should be summoned to the scene to assist in the emergency and in protecting the scene.
- C. Officers transporting injured persons should insure they are properly attended to and exercise due care and caution in driving.

## **223.0 Traffic Direction**

Officers are expected to direct traffic when the need arises, and must be cognizant of their appearance to the public.

Traffic direction will be conducted in a safe manner; consistent with accepted traffic direction techniques.

### **223.10 Headgear While Directing Traffic**

The Police hat shall always be worn when directing traffic.

### **223.20 At a Fire Scene**

Frequently, the Oklahoma City Fire Department requests assistance from the Police Department for assistance in traffic control at the scene of a fire. At such times, assigned officers should contact the Fire Department supervisor to determine where traffic control is needed. Once traffic control is established, all assigned officers will remain at their posts until properly relieved.

If a situation arises which requires that an officer leave his post to respond to a higher priority event, a field supervisor may authorize such departure. In such cases, the authorizing supervisor will be responsible for ensuring that the Fire Department supervisor is notified of the officer's departure.

## **224.0 Issuing Traffic Citations**

### **224.10 Warning Citations Prohibited**

Officers will not issue warning citations for any moving or hazardous traffic violation. When circumstances dictate that enforcement action is not deemed appropriate for a hazardous traffic violation, an oral warning may be issued.

### **224.15 Grace Periods for Vehicle Registration Decals**

The Oklahoma City Police Department may recognize a degree of tolerance regarding the enforcement of vehicle registration decals as per Oklahoma State Statutes 47-1151.A. A 30-day grace period may be recognized for expired tags. A verbal warning or a warning citation may be issued in place of a Municipal Court Citation.

Adopted 3/93

### **224.20 Release on Personal Recognizance**

When an officer issues a traffic citation to a motorist the following procedures will apply:

Any person, whether a resident of this state or a non-resident, who is arrested by a law enforcement officer solely for a misdemeanor violation of a state traffic law or municipal traffic ordinance shall be released by the arresting officer upon personal recognizance if:



- A. The arrested person has been issued a valid license to operate a motor vehicle by Oklahoma, another state jurisdiction within the United States, or any party jurisdiction of the Non-resident Violator Compact;
- B. The arresting officer is satisfied as to the identity of the arrested person;
- C. The arrested person signs a written promise to appear as provided for on the citation; and
- D. The violation does not constitute:
  1. A felony, or
  2. Negligent homicide, or
  3. Driving or being in actual physical control of a motor vehicle while impaired or under the influence of alcohol or other intoxicating substances, or
  4. Eluding or attempting to elude a law enforcement officer, or
  5. Operating a motor vehicle without having been issued a valid driver's license, or while the license is under suspension, revocation, denial or cancellation, or
  6. An arrest based upon an outstanding warrant, or
  7. A traffic violation coupled with any offense stated in subparagraphs D1 through D6 of this paragraph.

If the arrested person refuses to sign the written promise to appear, the officer will contact his/her supervisor for intervention. If the supervisor is unable to obtain a signature, the arrested person must post bond or be incarcerated.

If the arrested person is eligible for release on personal recognizance as provided for above, then the arresting officer shall:

- A. Designate the traffic charge;
- B. Record all information from the arrested person's driver's license on the citation form, including the name, address, date of birth, personal description, type of driver's license, driver's license number, issuing state, and expiration date;
- C. Record the motor vehicle make, model and tag number and information;
- D. Record the arraignment date and time which is on the citation; and
- E. Permit the arrested person to sign a written promise to appear as provided for in the citation.

The arresting officer shall release the person upon personal recognizance based upon the signed promise to appear. The citation shall contain a written notice to the arrested person that release upon personal recognizance based upon a signed written promise to appear for arraignment is conditional and that failure to appear for arraignment shall result in the suspension of the his/her driver's license in Oklahoma, or in the nonresident's home state pursuant to the Nonresident Violator Compact.

Revised 10/04

#### **224.40 Exceptional Circumstances**

If unusual circumstances exist, such as age, medical condition, or custody of children, and the community and/or justice might be better served by making an exception when the violator would have to be placed in jail under normal procedures, the officer may request a supervisor to review the circumstances and grant an exception to the procedure.

Upon identifying a driver who may be a hazard or otherwise incapable of properly controlling a motor vehicle, and who may require re-examination or testing, officers should complete a Department of Public Safety Request for Driver Review Form; including the following:

- A. Include and/or describe any physical or mental ailments that exist to create a hazard to the public safety.
- B. Include specifics of any incidents that occurred or were observed, providing such detail that reasonable grounds for re-examination or re-testing are conclusively established.

Forward the completed form through the chain-of-command to the Division commander prior to forwarding to the Department of Public Safety Driver's License Examination section.



Anytime a Request for Driver Review Form is completed on a driver, the officer will make a miscellaneous report documenting the request.

Revised 10/04

## **224.50 Traffic Arrest Reports**

Any time a violator is placed in jail for traffic violations the arresting officer will make an arrest report.

DUI, DUS and Reckless Driving charges all require a report by the arresting officer.

Revised 10/04

## **224.60 Parking Citations**

Written warnings for parking violations may be issued at the discretion of the issuing officer or Police Service Technician.

## **224.70 Speed Measuring Devices**

Adopted 10/04

## **224.71 Training and Certification**

All officers using any speed measuring device or method, must successfully complete the appropriate training prior to issuing citations for speed violations.

Revised 07/07

## **224.72 Operational Procedures**

The equipment and or method for speed measuring will vary. The following procedures are applicable to all speed measuring devices operated by this department:

- A. Speed measuring devices must be properly installed, secured, and connected to the power supply.
- B. The effective range of the speed measuring device must be thoroughly understood by the operator so visual observations can support the speed measuring device's readings.
- C. The operator must choose an appropriate location conducive to the effective and safe operation of the speed measuring device.

Adopted 07/07

## **224.73 Proper Care and Upkeep**

All personnel issued a speed measuring device will adhere to General Procedures 123.0. When a speed measuring device fails the accuracy test, is damaged, or is scheduled for a manufacturer recommended maintenance, it will be removed from service until repairs or maintenance is completed. The Uniform Support Division will maintain records of all defects, repairs, and/or manufacturer's calibrations on all radar units used by the department. The Uniform Support Division Commander will designate personnel authorized to maintain these records.

Adopted 07/07

## **224.74 Equipment Specifications**

All speed measuring devices used by the Oklahoma City Police Department will be certified by the National Highway Traffic Safety Administration (NHTSA), or the International Association of Chiefs of Police (IACP) standards.



Adopted 07/07

### **224.75 Checking Accuracy of the Speed Measuring Devices**

Speed measuring devices will be properly tested to ensure accuracy by following the manufacturer's instructions. Speed measuring devices must be checked for accuracy in both stationary and moving modes, and at the beginning and end of each shift, or if the device is turned on or off.

Adopted 07/07

### **225.0 Traffic Collision Investigation**

Traffic collision investigation, as opposed to traffic collision reporting, is the thorough examination of all elements contributing to the collision, resulting in an explanation of the series of events based upon the factual data.

Consideration should always be given to the circumstances of each individual collision. Priority should be given to serious injury collisions, collisions involving disturbances between principals, and collisions involving police equipment or police personnel.

Traffic collision investigation remains a basic responsibility of all uniformed police officers.

The Signal 30 unit is comprised of traffic specialists utilized to investigate certain types of collisions. The Signal 30 unit will investigate the following types of collisions:

- A. Fatality Collisions;
- B. Police vehicle or authorized leased vehicle collisions (except those which result in no injury and/or minimal damage), unless otherwise directed;
- C. City equipment collisions involving serious injuries or significant property loss;
- D. Serious injury collisions where death appears to be imminent; and
- E. Collisions as directed by the Watch Commander.

The Watch Commander may temporarily suspend investigation of non-injury collisions during times of inclement weather, or other emergency situations when staffing or other safety issues dictate such action. Communications will notify the Office of Media Relations during times of suspension and when investigations are resumed.

Revised 9/05; Revised 9/14; Revised 3/16

#### **225.01 Responding to the Collision Scene**

The first officer assigned by the Communications Unit will be the primary investigating officer and is in charge of the traffic collision scene. If multiple officers are assigned to a collision scene, the first officer assigned will be the primary investigating unit. If another officer volunteers to assume the investigation, and the first officer consents, Communications should be notified. The volunteering officer will become the primary officer in charge of the collision scene. A supervisor will make the final decision on who works the collision if a dispute exists.

Upon notification of the traffic collision, the assigned primary officer and the secondary officer, if necessary, will be informed as to the exact location, the severity of the collision, whether traffic is blocked, and of other units that are assigned, including ambulance, wrecker and fire apparatus.

The officer should drive safely remembering that the objective is to arrive so that assistance can be rendered.

Enroute to the scene, the officer should be alert for vehicles, which give an indication of involvement in the collision.





Upon approaching the scene, the officer should be alert for unusual conditions including visibility and view obstructions, condition of traffic control devices, and hazards, which may have contributed to the collision.

Revised 9/05

## **225.02 Arrival at the Collision Scene**

Upon arrival at the scene, the officer should park the police vehicle in such a way as to provide maximum protection to injured persons, to protect the scene, and to assist other motorists in safely negotiating the scene area.

The officer should be alert to hazards including fire, chemicals, and electrical. If these conditions exist, appropriate agencies should be notified and the hazard minimized as soon as possible.

Upon arrival, the officer should check all persons for injuries. The officer should administer first aid and summon medical assistance, when necessary.

The officer should summon adequate assistance to protect the scene and detour traffic as necessary.

The officer should locate the drivers and principals involved in the collision, and locate and identify witnesses to the collision.

Revised 9/05

## **225.03 Responsibility at the Scene**

- A. Locate and collect short-lived evidence.
- B. If needed, arrange for photographs to be taken of the scene.
- C. Examine and question each driver, being alert for indications of shock, confusion, extreme nervousness and intoxication.
- D. Question witnesses separately and arrange for statements to be taken if necessary. In a fatality collision or possible fatality, witnesses should not be released prior to completing a witness statement form and, if possible, questioned by the Signal 30 Investigator.
- E. Perform a thorough examination of each vehicle, and arrange for it to be held for further examination if appropriate.
- F. Perform a thorough examination of the road and weather conditions, including traffic control devices.
- G. Perform test skids if appropriate. This must be approved by the Signal 30 Supervisor and only under conditions that do not jeopardize the safety of persons or property.
- H. Clear the roadway and resume traffic flow.
- I. Take appropriate enforcement action.
- J. Assist drivers and other persons as necessary. Assure that the driver and insurance information is exchanged in a written form between all involved parties.
- K. Complete a thorough and accurate account of the traffic collision to include the required traffic collision report, investigative report and an accurate diagram of the collision if appropriate. The report should be completed by the end of an officer's shift unless a delay is approved by a supervisor.
- L. Explain to drivers their individual responsibility in reporting the accident.

Revised 4/90; Revised 9/05

## **225.10 Collision Investigation Report Forms**

An officer shall investigate motor vehicle collisions and determine the method of reporting such collisions using the criteria specified in Title 47, Sections 40-101 and 40-102, and the latest edition of the official Oklahoma Traffic Collision Report Instruction Manual, published by the Department Of Public Safety.

An officer called to the scene of a collision will complete an official Oklahoma Traffic Collision report if any of the following events have occurred:



- A. There has been personal injury, death; or
- B. Damage has occurred in a total amount of \$500 or more.
- C. When called to other areas of the City or to private or public property where the Traffic Laws of Oklahoma City do not apply, the officer will fully investigate those collisions, which involve death, personal injury, or a cumulative property damage of \$500 or more.

If a citizen contacts the Department to report a collision where all involved parties have left the scene, evidence is gone and/or a significant amount of time has passed, the officer will respond to the reporting party's location, examine the involved vehicle, and complete the Official Oklahoma Traffic Collision Report. At no time should officers, who are called to the scene of a collision, refer citizens to the Hit and Run office or a briefing station to complete a report when adequate information is available for the officer to complete a report in the field.

Upon completion, the investigating officer will submit the report to the proper reviewing supervisor. Reports SHOULD be turned in at the end of the officer's regular tour of duty; the officer's supervisor MAY grant a delay. The reviewing supervisor will ensure the report is complete and accurate prior to approving it.

Revised 9/05

### **225.20 Interviewing Drivers and Witnesses**

Once drivers and witnesses have been located and identified, they will be given an opportunity to relate their account of how the collision occurred. Efforts to obtain the driver's or witness' entire account of the collision requires interviewing them as to certain aspects of the collision and their involvement or perceptions. Officers should continually strive to develop and improve their ability in interviewing drivers and witnesses. The following procedures are basic to this skill development:

- A. Officers will interview drivers and witnesses separately and individually concerning the traffic collision
- B. In minor traffic collisions, the interviews of drivers and witnesses are usually conducted at the scene.
- C. In collisions of a serious nature, a brief account will be obtained at the scene, and subsequently a formal and comprehensive statement should be taken at a more suitable location.
- D. When interviewing drivers and witnesses, the officer will be objective, exhibiting emotional stability, diplomacy and understanding and reflecting a professional attitude and demeanor.
- E. Officers will avoid conflict, profanity and sarcasm.
- F. Officers will interview drivers and witnesses as soon as practical following the collision. However, the interviewing may be delayed until the person has received medical attention, regained emotional control or attended to other urgent personal business.
- G. Officers will discourage drivers and witnesses from discussing the collision among themselves.
- H. When interviewing drivers, the officer will be alert to any physical or emotional impairment (either temporary or permanent), which may have affected the driving ability of the person.
- I. The officer should interview the driver relative to trip plan, emotional experience (aggravation with traffic during rush hour), at what point danger was first perceived, what the driver was doing at the time, evasive action taken and the condition of the vehicle.
- J. Witnesses will be interviewed as to their exact location when they witnessed the collision, what they were doing at the time, what called their attention to the collision and what they saw, heard or performed in response.

Revised 9/05

### **225.25 Traffic Collisions Involving City Vehicle / Equipment or Authorized Leased Vehicle/Equipment**

To ensure an impartial investigation and to maintain public confidence in the investigation, the following procedures shall be followed in addition to the procedures for investigating City vehicle/equipment or authorized leased vehicle/equipment collisions:



- A. The Oklahoma City Police Department will investigate all collisions, which involve City vehicles/equipment or authorized leased vehicle/equipment, regardless of the amount of damage. Police vehicle or authorized leased vehicle/equipment collisions occurring outside Oklahoma City will be investigated by the Oklahoma City Police Department. The employee's Division Commander must approve exceptions
  1. In a Police vehicle/equipment or authorized leased vehicle/equipment collision, when any party has sustained an injury and transportation to the hospital is required, a Signal 30 officer shall be notified to investigate the collision. If a Signal 30 officer is not available, Communications shall notify the Signal 30 supervisor. The Signal 30 supervisor may talk with a field supervisor or an officer on the scene to determine if the circumstances justify calling an off-duty Signal 30 officer to respond to the scene. A field supervisor shall also be notified and respond to the scene. A Signal 30 supervisor will ensure the Municipal Counselor's Office is notified as soon as practical, of any collision and/or incident involving any City vehicle/equipment or authorized leased vehicle/equipment and/or personnel which results in serious injury or death. Notice shall be directed to the Municipal Counselor's investigator or designee when appropriate.
  2. In a Police vehicle/equipment or authorized leased vehicle collision, on or off-duty, when minor injury or no injury occurs, a Signal 30 officer will work the collision if one is available. If a Signal 30 officer cannot respond, a field supervisor shall respond to the scene and assign the investigation to another unit.
- B. Photographs of the vehicles involved, any other damages, and of the scene will be taken.
- C. In a Police vehicle/equipment or authorized leased vehicle/equipment collision involving sworn employees, on or off duty, no traffic citation will be issued at the scene to either party involved, with the following exceptions:
  1. Driving Under the Influence.
  2. Driving with a Suspended or Revoked License.
  3. Reckless Driving.
  4. Leaving the Scene of a Collision.
  5. No record of a valid state driver's license (when the driver has NO license, as opposed to not having it with him/her at the time); and,
  6. Any other offense, when directed by the supervisor.
- D. Any collision involving Police vehicle/equipment or authorized leased vehicle/equipment driven by a non-sworn or non-departmental employee should be investigated and citations issued to either and/or both parties as deemed appropriate.
- E. In a collision involving any other City-owned or leased vehicle(s) driven by a non-departmental employee(s), the officer should proceed with the investigation and issue a citation to either and/or both parties as deemed appropriate.
- F. Every effort will be made to cooperate with other involved agencies when the collision occurred in their jurisdiction.
- G. If the employee completes a supplemental report, a notation will be made at the top of the Oklahoma Traffic Collision Report form.
- H. A supervisor will complete the Risk Management "Supervisor's Investigation Report" form.
- I. The employee involved, the employee's supervisor or the assigned supervisor will make immediate arrangements for the police vehicle/equipment involved to be inspected for safe operating condition and have a damage estimate prepared by the Fleet Management Unit. Asset forfeiture vehicles will have a damage estimate prepared by an approved City vendor. Authorized leased vehicles/equipment will be handled in accordance with the vehicle lease agreement.
- J. No vehicle/equipment will be returned to service until the inspection and estimate has been completed.

Adopted 9/05; Revised 6/12; Revised 9/14

### **225.30 Hit and Run Collisions**

Hit and Run refers to the evasion of responsibility by a driver who is involved in a traffic collision. The law defines the responsibility of each driver involved in a collision. The challenge to officers investigating collisions where a driver has left the scene is two-fold:



- A. Investigate the collision in accordance with usual procedures to identify causes; and,
- B. Locate and identify the missing driver and vehicle.

Officers should be aware that hit and run collisions which result in death or serious bodily injury are felony crimes. All other hit and run collisions are investigated as misdemeanor offenses and probable cause is insufficient to effect an arrest of a person suspected of being the hit and run driver. The suspect vehicle involved in a hit and run should not be impounded solely on that basis.

Although each collision presents unique problems demanding flexibility, the following duties and responsibilities remain with the investigating officer:

- A. To be thoroughly familiar with the laws relative to hit-and-run and driver responsibility.
- B. Upon verifying a collision as a hit and run, the officer should obtain the best possible description of the car, probable damage to the car, the driver, passengers, and the direction of travel.
- C. The descriptive information will be relayed to Communications for dissemination to other field units and other law enforcement agencies.
- D. If a license number is received in the description, the dispatcher will check for vehicle registration utilizing state computer networks and NCIC data.
- E. If the collision results in death or serious injury, units in neighboring beats should be coordinated to search for the missing vehicle.
- F. The investigating officer should locate, collect and preserve all physical evidence, which may be useful in the identification of the missing vehicle and operator. Types of physical evidence include, but are not limited to blood, hair, soil, fabric, automotive parts and accessories and paint.
- G. The investigating officer will record statements from the witnesses at the scene and may conduct a neighborhood canvass to locate and identify other witnesses who may have information relating to the hit and run collision.
- H. The investigating officer will report all information on an Official Traffic Collision Report. Any information gathered which cannot be reported on the collision report can be made on a Supplemental Report form.
- I. When a suspect vehicle is located, establish positive identification utilizing physical evidence collected at the scene.
- J. Interview the owner and determine the identity of the driver at the time of the collision.
- K. Take any appropriate enforcement action.

Revised 9/05

### **225.31 Hit and Run Follow-Up Investigation**

Success in bringing a hit and run traffic collision investigation to a successful conclusion depends upon the effective gathering and disseminating of accurate and factual information, diligence in pursuing available leads, and the gathering and protecting of physical evidence to associate the vehicle and driver with the collision. The coordination of effort within the Department and the cooperation of other law enforcement agencies in the search for the missing driver and vehicle are essential to this investigation.

Officers investigating traffic collisions shall take appropriate enforcement action when investigation reveals that the actions of one or more of the drivers were unlawful and a contributing factor to the collision.

Officers assigned to the hit and run office will conduct follow-up investigations on hit-and-run collisions, which are not solved by the original investigator. The purpose of the follow-up investigation is to determine the identity of the owner and possibly the driver of the hit and run vehicle and to take appropriate enforcement action.

Revised 9/05

### **225.40 Fatality Collisions**



When death occurs as the result of a traffic collision, additional duties and responsibilities are necessary in the investigation. In addition to the responsibilities listed below, see also 264.40 regarding blood test without consent in a fatality/ serious injury collision.

Adopted 9/05; Revised 04/11

## **225.41 Duties of the Signal 30 Unit Supervisor**

The Signal 30 Unit Supervisor, upon notification of a traffic collision involving one or more of the following criteria, will determine the appropriate personnel to respond to:

- A. Fatality collisions.
- B. Police vehicle collisions (except those which result in no injury and/or minimal damage); unless otherwise directed.
- C. City equipment collisions involving serious injuries or significant property loss.
- D. Serious injury collisions where death appears to be imminent.
- E. Collisions as directed by the Watch Commander.

Adopted 9/05

## **225.42 Assigned Officer's Duties**

The following procedures are in addition to those included in traffic collision investigations:

- A. Upon arrival, the officer should check all persons for injuries. The officer should administer first aid and summon medical assistance, when necessary.
- B. If clear signs of death are present, the body will not be removed from the scene without prior authorization from the Medical Examiner. Officers should make every effort not to disturb the scene.
- C. The officer should summon sufficient assistance to handle traffic and crowd control problems, as necessary.
- D. Officers should note the exact location and condition of the body or bodies so details may be included in the investigative report and diagram.

Adopted 9/05

## **225.43 Notification of Next-of-Kin**

Every effort should be made to locate and notify the nearest next of kin as soon as possible.

Two officers should make the notification. If the next of kin is alone at the time of notification, a family member, close friend or neighbor should be sought to stay with that person.

- A. If the next of kin resides within the Department's jurisdiction, members of the Department will attempt to make the notification in person.
- B. Next of kin residing outside the Department's jurisdiction may be notified by the police agency in that jurisdiction, if possible.

Adopted 9/05

## **225.50 Traffic Collisions Involving Trains**

Traffic collisions involving trains present unique problems to investigating officers. These problems arise from the need of trains to maintain certain schedules, their importance in the transportation of commodities, and because they may block numerous intersections creating traffic congestion problems in other areas.

In the event of a traffic collision involving a train, the following procedures are necessary in addition to the usual traffic investigation effort:



- A. Upon arrival attend to the needs of injured persons.
- B. Locate and identify the engineer and conductor.
- C. Record the engineer's name, train number, and engine number and number of years he has been an engineer. The train is actually under the control and direction of the conductor. The conductor should be interviewed, identified, and listed on the report as required.
- D. Take the necessary photographs.
- E. Mark key points for measurements and diagrams.
- F. Clear the track and right-of-way.
- G. Allow the train to continue with minimal delay.
- H. Conduct a thorough examination of the railroad crossing, including grade, visibility, and condition and operation of control signals.
- I. Coordinate follow-up effort with railroad investigators and the conductor to determine personnel on the train, their assigned responsibility and their location at the time of the collision.
- J. Train engineers are not required to have a motor vehicle operator's license, and they may not be required to provide a motor vehicle operator's license.
- K. Any improper action or condition of the train crew should be listed in the appropriate section of the collision report, and a Signal 30 supervisor should be contacted.

Adopted 9/05

### **225.60 Vehicle Impoundment**

When necessary, officers may impound vehicles under the authority of municipal and state law. Impoundment is defined as the removal of a vehicle from a street, highway, shoulder, or other public way by an officer, and stored at a facility designated by the City of Oklahoma City. A vehicle may also be impounded from private property for investigative purposes or vehicle trespassing complaints.

When an officer impounds a vehicle he/ she will complete a Tow-In Report. Additionally, a Crime Incident or arrest report will be completed for every impounded vehicle. If an officer places an investigative "HOLD" on the vehicle, he/she will complete a phone-in report explaining the circumstances and reasoning for the "HOLD."

The officer will inventory and record all contents of the vehicle on the Tow-In Report as described below:

- A. Officers will conduct the inventory in the presence of the vehicle's owner/ operator if possible and/or the wrecker driver.
- B. The inventory shall include all containers in the vehicle. If there are locked containers that cannot be opened without causing physical damage, they will only be opened with a supervisor's approval.
- C. The vehicle inventory will be completed in the Tow-In Report and the disposition noted (i.e., left in vehicle, turned into the Property Room).
- D. Items of significant value shall be placed in the Property Room.
- E. The officer will ensure the gold copy is provided to the wrecker driver, and the pink copy is provided to the owner or arrestee, provided the vehicle is not stolen. The white copy will be forwarded to the Information Desk. In the event the vehicle is stolen, under no circumstances will the driver/arrestee be provided a copy of the Tow-In Report. In this instance the pink copy will be forwarded along with the white copy to the Information Desk.
- F. The officer will obtain and attach 10-28 / 10-29 (vehicle registration/ stolen) information to the original (white) copy of the Tow-In Report. The white copy will be delivered to the Information Desk as soon as possible provided there is not a "HOLD" placed on the impounded vehicle. If there is a "HOLD" on the vehicle, the impounding officer will ensure the Tow-In Report is immediately delivered to the Information Desk. Under no circumstances will a Tow-In Report be faxed to the Information Desk.
- G. When an officer places a "HOLD" on an impounded vehicle, the "HOLD FOR" and the "EXPLANATION OF HOLD" sections must be completed.

Adopted 9/05; Revised 06/08



### **225.61 Traffic Collisions**

Officers investigating collisions where wrecker(s) are needed shall first determine if the driver(s)/owner(s) of the vehicle(s) have a preference of towing companies. If the drivers/owners do not have a preference or they have been removed from the scene, the dispatcher will be notified to call for district wrecker(s). If the driver has been removed from the scene and the vehicle(s) need to be removed, it shall be then classified as a police impound and the official Tow-In Report will be completed. The officer will record in his/her collision report the location the vehicle was towed.

In situations where the driver of the vehicle is capable of making the decision and has lawful control of the vehicle, he/she may elect to have his/her vehicle towed to a place of his/her choice utilizing a wrecker company of their preference as long as the vehicle is not needed as evidence. For this to be classified as an owner's request, the owner/operator must remain at the scene, be allowed to remove any property they desire, and sign the invoice form provided by the wrecker. The owner/operator then will be responsible for any expenses involved in towing and storage.

Adopted 06/08; Revised 04/11

### **227.0 Traffic Safety Concerns**

Adopted 10/04

#### **227.10 Roadway Hazards**

Roadway and roadside hazards are contributing factors in many traffic collisions. Such hazards may include, but are not limited to, visual obstructions, debris in the roadway, defects in the roadway such as pot holes, damaged or missing roadway safety features, such as guardrails or reflectors; failure of signal lights or other traffic control devices or signs. Employees, who in the performance of their duty, are made aware of any of these conditions, should contact the Emergency Operations Center (EOC) through 9-1-1 or complete an Action Center Service Request Form to ensure the appropriate authority is notified depending on the immediate safety concerns.

If necessary, and to the extent reasonably possible, the employee should request through the Communications Unit temporary traffic control devices.

Adopted 10/04; Revised 1/06

#### **227.12 Roadway Engineering Complaints**

Employees may refer any complaints or suggestions regarding traffic engineering and design of any roadway or intersection to the Uniform Support Division Commander.

Adopted 10/04; Revised 1/06

### **228.0 Permits and Street Closures**

Any street, road, sidewalk, alley, or easement within the public right-of-way may be closed and traffic restricted by barricades, fences or other structures with an authorized activity or revocable permit; or in cases of a procession, emergency or to ensure public safety as directed by the Police Department.

Adopted 04/11

### **230.0 Arrest Procedure**

#### **230.10 When a Person Can Be Arrested by Police Officers**

In accordance with the existing Oklahoma State Statutes and Oklahoma City Municipal Ordinances, a police officer may arrest a person:



- A. When he or she reasonably believes that a felony has been or is being committed and that the person to be arrested has committed or is committing it;
- B. When he or she has a warrant or probable cause to believe a warrant has been issued or is being held by another peace officer commanding that such person be arrested;
- C. For a misdemeanor not committed in his or her presence, when the misdemeanor is specified by state law to be one where the officer may arrest on probable cause, and probable cause for the arrest is known to the officer at the time of arrest; or
- D. For a misdemeanor committed in his or her presence.

Revised 1/16

### **230.15 Citizen's Arrest Procedures**

A citizen may arrest a person:

- A. When a felony or misdemeanor offense is committed or attempted in his or her presence; or
- B. When the citizen has probable cause to believe that the person committed a felony.

When a citizen has placed a person under arrest, officers shall take custody of the arrested person and process the person in accordance with written directives, unless:

- A. The officer reasonably believes, from his or her own knowledge, that no offense has been committed;
- B. The citizen has insufficient evidence to establish probable cause that the offense was committed; or
- C. The citizen making the arrest is incapacitated by mental illness, intoxication, or other effects to the extent that he or she is obviously incompetent to exercise reasonable judgment.

Officers shall make reasonable efforts to determine if the citizen satisfied the conditions to make a citizen's arrest.

If any of the above conditions apply, and officers do not have independent authority or additional charges to arrest the person, officers shall release the arrested person and complete a detailed report.

Adopted 1/16

### **230.20 Hold for State Charges**

#### **230.21 Felony Offenses**

When officers reasonably believe that a person arrested has committed a felony crime, they shall:

- A. Contact a supervisor to request a hold for state charges;
- B. Complete a probable cause affidavit; and
- C. Have a supervisor review and sign the affidavit.

Supervisors should meet the officer at the scene of the arrest or prior to arriving at jail if possible. Supervisors shall review the probable cause affidavit for accuracy and completeness and verify the elements of the crime have been met before signing it.

After the supervisor has signed the affidavit, the officer shall get the affidavit notarized, advise the Inmate Processing Unit clerk the person should be held for state charges, and provide the clerk with the notarized affidavit along with the person's booking sheet.

Revised 1/16

#### **230.22 Misdemeanor Offenses**





When officers reasonably believe that a person arrested has committed a misdemeanor crime for which there is a municipal and state charge, the person will be processed for the municipal charge unless the state charge is more appropriate.

When officers believe a state charge is more appropriate, they shall:

- A. Contact a supervisor to request a hold for state charges;
- B. Complete a probable cause affidavit; and
- C. Have a supervisor review and sign the affidavit.

If the supervisor approves a hold for state charges, he or she should meet the officer at the scene of the arrest or prior to arriving at jail if possible. Supervisors shall review the probable cause affidavit for accuracy and completeness and verify the elements of the crime have been met before signing it.

After the supervisor has signed the affidavit, the officer shall get the affidavit notarized, advise the Inmate Processing Unit clerk the person should be held for state charges, and provide the clerk with the notarized affidavit along with the person's booking sheet.

Even if the supervisor approves a request to hold for state charges, officers should still complete any relevant municipal complaints, but shall mark the hold for state charge (HFS) box before turning it in.

Revised 1/16

### **230.30 NCIC Hits and Arrests**

A person may be arrested based on a NCIC hit for a warrant or for a new crime based upon information obtained from a NCIC hit.

#### **Arresting a Person Based on a NCIC Hit for a Warrant**

A NCIC hit for a warrant on a person provides notice to officers that a person may be wanted by a law enforcement agency. Officers shall contact CIU after receiving a hit for a warrant on the person to confirm if the warrant is valid and the issuing agency is willing to extradite (if applicable).

The hit for a warrant alone does not establish probable cause to arrest the person. When officers receive a hit on a person that is not already under arrest, they may detain the person for a reasonable amount of time while confirming the warrant from the issuing agency. Once an officer confirms the warrant is valid and the issuing agency is willing to extradite (if applicable), the person may be arrested. If the warrant is not confirmed or the issuing agency is not willing to extradite, the person shall be released, unless under arrest for an independent crime or violation. Whether an arrest is made or not, the officer will complete a report.

If an officer receives a NCIC hit on a person that is already in custody and under arrest for an independent crime or violation, the officer must confirm the warrant prior to adding it to the person's list of charges.

A copy of the confirmed hit and/or warrant shall be submitted with the person's booking sheet.

#### **Arresting Persons for New Crimes Based on NCIC Hits**

Officers may arrest a person for a new crime utilizing information obtained from an NCIC hit under the following circumstances only:

- A. After having CIU verify the hit on the person or property is still valid; and
- B. After establishing probable cause the person committed the crime.



A confirmed NCIC hit is but one fact that by itself may or may not establish probable cause to arrest a person for a new crime. A confirmed NCIC hit must be evaluated with the totality of the circumstances when determining whether probable cause to arrest exists.

If CIU is unable to confirm the NCIC hit, the person shall be released (if detained), unless under arrest for an independent crime or violation.

Adopted 1/16; Revised 6/16

### **230.35 Confirmation of Arrest Warrants**

When officers plan the service of an arrest warrant on a person in advance, they shall confirm the warrant prior to service. When officers run a person for warrants in the course of their duties, without advance notice the person has a warrant, they must confirm the warrant prior to placing the person under arrest for the warrant, unless the person is already under arrest for an independent violation.

A copy of the warrant(s) shall be submitted with the person's booking sheet.

Adopted 1/16

### **230.40 Disposition of Arrested Persons**

All arrested persons that are to be booked in jail on their charge(s) shall be transported and booked into the Oklahoma County Jail, unless:

- A. The person is released in the field in accordance with written directives; or
- B. A supervisor approves other disposition.

Revised 07/07; Revised 1/16

### **230.45 Serving an Arrest Warrant**

#### **Serving an Arrest Warrant in a Public Place**

Officers may serve any arrest warrant at any time if the subject of the warrant is found in a public place or on a public roadway.

#### **Serving an Arrest Warrant On a Person in Their Residence**

Misdemeanor arrest warrants may only be served on a person in their residence between the hours of 6:00 AM and 10:00 PM, unless the warrant is endorsed for nighttime service. Prior to serving a misdemeanor warrant endorsed for nighttime service at a residence, officers must verify with the issuing authority that the endorsement is valid. Under no circumstances shall officers force entry into a residence to serve a misdemeanor warrant, even if officers have reason to believe the subject of the warrant is present.

In the event officers are conducting an investigation inside a residence, or are otherwise lawfully inside a residence, and have placed a person under arrest for an independent criminal violation, officers may add any warrants, including misdemeanor warrants, to the person's charges.

Felony arrest warrants may be served on a person in their residence any time. If officers have not received written or verbal consent, they may only enter the wanted person's residence to serve a felony arrest warrant under the following circumstances:

- A. Officers reasonably believe the subject of the warrant resides at the place to be entered;
- B. Officers reasonably believe the subject of the warrant is present;
- C. Officers have provided notice of authority and purpose; and



- D. Officers are refused admittance or receive no response.

These provisions in no way diminish an officer's authority to forcibly enter a residence based upon exigent circumstances.

### **Serving an Arrest Warrant in a Third-Party's Residence**

If the subject of an arrest warrant is reasonably believed to be inside a third-party's residence (a residence other than his or her own), officers shall not enter into the residence to serve the warrant unless they:

- A. Obtain consent from the third-party residents;
- B. Are in hot pursuit of a fleeing felon; or
- C. Obtain a search warrant for the third-party residence.

Adopted 06/08; Revised 1/16

### **230.46 Entering a Residence without a Warrant to Effect an Arrest**

Officers may enter a residence without a warrant to effect an arrest under the following circumstances only:

- A. When officers are given consent by a person with apparent authority to enter the residence, absent objection from another present person with apparent authority;
- B. When officers have probable cause to believe warrantless entry is necessary to prevent the destruction of evidence of a serious crime; or
- C. When officers are in hot pursuit of a fleeing felon.

Absent any of these conditions, officers are prohibited from entering a residence or crossing the threshold of any door, window, or other opening of the residence without a warrant.

Probable cause to believe a suspect is inside a residence, by itself, is insufficient grounds for entering a residence without a warrant. Even if a suspect opens a door or window, or is otherwise in plain sight within the residence, but remains in the residence, officers shall not cross the threshold of the residence to arrest the suspect, unless one of the above conditions apply.

Moreover, merely opening a door or window to a residence does not establish a resident's consent to enter the residence. Consent must be given voluntarily and must be unambiguous.

Adopted 1/16

### **230.50 Officer Identification**

When it becomes necessary for an officer to arrest a person:

- A. The officer will identify himself or herself as a police officer, recognizing that some circumstances may exist that may make identification prior to the actual arrest impossible.
- B. Identification will not be necessary if the officer is clearly visible to the person to be arrested and is in full uniform.
- C. All plain-clothes officers will be required to make their identity known.

Revised 1/16

### **230.60 Miranda Warning**

In all cases when an arrest has been effected, the arrested person shall be afforded all constitutional and statutory rights.



When advising a person of his or her Miranda rights, the Miranda warning should be read from a Miranda card, not recited from the officer's memory.

In cases where immediate interrogation is not necessary, or when it is likely that other investigators will need to interview an arrested person, routine Miranda warnings should not be given. If Miranda warnings are given, officers shall document the person's responses in the appropriate report. In all cases, any voluntary statements should be documented in the appropriate report.

Revised 1/16

## **230.70 Mass Arrest Situations**

A mass arrest situation exists when, in the judgment of the supervisor, the number of persons to be arrested in a single incident exceeds the ability to perform normal arrest, booking and reporting procedures.

Sufficient police manpower is to be gathered before any enforcement action is taken at the scene of mass arrests, if possible. Police officers at the scene should remain together as much as possible. No police officer will leave the group to pursue a subject into or through a crowd.

A processing site will be established and staffed with a number of officers and supervisors sufficient to maintain order when handling arrested persons. Arrested persons will be immediately escorted to the processing site. The arresting officers shall complete (1) a municipal citation, if the person is being arrested for a violation of city ordinance, or (2) a probable cause affidavit, if the person is being arrested for a violation of state law. In addition, police employees shall adhere to the "Mass Arrest Procedures" provided in the Emergency Operating Procedures.

Persons who are not going to be taken into custody will be directed to leave in the safest manner possible. Only one police officer or supervisor will give instructions to a crowd at a given time if possible. The instructions given and the name of the person giving the instructions shall be documented in written reports.

The on-scene supervisor will account for all police personnel and equipment before leaving the mass arrest site.

Revised 1/16

## **231.0 Searches of Persons**

### **Types of Person Searches**

There are six general categories of person searches:

- A. Cursory Weapons Frisks
- B. Searches Incident to Arrest
- C. Consent Searches
- D. Jail Booking Searches
- E. Strip Searches
- F. Body-Cavity Searches

### **Cursory Weapons Frisks**

During the course of a voluntary contact or investigative detention of a person, officers may conduct a cursory weapons frisk (sometimes referred to as a pat search) if they reasonably suspect the person is armed and dangerous or have the person's consent.

Officers should conduct a weapons frisk from behind the person, in a position of control. To conduct the frisk, officers shall pat the person and any outer garments (e.g., coat, jacket, etc.) to determine if he or she possesses any weapons or dangerous items. If an officer discovers what he or she reasonably believes to be a weapon or dangerous



item, the officer may remove it. The final disposition of the weapon or item shall be handled in accordance with written directives.

When an officer comes into contact with a person that states he or she has a firearm in their possession or that is visibly carrying a firearm, but the officer has no lawful grounds to detain or arrest the person, the officer shall first demand to see the person's handgun license. If the person fails to produce a valid handgun license, the officer may take possession of the firearm and detain the person pending further investigation.

For procedures on conducting a cursory weapons frisk on a person of the opposite sex, refer to Opposite Sex Searches below.

## **Searches Incident to Arrest**

When making an arrest, with or without a warrant, officers will first handcuff the person in accordance with Procedure 154 and then search the person and the person's immediate surroundings. The purpose of this search is to ensure the safety of the arresting officer(s) and to safeguard any potential evidence. A search incident to arrest will be conducted prior to placing the arrested person inside a police vehicle and prior to accepting an arrested person from any other officer or agency.

When arresting a person who appears to be intoxicated, or not in control of physical functions, officers will examine the person to ascertain whether the person is wearing a medic alert bracelet or necklace or any other identifying device delineating a medical disability which could account for the person's actions. If discovered, the officer will take immediate steps to aid the afflicted person in receiving medication or treatment for the disability.

Prior to conducting a search incident to arrest, officers should secure any items the arrested person may be carrying, such as a bag or purse. To conduct a search incident to arrest, officers should search the arrested person from top to bottom, to include the following locations:

- A. Hats;
- B. Hair - especially females;
- C. Back of the collar;
- D. Shoulder blades in the center of the back;
- E. Lapels;
- F. Sleeves;
- G. Neckties;
- H. Palms of the hands;
- I. Belts, waistbands, and surrounding body area;
- J. Pockets
- K. Crotch area; and
- L. Shoes.

The mouth may be searched for contraband at the beginning or end of the search depending on the arrest situation.

For procedures on conducting a search incident to arrest on a person of the opposite sex, refer to Opposite Sex Searches below.

## **Consent Searches**

Officers may conduct a search of any person that consents. The consent must be voluntary and uncoerced. Consent searches may be carried out in the same manner as a search incident to arrest. Consent frisks may be carried out in the same manner as a cursory weapons frisk. However, the scope of a consent search or frisk is limited by the scope of the consent given. If a person limits their consent, officers must limit their search accordingly, in the absence of alternative justification.



Officers may not seek consent to conduct a jail booking search; that type of search is reserved solely for jail personnel. Consent to conduct a strip search or a body-cavity search, by itself, is insufficient to conduct such a search; additional requirements must be met as described below.

For procedures on conducting a consent search on a person of the opposite sex, refer to Opposite Sex Searches below.

## **Opposite Sex Searches**

Officers shall not conduct a search or a cursory weapons frisk on a person of the opposite sex unless they have articulable reasonable suspicion that the person possesses a weapon or other dangerous item.

In the absence of reasonable suspicion that a person of the opposite sex possesses a weapon or other dangerous item and the officer has received valid consent to a search from the person, the officer shall contact an officer of the same sex as the person to be searched.

When an officer has arrested a person of the opposite sex, the officer shall not search the person incident to arrest. Prior to transporting the person, the officer shall contact an officer of the same sex as the person to conduct the search.

If an officer has reasonable suspicion that a person of the opposite sex possesses a weapon or other dangerous item, the officer:

- A. May handcuff the person for officer safety reasons;
- B. May conduct a cursory weapons frisk of the person, using the back of his or her hand if possible;
- C. May pat the pockets of the person's outer garments (e.g., coat, jacket, etc.);
- D. Should have another person or officer witness the frisk or search, if possible, and only if waiting for a witness does not pose any further or unnecessary danger or risk; and
- E. Shall document the justification for the frisk or search in a report.

If the person of the opposite sex is under arrest or the officer has reasonable suspicion the person possesses a weapon or other dangerous item, officers may search the person's immediate possessions.

Officers may search a person's possessions when they have received valid consent.

## **Jail Booking Searches**

A jail booking search, commonly referred to as an inventory search, is a very thorough search conducted at the jail during the booking process, prior to admittance in the jail. The purpose of a jail booking search is to inventory an arrestee's property and to control contraband entering the jail. Jail booking searches are conducted by jail personnel. Officers shall not conduct jail booking searches.

## **Strip Searches**

A strip search is a visual inspection of a naked or partially-naked person without scrutiny of the body cavities. A strip search may only be conducted by officers when they have the approval of the watch commander, and:

- A. A warrant expressly authorizing a strip search, or
- B. Probable cause to believe a person is concealing a weapon, controlled substance, stolen property, contraband, or evidence.

The person should be afforded as much privacy as possible during a strip search. A person of the same gender as the person being searched must perform the search. The observer(s) must also be of the same gender as the person being searched. The search must be conducted where it cannot be viewed by persons not directly involved in conducting or designated to observe the search. All employees present will be held strictly accountable for ensuring respect for the dignity of the individual being searched.



An officer should avoid touching persons being strip searched unless it is absolutely necessary.

### **Body-Cavity Searches**

A body-cavity search is either a visual search or manual internal inspection of body cavities. A body-cavity search may only be conducted when officers have the approval of the watch commander and:

- A. A warrant expressly authorizing a search of body-cavities, or
- B. Probable cause to believe a person is concealing a weapon, controlled substance, stolen property, contraband, or evidence, and a body sample consent waiver signed by the person.

Only medical personnel are authorized to perform body-cavity searches, excluding buccal swabs.

The search must be conducted where it cannot be viewed by persons not directly involved in conducting or designated to observe the search. All employees present will be held strictly accountable for ensuring respect for the dignity of the individual being searched.

### **Buccal Swabbing**

Buccal swabbing is a type of body-cavity search. Buccal swabbing is defined as the collecting of epithelial cells by means of a gentle wiping with a cotton swab similar to a Q-tip of that part of the oral vestibule bounded anteriorly and laterally by the lips and cheeks, posteriorly and medially by the teeth and/or gums, and above and below by the reflections of the mucosa from the lips and the cheeks to the gums.

Officers may collect buccal swabs from a person when they have:

- A. A warrant expressly authorizing the collection of buccal swabs, or
- B. Obtained a signed body sample consent waiver from the person.

### **Searching Persons Prior to Transport**

Officers must search every arrestee, prisoner, or person in protective custody prior to transporting the person inside a police vehicle.

Officers should seek consent prior to searching any person not lawfully being detained prior to transporting them inside a police vehicle. If the person refuses to consent to a search, the person should not be transported inside the police vehicle.

### **Documenting Searches**

Officers that conduct any of the above-listed searches shall document the following information in a report:

- A. The circumstances justifying the search,
- B. Any witnesses to the search,
- C. The location of any items discovered during the search and their disposition (if applicable), and
- D. Any other significant actions, incidents, or results of the search.

Revised 07/07; Revised 6/16

## **232.0 Transporting Prisoners in Police Vehicles**

### **232.10 Safety of Prisoners**



Once a person has been taken into custody, their safety and well-being becomes the responsibility of the arresting officer. A unit with a prisoner in custody will not engage in a pursuit at any time, nor will a unit with a prisoner engage in a Code 3 run, except when necessary to secure emergency medical treatment.

Units that are transporting a prisoner should not engage in traffic stops or any other police related activity unless the severity of the offense dictates immediate action by the officer.

Units transporting prisoners will not respond to any situation where there is a possibility that the prisoner could be injured.

Units transporting prisoners will not allow cellular or other electronic communications by the prisoner.

Revised 9/05

### **232.20 Transporting Prisoners - Opposite Sex**

When an officer transports a prisoner of the opposite sex, the officer shall transmit to Communications the starting odometer reading. When the officer has arrived at the destination, Communications shall be advised of the current odometer reading. In all other instances where an officer transports a person of the opposite sex for any reason, the officer will give Communications the starting mileage and ending mileage and location.

If prisoners of the opposite sex are transported in the same vehicle, the prisoners will be properly handcuffed and should be secured with a seat belt. The prisoners will be kept under close observation.

Revised 9/05

### **232.30 Transporting Prisoners - Safety Barriers**

Prisoners should be transported in vehicles equipped with safety barriers. If a prisoner must be transported in a vehicle without a safety barrier it shall be done utilizing two officers. The prisoner will be positioned in the back seat passenger side with the second officer seated behind the driver. The prisoner will be handcuffed and restrained utilizing a seatbelt to further minimize the movement in the seat.

If the officer believes the prisoner may become combative, resistive or attempt to damage City equipment, the prisoner will be transported in a vehicle with a safety barrier.

Adopted 6/14

### **232.40 Transporting More Than Two Prisoners**

A one-man unit should not transport more than two prisoners at one time unless no other units are available to assist.

### **232.50 Prisoners Escaping Custody**

In any situation where a prisoner escapes, the officer shall notify the dispatcher and request appropriate assistance immediately. A thorough and systematic search of the area shall be conducted and all surrounding jurisdictions notified with a complete physical description and information regarding the threat level the escapee poses if known.

Upon apprehension or termination of the search, a complete report detailing the circumstances of the escape shall be submitted to the Operations Bureau Commander.

Revised 9/05

### **232.60 Prisoners Not Allowed to Smoke**

Transporting officers shall not allow prisoners to smoke, chew, or ingest any food, drink or any other substance while in the vehicle.





### **233.0 Medical Treatment for Persons in Custody**

Whenever an arrested person requires medical attention, the officer's first priority is to ensure that the medical attention is received as rapidly as possible. Whether the injury was a result of the arrest or sustained prior to arrest, the name of the treating facility, attending physician and extent of injuries will be indicated on the offense report.

#### **233.10 Hospital Selection Guideline**

This guideline applies to all prisoners requiring medical attention of a non-emergency nature. In emergency situations where the prisoner will be transported by ambulance, hospital selection is the responsibility of the ambulance service.

If an injury or illness occurred prior to arrest, first priority will be given to the hospital of the prisoner's preference. Prisoners will be asked which hospital they prefer, and this preference will be honored provided the hospital is within the Oklahoma City limits.

Where the prisoner expresses no preference, he/she will be transported to the nearest facility that accepts OCPD prisoners.

Prisoners already incarcerated who require medical attention will be transported to the nearest facility that accepts OCPD prisoners. Transportation of HFSC prisoners is the responsibility of the Oklahoma County Sheriff's Office; transportation of prisoners held on Municipal charges only is the responsibility of OCPD.

Revised 3/97; Revised 9/05

#### **233.20 Injured Before Booking**

In the event jail personnel refuse to accept a prisoner because of the prisoner's health, the procedure is as follows:

- A. The officer will transport the prisoner to a hospital emergency room for treatment and stay with the prisoner throughout medical treatment unless specifically authorized otherwise by a supervisor. The officer will provide a hospital release form to jail personnel upon booking.
- B. If the prisoner refuses medical treatment, it must be done at the hospital and a Refusal of Treatment form **MUST** be signed by hospital personnel and **SHOULD** be signed by the prisoner. This refusal form will be returned to the County jail.

Revised 9/05

#### **233.30 Processing to Book Out of Custody**

When the Watch Commander authorizes an arrested subject to be booked out of custody, it is the responsibility of the original arresting officer to deliver the following documents to OCPD Data Entry Clerk in the Inmate Processing Unit.

- A. Booking Sheet; and
- B. Arrest Report; and
- C. Citations (if applicable); and
- D. Probable Cause Affidavit (if applicable); and
- E. Copy of any warrants or radiograms (if applicable).

The arresting officer will notify hospital security when a suspect is brought to their facility for medical treatment. The arresting officer shall advise the hospital admissions clerk to notify the jail supervisor when the suspect is to be released. This information shall be included in the officer's arrest report.

Revised 9/05



### **234.0 Juvenile Procedures**

A juvenile is any child, minor, or other person who is not married, has not attained the age of 18 or is otherwise not emancipated.

The Oklahoma City Police Department is committed to programs designed to prevent and reduce juvenile delinquency and to secure for each juvenile such care and guidance as will best serve the juvenile's welfare and the best interests of the State of Oklahoma.

Revised 2/03; Revised 7/07; Revised 7/11

#### **234.10 Taking a Juvenile Into Custody**

A law enforcement officer has authority to take a juvenile into custody (arrest or investigative detention) under the same circumstances and in the same manner as if the juvenile were an adult. The officer has a duty to pick up a juvenile when there is a verifiable and valid court order directing such. Any juvenile taken into custody should be transported to the appropriate facility without delay. A supervisor will be contacted if there is any question about the authority of the order.

A law enforcement officer may take a juvenile into custody when there is reason to believe the juvenile is a runaway from parents, guardians, or other custodian. The term "other custodian" can include shelter homes, juvenile detention facilities, and various other persons and agencies if the person or agency has a direct responsibility for caring for a juvenile. (Refer to Procedure 234.80 Runaway Juveniles)

If reasonable suspicion exists that a juvenile is in need of immediate protection due to an imminent safety threat, or the circumstances or surroundings of the juvenile are such that continuation in the juvenile's home or in the care or custody of the parent, legal guardian, or custodian would present an imminent safety threat to the juvenile, or by order of the district court; the juvenile shall be taken into protective custody. (Refer to Procedure 234.90 Joint Response on Protective Custody of Juveniles.)

Revised 2/03; Revised 7/07; Revised 7/11

#### **234.21 Truancy from School**

Excluding children being home schooled pursuant to Title 70 OS § 10-105, an officer shall temporarily detain and assume temporary custody of any child subject to compulsory full time education, if:

- A. The child is at least 12 years old and has not reached their 18th birthday,
- B. It is during the hours school is in session,
- C. The child is found away from home,
- D. The child is a student of the Oklahoma City Public Schools (I-89 school district),
- E. The child is found within the Oklahoma City school district (I-89 school district),
- F. The child is absent from school without lawful excuse, and
- G. Verification from the child's school the child is truant.

If all the above circumstances apply, the officer shall take the child into custody and transport to CIC. The officer will complete a report.

If a child is located outside their school district, an officer shall temporarily detain and assume temporary custody of any child subject to compulsory full time education, if:

- A. The child is at least 12 years old and has not reached their 18th birthday,
- B. It is during the hours the child's school is in session,
- C. The child is found away from home,
- D. The child is absent from school without lawful excuse, and



- E. Verification from the child's school the child is truant.

If all the above circumstances apply, the officer shall issue the appropriate citation to the child and release the child in the field. The officer will complete a report.

The temporary custody or detention of a truant student shall not be used as a pretext for investigating criminal matters.

Adopted 2/03; Revised 7/11

### **234.30 Juvenile Traffic Offenders**

A juvenile traffic offender is a juvenile who violates a provision of Title 47, Oklahoma Statutes, or a local ordinance.

The traffic summons procedure should be followed in routine offenses if there are no serious circumstances involved.

If a juvenile is arrested for traffic offences, they will be handled in the same manner as a juvenile arrested for minor criminal offenses.

Revised 2/03; Revised 7/07; Revised 7/11

### **234.40 Detention of Juveniles**

The detention of a juvenile suspect will be conducted in the same manner as an adult. Except in emergency situations, a juvenile shall not be placed or transported in any police vehicle which contains an arrested adult unless the adult is believed to be involved in the same offense as the juvenile.

Revised 2/03; Revised 7/11

### **234.41 Incarceration of Juvenile Offenders**

Pursuant to Title 10A OS § 2-5-205 an appropriate jail will accept, but keep separated from the adult population, any juveniles 13, 14, 15, 16, and 17 years of age who have been arrested for:

- A. Murder in the 1st Degree;

Pursuant to Title 10A OS § 2-5-206 an appropriate jail will accept juveniles 15, 16, and 17 years of age who have been arrested for:

- B. Murder in the 2nd degree;
- C. Kidnapping;
- D. Manslaughter in the 1st degree;
- E. Robbery with a dangerous weapon or attempt thereof;
- F. Robbery with a firearm or attempt thereof;
- G. Rape in the 1st degree or attempt thereof;
- H. Rape by instrumentation or attempt thereof;
- I. Forcible sodomy;
- J. Lewd molestation;
- K. Arson in the 1st degree or attempt thereof;
- L. Shooting with intent to kill;
- M. Discharging a firearm, crossbow or other weapon from a vehicle pursuant to Title 21 OS § 652 (B);

Juveniles 16 or 17 will also be accepted at an appropriate jail if they are arrested for:



- N. Burglary in the 1st degree or attempted burglary in the 1st degree;
- O. Battery or assault and battery on a State employee or contractor while in the custody of the Office of Juvenile Affairs;
- P. Aggravated assault and battery of a police officer;
- Q. Intimidating a witness;
- R. Trafficking in, or manufacturing, illegal drugs
- S. Assault or assault and battery with a deadly weapon;
- T. Maiming;
- U. Residential burglary in the 2nd degree after two or more adjudications that are separated in time for delinquency for committing burglary in the 1st degree or residential burglary in the 2nd degree; (see notation \*\*)
- V. Rape in the 2nd degree; or
- W. Use of firearm while in commission of felony.

**\*\* NOTE:**

Prior to booking the juvenile, an officer must first contact the appropriate juvenile detention center. Once the on-call intake counselor has been notified, he/she will in turn contact the arresting officer and confirm prior adjudication dates of Burglary I and/or Residential Burglary II. Contact may be made with the appropriate District Attorney's Office if further documentation is needed during office hours.

The juvenile detention center will provide copies (faxed or other means) of adjudication dispositions to the arresting officer. The booking slip with attached copies must be presented to the detention officer upon incarceration. The JUVENILE BURGLARY portion of the booking slip must be completed including the intake counselor's name, adjudication dates, time and date of contact with the counselor.

If documentation cannot be retrieved and provided at the time of inquiry from the appropriate District Attorney's Office, the intake counselor will advise the arresting officer of two (2) prior adjudication dates involving Burglary I and/or Residential Burglary II listed in the JDC computer system. When documentation cannot be obtained prior to incarceration, the booking slip will be filled out in its entirety. On the counselor's following working day, adjudication dispositions will be faxed to the Jail via Crime Information Unit (CIU).

If the intake counselor is unable to confirm any portion of the adjudication record that would qualify the arrested to be incarcerated as an adult, he/she may admit the prisoner to the appropriate juvenile detention center until clarification can be determined.

Adopted 2/03; Revised 7/07; Revised 7/11

#### **234.42 Juveniles Release to Appropriate County Juvenile Detention Centers**

An officer will seek placement of an arrested juvenile at the appropriate county juvenile detention center whenever a juvenile is arrested for:

- A. Any offense listed under Procedure 234.41 when the age of the offender is not applicable for incarceration;
- B. Any violent felony crime not listed in Procedure 234.41;
- C. Any felony crime where the offender has a previous delinquent history;
- D. Multiple felony crimes;
- E. Any misdemeanor crime when the juvenile is combative and/or dangerous to himself/herself or others; or
- F. Any misdemeanor crime when the juvenile has three or more prior adjudications for delinquent behavior.

An officer seeking placement in the appropriate county juvenile detention center will:

- A. Contact an intake counselor by telephone and request the juvenile be admitted for detention, and
- B. Transport the juvenile to the Community Intervention Center (201 N.E. 50th) for fingerprinting and photographing if for a felony crime, and if approved, transport the juvenile directly to the appropriate juvenile detention center.



Adopted 2/03; Revised 7/07; Revised 7/11

**234.43 Juveniles Released to the Community Intervention Center (CIC)**

An officer will place all arrested juveniles 12 years of age or older who do not meet the criteria for incarceration (Procedure 234.41) or placement in the appropriate juvenile detention center (Procedure 234.42) in the Community Intervention Center located at 201 N.E. 50th. When appropriate, a juvenile under the age of 12 may be placed in the CIC with the approval of a police supervisor.

An officer placing a juvenile in the CIC will:

- A. Notify the CIC an arrested juvenile is being transported to the facility. Provide subjects personal information and nature of the charges;
- B. Transport the juvenile to CIC;
- C. Prepare a complete booking slip and complete any applicable municipal citations;
- D. Conduct a full booking search, and log in all personal property;
- E. Remain with all felony suspects until fingerprinting is complete; and
- F. Complete all necessary reports.

Adopted 2/03; Revised 7/07; Revised 7/11

**234.44 Other Juvenile Offenders – Delinquency**

A juvenile under the age of 12 who has been charged with a criminal or serious traffic offense will be released to:

- A. A parent or legal guardian if available;
- B. An adult relative that appears to be mature enough to be responsible for the juvenile; or
- C. An adult previously approved by the court.

The person accepting custody from the officer must agree to bring the juvenile to court upon direction of the court.

Adopted 2/03; Revised 7/11

**234.50 Interrogation and Interview of Juveniles**

All suspects who are IN CUSTODY are to be given the Miranda Warning prior to being interviewed. The interrogation of the juvenile should not extend over a prolonged and continuous period of time or involve more officers and/or persons that could be considered unreasonable.

All juvenile criminal suspects that have been arrested for a crime other than the following listed crimes are considered Youthful Offenders and are to be given their Miranda Warning in the presence of a parent(s), guardian, or attorney. The parent(s), guardian and juvenile must be fully advised of the constitutional and legal rights of the youthful offender or juvenile, including the right to be represented by counsel at every stage of the proceedings, and the right to have counsel appointed by the court if the parties are without sufficient financial means. A waiver is to be signed by the suspect juvenile and the parent, guardian, or attorney before any questioning. The parent, guardian or attorney must be present during all questioning.

Any person 13-17 years of age who has been arrested for:

- A. Murder I, or

Any person 15, 16, or 17 years of age who has been arrested for:

- B. Murder in the 2nd degree;
- C. Kidnapping;
- D. Manslaughter in the 1st degree;



- E. Robbery with a dangerous weapon or attempt thereof;
- F. Robbery with a firearm or attempt thereof;
- G. Rape in the 1st degree or attempt thereof;
- H. Rape by instrumentation or attempt thereof;
- I. Forcible sodomy;
- J. Lewd molestation;
- K. Arson in the 1st degree or attempt thereof;
- L. Shooting w/ intent to kill;
- M. Discharging a firearm, crossbow or other weapon from a vehicle pursuant to Title 21 OS § 652 (B);

Any person 16 or 17 years of age who has been arrested for:

- N. Burglary in the 1st degree or attempted burglary in the 1st degree;
- O. Battery or assault and battery on a State employee or contractor while in the custody of the Office of Juvenile Affairs.
- P. Aggravated assault and battery of a police officer;
- Q. Intimidating a witness;
- R. Trafficking in, or manufacturing, illegal drugs;
- S. Assault or assault and battery with a deadly weapon;
- T. Maiming;
- U. Residential burglary in the 2nd degree after two or more adjudications that are separated in time for delinquency for committing burglary in the 1st degree or residential burglary in the 2nd degree;
- V. Rape in the 2nd degree; or
- W. Use of a firearm while in the commission of a felony.

...is considered to be a Youthful Offender. However, for purposes of the Miranda warning this person is to be treated as an adult in regards to the Miranda Warning. The presence of a parent, guardian or attorney is NOT required when the suspect is advised of his/her Miranda Warnings, and their presence is not required during questioning for A-M. The presence of a parent, guardian, attorney, adult relative, adult caretaker, or legal custodian is required for N-W for such interrogation to be admissible into evidence.

A juvenile who is arrested for an offense pursuant to the above listed ages and crimes shall have all the statutory and constitutional rights and protections of an adult accused of a crime, but shall be detained in a jail cell or ward entirely separate from prisoners who are 18 years of age or older. The suspect may, however, invoke their right to remain silent and/or have an attorney present at all questionings.

Just as with an adult, when the Miranda Warning is given, the burden of proof is on the officer to prove the juvenile understood his/her rights and knowingly waived them.

Revised 12/93; Revised 2/03; Revised 7/07; Revised 7/11; Revised 2/13

**234.62 Ill / Injured / Intoxicated Arrestees**

Any arrested juvenile who is ill, injured, intoxicated or appears in need of medical treatment, will be transported to a hospital for examination PRIOR to transporting him/her to any County Jail, County Juvenile Detention Center or the Community Intervention Center.

If a juvenile is admitted to a medical facility, the officer will make a reasonable attempt to contact the parent or legal guardian. All attempts or notifications to the parents or legal guardians will be documented in the officer's report.

UNDER NO CIRCUMSTANCES will a juvenile be placed in the Public Inebriate Alternative facility.

Revised 2/03; Revised 7/07; Revised 7/11

**234.65 Juvenile Adjudication**



Juvenile adjudication, for the purpose of incarceration, interrogation and/or detention, is a formal disposition by a juvenile court wherein a juvenile under the age of 18 is found delinquent for violating a federal or state law or municipal ordinances (excluding traffic ordinances unless the violations are habitual).

Adopted 12/93; Revised 2/03

## **234.70 Fingerprinting and Photographing Juveniles**

All juveniles arrested for felony crimes should be fingerprinted and photographed prior to detention in the appropriate juvenile detention center or placement in the Community Intervention Center. Juveniles arrested on misdemeanor crimes will not be fingerprinted or photographed.

Revised 2/03; Revised 7/07; Revised 7/11

## **234.80 Runaway Juveniles**

Revised 7/07

### **234.81 Reporting**

When an officer is assigned to take a report of a runaway juvenile, the primary task is to obtain as much available information on the juvenile as possible and have the information distributed and broadcast immediately. Information on the report should contain:

- A. The juvenile's name, race, sex, date of birth and social security number (if known);
- B. Physical description, including clothing, scars, or any other identifying marks;
- C. Vehicle description, if a vehicle was involved;
- D. Names and locations of places the runaway frequents, or where the runaway may have gone when he/she ran away and reason for running away if known;
- E. Any known mental or physical disabilities of the runaway juvenile; and
- F. Contact information for parent, guardian, or legal custodian if not the reporting party.

Upon supervisory approval, the reporting officer will phone in the report immediately to a report clerk in the Records Unit. The Records Unit clerk will be responsible for immediately delivering the information bulletin to CIU for NCIC entry. CIU will notify the Communications Unit to general broadcast the information.

Refer to Procedure 216.30 in regards to the possible use of "A Child is Missing Alert."

The reporting officer should advise the reporting person to call the Communications Unit if the juvenile returns or is located. The Communications Unit will dispatch an officer to confirm the juvenile has been located. The officer making confirmation will cancel the information bulletin and notify CIU to remove all information from NCIC and other communication systems. A supplemental report will be made.

Revised 8/99; Revised 07/07; Revised 7/11; Revised 2/12; Revised 6/12

### **234.82 Custody and Detention of Runaway Juveniles**

When an officer takes a runaway juvenile into custody, the officer will:

- A. Verify a court order has been issued directing officers to take the juvenile into custody;
- B. When a court order has been issued, the officer will notify the Intake Officer at the appropriate JDC;  
NOTE: The JDC will only take reported runaways when a court order has been issued; this includes runaways from both in state and out of state.
- C. Transport the runaway to the appropriate JDC and complete Crime Incident Report;
- D. When a juvenile has been reported as runaway or missing from a parent, guardian, or other institution, but a court order has not been issued, the officer will return the juvenile to their parent or legal guardian unless doing so would constitute a risk (as defined in Procedure 234.92A) to the juvenile's safety or welfare. If a



parent or legal guardian cannot be contacted, the officer will contact the Pauline Meyer Juvenile Shelter. The officer will then be advised as to which Youth Services facility to transport the juvenile. The officer will transport the runaway to the appropriate facility and complete a Crime Incident Report;

- E. The officer will make a reasonable attempt to contact the parent or legal guardian. All attempts or notifications to the parents or legal guardians will be documented in the officer's report; and
- F. The officer will cancel any information bulletin issued on the runaway and will notify CIU to remove the information from NCIC.

Revised 2/03; Revised 07/07; Revised 7/11; Revised 2/11; Revised 6/12

### **234.83 Juvenile Abuse and Neglect Investigations**

- A. The assigned officer should only obtain basic details from the juvenile and conduct an initial interview of the reporting party or witnesses. A more detailed interview of the juvenile will be conducted by a forensic interviewer or detective at a later time.
- B. The officer shall reasonably observe the juvenile for signs of injury and/or abuse. The officer will have photographs taken of the juvenile's injuries by a department employee. Any examinations of the genitalia of a juvenile, or breast of a pubescent female, shall be done at a hospital by medical personnel. Photographs of those body parts will be taken by a Crime Scene Investigations officer with the assistance or in the presence of medical personnel.
- C. When necessary, the juvenile will be transported to a hospital for examination and medical treatment. Neglected or abandoned juveniles do not have to be transported to a hospital unless the juvenile is injured or ill.
- D. The State of Oklahoma has enacted a comprehensive Child Abuse Reporting and Prevention Act, requiring a multidisciplinary team approach, which includes law enforcement officers.
  - 1. Absent reasonable suspicion that a juvenile is in danger of an imminent safety threat, police officers cannot take the juvenile into physical or protective custody unless medical attention is needed.
  - 2. Caseworkers from the Department of Human Services, acting upon a report of child abuse or neglect, are authorized to conduct an investigation into this report. Caseworkers are authorized to conduct an interview of the juvenile at any reasonable time and place. Normally, such an interview should be conducted after notification and consent, if possible, of one of the juvenile's legal guardians. According to State law, the Department of Human Services is required to make this notification.

There are times when the legal guardian(s) cannot be notified prior to the interview because one or both guardians is a possible suspect and/or may interfere with the interview. The forensic interview process will normally be conducted at an appropriate Child Advocacy Center. During this interview, the juvenile is not in police protective custody. Law enforcement can be present during the interview and can assist in the transportation of the juvenile to the Child Advocacy Center; however, the case-worker from the Department of Human Services must make the decision to interview the juvenile without notification of the legal guardian(s).
  - 3. If, during an interview, the juvenile discloses information which leads the officer to develop reasonable suspicion the juvenile is in need of immediate protection due to an imminent threat of harm, the juvenile can be placed in protective custody and taken to an appropriate shelter. The officer is required to provide written notice, on the department approved form, to the parent or legal guardian the juvenile has been taken into protective custody.
  - 4. After the interview, if no disclosures are made and the juvenile is not taken into protective custody, the caseworker, by state statute, is required to immediately notify the legal guardian(s) of the interview.

Adopted 7/11

### **234.90 Joint Response on Protective Custody of Juveniles**

Officers respond to various calls in which circumstances may require a juvenile to be placed into protective custody without a court order or in emergency custody when a court order has been issued. State statutes require a joint





response by law enforcement and the Oklahoma Department of Human Services (D.H.S.) when a juvenile has been taken into protective custody by law enforcement to determine if the juvenile can be placed directly from the home to relatives or other responsible adults rather than the juvenile going into D.H.S. emergency custody for placement outside the home. When an officer encounters a situation where the officer has reasonable suspicion an imminent safety threat to a juvenile exists due to physical or sexual abuse and/or neglect and protective custody of the juvenile has been assumed, the officer shall coordinate with D.H.S. in decisions regarding whether the juvenile can be protected through placement with relatives or others without the need for a court order placing the juvenile in the emergency custody of D.H.S. All decisions regarding juveniles who have been taken into emergency or protective custody will be made in accordance with State statutes.

Adopted 7/11

#### **234.91 Definition of Terms Used in Joint Response Protocol for Protective Custody of Juveniles**

- A. **RISK** – The likelihood that an incident of juvenile abuse or neglect will occur in the future.
- B. **SAFETY THREAT** – The threat of serious harm due to juvenile abuse or neglect occurring in the present or in the very near future and without the intervention of another person, a juvenile would likely sustain severe or permanent disability or injury, illness or death.
- C. **IMMINENT** – Is likely to occur in the very near future, impending.
- D. **PROTECTIVE CUSTODY** – Custody of a juvenile taken by a law enforcement officer or designated employee of the court without a court order.
- E. **EMERGENCY CUSTODY** – Custody of a juvenile following issuance of an order prior to adjudication of the juvenile as delinquent or deprived.
- F. **RECEPTION CENTER** – A designated location for D.H.S. to accept protective custody of juveniles from law enforcement when additional time is needed to conduct safety evaluations to determine whether the juvenile can be placed with a relative or others without the Department assuming emergency custody. A juvenile can remain at the reception center no longer than 23 hours.

Adopted 7/11

#### **234.92 Considerations on Placement Options in Protective Custody**

Physical or sexual abuse, or neglect has the potential to result in severe or permanent disability or injury, illness, or death. It shall be the intent of each joint response to result in the protection of each juvenile involved. Careful evaluation must be given to circumstances when a juvenile is or could be the victim of physical and/or sexual abuse and the suspect is either in the home or has access to the victim. In an effort to prevent the potential for continued abuse or “coaching” of the victim by family members prior to the victim receiving a forensic interview, the juvenile must not be allowed in any environment where the suspect(s) would have access to the juvenile prior to a forensic interview and initial investigative work. An emergency foster care home or a shelter are alternatives that can provide the fullest degree of protection of the juvenile in these cases.

Adopted 7/11

#### **234.93 Joint Response Protocol on Protective Custody of Juveniles**

- A. A juvenile may be taken into protective custody, without a court order, when officers have reasonable suspicion:
  - 1. A juvenile is in need of immediate protection due to an imminent safety threat; or
  - 2. The circumstances or surroundings of the juvenile are such that continuation in the juvenile’s home or in the care or custody of the parent, legal guardian, or custodian would present an imminent safety threat to the juvenile.

When protective custody of a juvenile is necessary, officers will contact their supervisor to seek approval to initiate a joint response with D.H.S. With their supervisor’s approval, officers at a location in Oklahoma County will call the on-call D.H.S. Joint Response Supervisor at the designated phone number located on SharePoint. Officers at a location outside Oklahoma County will call the D.H.S. Child Abuse & Neglect Hotline at 1-800-522-3511. This hotline also serves



- as the back-up number to call for Oklahoma County. Officers will provide D.H.S. basic information by phone to include: the location, the circumstances warranting protective custody, demographic information on the involved adults and juveniles, and a call back number.
- B. The D.H.S. supervisor will call the officer back to communicate whether a juvenile welfare worker will assist with a joint response, and if so, whether he or she will respond to the officer's location or go directly to the designated reception center.
1. In cases when the joint response is conducted at the scene, the juvenile welfare worker should respond to the scene within 30 to 60 minutes. D.H.S. will conduct a safety evaluation at the scene in order to determine an appropriate course of action regarding the juvenile. This will include checking D.H.S. family history of the involved parties and may involve a D.H.S. safety plan.
  2. There may be extenuating circumstances when the joint response is facilitated at a location other than the scene. For example, if there is a safety issue at the scene or it is not in the best interest for the juvenile's welfare to be kept at the scene for the joint response, the circumstances should be discussed between the officer and the on-call D.H.S. Joint Response Supervisor and/or the assigned D.H.S. juvenile welfare worker. If a timely response to the scene by a juvenile welfare worker is not possible, the juvenile welfare worker should communicate with the officer and the joint response may be moved to another appropriate location.
  3. In all such cases, a joint response and safety evaluation will occur.
- C. Officers and D.H.S. personnel shall work together to locate, notify and place the juvenile with a safe and protecting parent, relative, kinship adult, or emergency foster parent.
1. Officers will conduct name-based checks on proposed alternative caregivers and other adult members of the alternative caregiver's household. These name-based checks will include the Federal Bureau of Investigation's Interstate Identification Index and an Oklahoma State Bureau of Investigation criminal history check. The officer will also check for outstanding warrants and review OCPD's records management system to include active investigations. An individual's involvement in an active investigation will be evaluated on a case-by-case basis.
  2. Arrests and/or convictions that would render a proposed alternative caregiver ineligible to assume custody includes all crimes against a juvenile such as physical or sexual abuse, neglect, abandonment, and juvenile pornography. Other prohibitions are domestic abuse, felony drug violations, any sex crime, felony act of violence, or any crime that may place the juvenile at risk of abuse, neglect, abandonment, or endangerment.
  3. Officers will not disclose specific details of the criminal records check, but may inform a D.H.S. worker if the proposed alternative caregiver or other adult members of the alternative caregiver's household are eligible or ineligible to assume custody.
  4. D.H.S. will complete a family history check of the involved adults, including potential caregivers and juveniles.
  5. Officers and D.H.S. personnel will coordinate information. The D.H.S. juvenile welfare worker will identify the most appropriate placement.

Adopted 7/11

#### **234.94 Coordination of Protective Custody on Calls Requiring Call-Out of Detectives**

When an incident requiring protective custody also meets the criteria for a call-out from the Investigations Bureau, it is important for responding detectives to arrive and be briefed on the circumstances prior to protective custody actions being implemented, as these decisions may impact a criminal investigation. To help ensure coordination on protective custody situations, the patrol supervisor should contact the appropriate on-call Investigations supervisor. Investigations personnel will contact D.H.S.

Adopted 7/11

#### **234.95 Protective Custody Notification Form**

A copy of the Protective Custody Notification Form will be provided to the parent or legal guardian, when possible. If the parent or legal guardian cannot be contacted after reasonable efforts to do so, the officer may provide the form to a custodian. This documentation instructs the parent and/or guardian to contact the appropriate agency where the



juvenile has been placed. The original Protective Custody Notification Form should be submitted to the Records Unit.

Adopted 7/11

### **234.96 Transporting Juveniles in Protective Custody**

Officers will work with D.H.S. personnel to determine the arrangements for juveniles to be transported to an alternative placement or to the appropriate reception center. If an appropriate alternative kinship placement cannot be made within a reasonable period of time, the juveniles will be transported to the appropriate reception center.

Adopted 7/11

### **234.97 Supervisor Review of Concerns Involving Protective Custody Placements**

In the event there is a disagreement between the D.H.S. personnel and the officer about placement of a juvenile, both will contact their supervisors for further evaluation. If the matter cannot be resolved by the respective supervisors, the Juvenile Division of the appropriate county can be contacted to resolve the concern. In Oklahoma County, an on-call Assistant District Attorney for the Juvenile Division may be contacted. In Cleveland, Canadian, and Pottawatomie Counties, the D.H.S. supervisor will contact the appropriate Juvenile Division representative.

Adopted 7/11

### **234.98 Importance of Complete Documentation in Police Reports**

When placing a juvenile into protective custody, officers must fully document in the appropriate report all actions taken. These reports will be completed prior to the end of shift so they will be available for the Show Cause hearing.

Procedure 441.11 Priority Reports includes any circumstance where a juvenile is taken into protective custody or is the victim of physical and/or sexual abuse. These reports will be called in to the Records Unit.

Adopted 7/11

### **234.99 Transfer of Custody of Juvenile Following Parent / Responsible Party's Arrest Unrelated to Juvenile Abuse, Neglect, or Endangerment**

When a parent or person responsible for a juvenile is arrested on a charge or warrant other than child abuse, neglect, or any act of child endangerment, that person may designate someone to take physical custody of the juvenile. Upon this request, the officer may transfer the juvenile to the physical custody of the designated person. In these situations, the first choice for the designated person should be a family member. If no family member is available, the next choice should be a responsible person well known by the parent or person responsible for the juvenile. Prior to transferring the juvenile to the designated person, the officer will verify the designated person's identification, perform criminal history background checks through the Federal Bureau of Investigation Interstate Identification Index, the Oklahoma State Bureau of Investigation, and check OCPD's local records system to include active investigations. A designated person's involvement in an active investigation will be evaluated on a case-by-case basis. The officer will also contact D.H.S. to obtain a juvenile welfare history check on the designated person. To obtain a juvenile welfare history check in these circumstances, the officer should call the D.H.S. Child Abuse & Neglect Hotline at 1-800-522-3511. The D.H.S. worker will conduct a juvenile welfare history check on the designated person and call the officer back with the results. If the juvenile can be released safely to the designated person in these circumstances, this would not be protective custody requiring the joint response protocol.

If the results of these checks reveal anything that may place the juvenile at risk of abuse, neglect, abandonment or endangerment as defined by state law, the officer will not release the juvenile to the designated person. The officer can ask the parent or person who is being arrested who is responsible for the juvenile to identify another designated person to be checked. If no other alternatives are available, protective custody would then be needed and officers should follow 234.93 Joint Response Protocol on Protective Custody of Juveniles.



Adopted 7/11

### **235.0 Booking Procedures**

Most prisoners will be booked into the Oklahoma County Jail.

Upon arrival at the jail, officers will secure all weapons in the receiving area lockers. Weapons may also be secured in the trunk of the police vehicle.

Although the jail maintains electronic surveillance of the holding cell, the prisoner is the arresting officer's responsibility until the booking procedure is complete. No prisoner will be left in the holding cell for an unreasonable length of time.

Officers will not take any prisoner to the County Jail who is obviously in need of immediate health care, but will first take the prisoner to an approved health care institution for treatment. A treatment form will be presented at booking.

In the event that County jail personnel refuse to accept a prisoner because of the prisoner's physical health, the procedure as set forth in 233.20 will be followed.

Once entering the County Jail, the prisoner is escorted to the County side to begin the booking process. Once this is completed, the prisoner is taken to the OCPD Jail Lieutenant's desk where the booking and appropriate paperwork is completed. Officers will ensure that the paperwork regarding the arrest is completed prior to bringing the prisoner to the booking counter.

The booking officer will witness the inventory of property by the County Detention Officer to ensure all items are accounted for and that all counts are correct. Both officers will sign the inventory receipt form. If the property includes locked containers, such as suitcases or briefcases, they will be opened and the contents inventoried unless reasonable cause exists to believe the contents are evidentiary. If such reasonable cause exists, the locked containers will be processed as evidence as outlined in Procedure 184.31 of this Manual. Officers will initial the jail property inventory slip.

Evidence or confiscated property belonging to the prisoner is the arresting officer's responsibility and should be secured until proper disposition can be made under procedures in Procedure 184.0.

If the prisoner is violent, or if in the officer's opinion the prisoner may become violent or a flight risk, the prisoner will remain handcuffed until placed in a cell by Detention personnel.

Revised 9/05

### **236.0 Guarding of Prisoners**

The Division that is assigned the original call or initiates the action that results in a prisoner being admitted to the hospital will be responsible for guarding that prisoner regardless of what Division the hospital is in.

Revised 10/04

#### **236.10 Hospital Guard Assignment**

The Shift Commander or Watch Commander will determine the need for an officer to guard a prisoner at a hospital. A shift supervisor will be responsible for assigning an officer to hospital guard duty. The officer will be furnished with a Hospital Guard Log, if he/she is the initial officer assigned to guard duty. If the officer is unsure of the proper manner in which to fill out the Hospital Guard Log, the supervisor will provide instructions.

The Shift or Watch Commander will be responsible for ensuring a guarded prisoner has been photographed and fingerprinted as soon as possible after the initial treatment.



Revised 10/04; Revised 10/08

### **236.20 Rules for Guarding Prisoners**

Officers assigned to guard prisoners who require medical treatment should remember that the person is a prisoner and would normally be in a detention facility. For the safety and security of the officer, the prisoner, hospital personnel, and the citizens of Oklahoma City, the following rules are to be followed by all officers assigned to guard duty:

- A. The officer will report to the assigned hospital in full police uniform and assume his/her post in the room of the prisoner. If he/she is not the initial officer assigned to guard duty, he/she will officially relieve the guard on duty. The officer will date and sign the Hospital Guard Log and enter the time.
- B. The officer being relieved of guard duty will sign the Hospital Guard Log and enter the time and date the log. Prior to leaving, the officer being relieved will pass on pertinent information to the officer relieving him/her.
- C. A log will be kept reporting relevant events occurring during the officer's watch period.
- D. The relieving officer should first make a visual survey of the room and the bathrooms for likely escape routes that the prisoner might take advantage of.
- E. Officers will remain constantly alert
- F. Officers will not leave their post until properly relieved by another officer.

Revised 10/04; Revised 10/08

### **236.30 Observation of Hospital Rules and Regulations**

Officers will observe all hospital rules and regulations but should point out potentially dangerous situations that might occur if regulations are observed without thought for caution and safety.

- A. Officers may be required to deviate from this procedure when and if it would interfere with the hospital's staff performing their duties.
- B. Officers may be required to deviate from this procedure when directed to do so by the investigative officer assigned to the case.

### **236.40 Remaining with Prisoner**

Officers assigned guard duty will remain with the prisoner at all times, except:

- A. In the event of a medical emergency and the officer is requested to leave by hospital staff.
- B. During the visitation of the prisoner's attorney when he/she may be asked to leave the immediate area of the prisoner. The officer will, however, remain in close proximity, removed from the immediate area.

Revised 10/04

### **236.50 Questioning of Prisoners**

Officers will not question the prisoner regarding the offense. In the event a prisoner makes any statement relating to an offense, the officer will file a report.

Revised 10/04

### **236.60 Phone Calls for Prisoners**

Prisoners will not be allowed phone calls, incoming or outgoing, without prior approval of a supervisor of the division investigating the offense for which the prisoner is being held.



### **236.70 Visitors for Prisoners**

No visitors will be permitted to see the prisoner without authorization. The written authorization must be obtained from the investigating sergeant assigned to the case or the supervisor of the division investigating the offense for which the prisoner is held. When a visitor does request to see a prisoner, the officer will:

- A. Check authorization for validity.
- B. Check purses or bags for weapons or contraband.
- C. Enter the visitor's name on the Officer's Guard Log and the time of the visit.
- D. Allow only one visitor in the room with the prisoner at any one time.
- E. Not allow physical contact between the visitor and the prisoner.
- F. Remain with the prisoner and the visitor at all times.
- G. Not allow visitors to give the prisoner any articles.
- H. Log the time that the visitor leaves.
- I. Attach the visitor's authorization sheet to the Officer's Guard Log.

Revised 10/04

### **236.80 Prisoner Release from Hospital**

If the prisoner is released from the hospital during an officer's watch, the officer will personally take the Officer's Guard Log to a supervisor in the division investigating the offense for which the prisoner is held. If that supervisor is not on duty and no other Investigations Bureau supervisor is on duty, the officer shall deliver the log to his/her supervisor who will take necessary action to ensure delivery of the log to the Investigations Bureau Supervisor.

The officer will not, unless approved by a supervisor, transport the prisoner without the assistance of another officer.

The prisoner will be booked into the Oklahoma County Jail.

Revised 10/04

### **237.0 Crime Scene Investigators**

Crime Scene Investigators (CSI) are personnel who have been equipped and trained to identify, collect, submit, and document all types of physical evidence generated at crime scenes. All sworn officers are trained in the basic principles of obtaining physical evidence; however, Crime Scene Investigators may be summoned to:

- A. Residential or commercial burglaries that contain substantial property loss (\$5,000 or more);
- B. Any 1st Degree Burglary;
- C. Domestic Assault (require hospitalization);
- D. Rape;
- E. Child Abuse;
- F. Armed Robbery;
- G. Stolen vehicle taken in a carjacking;
- H. Suicide (gunshot or suspicious);
- I. Suspicious Death;
- J. Officer Involved Shooting;
- K. Homicide;
- L. Felonious Assault (Shooting, stabbing, life-threatening assault);
- M. Any call involving a unique circumstance, which requires more detailed scene examination or specialized training (i.e. clandestine lab);
- N. Drive-by shooting where someone is injured;
- O. Incidents when requested by the Watch Commander.

In cases where no CSI is on duty, a field supervisor shall notify a CSI supervisor. If a conflict arises, the Watch Commander will make the final decision to utilize the CSI investigator.



Revised 9/05

### **237.10 Officer's Responsibilities**

Once an officer determines a Crime Scene Investigator is needed, the officer will advise a field supervisor, who will request the CSI to the scene. Every effort will be made to utilize a CSI who is on duty.

When a Crime Scene Investigator is called to a scene, the scene will be secured until the CSI arrives. The CSI will assume responsibility for processing the scene

Revised 9/05

### **238.0 Fingerprinting**

When an officer assigned to the scene of a property crime where only printing is required and determines that an attempt to recover latent prints is needed, the officer will process for latent prints.

If latent print evidence is recovered from the scene, they will be placed in an Oklahoma City Police Evidence envelope with the completed information.

Latent print evidence will be deposited in the designated drop box located in the Property Management Unit or by hand transfer to a Latent Examiner at the Latent Prints Laboratory.

Revised 9/05; Revised 5/15

### **238.10 DNA Swabbing**

When an officer is assigned to the scene of a crime and a Crime Scene Investigator (C.S.I.) does not respond to the scene and it is believed DNA evidence is present, the officer will process the scene in the appropriate manner pursuant to their training.

Any DNA evidence that is secured and/or collected will be submitted to Laboratory Services as described in Procedure 184.0.

All officers will then document in his/her reports the collection of the evidence as described in Procedure 184.0.

Adopted 06/09

### **239.0 Photo Lineups / Field Show-Ups**

Lineups and field show-ups are valuable investigative tools. To ensure the integrity of the identification process and establish reliable identification testimony by witnesses/victims, police employees shall adhere to the following procedures.

Revised 06/08; Revised 6/12; Revised 10/15

### **239.10 Photo Lineups**

#### **Definitions**

- A. Photo Lineup – An identification procedure in which a group of photographs are presented to a witness / victim for the purpose of identifying or eliminating a suspect.
- B. Sequential Photo Lineup – A photo lineup in which the photographs are presented to a witness/victim, one at a time, for the purpose of identifying or eliminating a suspect.
- C. Blind Administrator – A sworn police officer/investigator who administers the presentation of the lineup to the witness/victim and does not know the identity of the suspect.



All photo lineups will be administered using the sequential photo lineup method utilizing a blind administrator. The investigating officer will not be in the room when the photographs are presented to the witness/victim. Whenever possible, the sequential photo lineup will be conducted at a police facility and will be video and audio recorded. If the sequential photo lineup cannot be conducted at a police facility, it will be audio recorded.

## **Lineup Preparation**

The sequential photo lineup will consist of at least six individual photographs, only one of which will be the suspect. The remaining individuals will have no known connection to the case being investigated. The photographs must be of individuals of the same gender and similar race, age, hair color and build. If scars, marks and/or tattoos are visible on the suspect, then all photos should have similar characteristics. All visible notations must be blocked out or covered. In particular, names, dates and other similar information must not be visible. The photographs will be of the same general size and printed on material of the same color and composition. When possible, the background of the photographs will be similar in nature. The person preparing the lineup will label the back of each photograph with a single capital letter, using A thru F. The suspect's position will be random. The blind administrator will present the photo lineup in alphabetical order.

Each witness/victim will have the lineup administered to them separately. Witnesses must not be allowed to consult with one another about their identification before, during or after the lineup procedure.

The investigating officer will advise the witness/victim the lineup will be presented to them by another investigator. The investigating officer will leave the room and advise the blind administrator to proceed with the lineup. Prior to presenting the lineup, the investigating officer will provide the blind administrator with the photo lineup and the admonition form. The investigating officer will not indicate to the blind administrator the position of the suspect in the lineup.

## **Lineup Presentation**

The blind administrator will enter the room and present the witness/victim with the Photographic Lineup Admonition Form. This must be read to the witness/victim in the language in which they are most fluent. The witness/victim will sign and date the admonition form. The photographs will then be presented by the administrator in alphabetical order. Each photograph will be shown to the witness/victim one at a time. No more than one photograph will be visible at the same time. If a witness/victim indicates they know the person in one of the photographs, the administrator will ask the witness/victim how they know that individual. If an individual is identified by the witness/victim as the person who committed the crime, the administrator must ask them their level of certainty. The administrator will have the witness/victim initial and date the identified photograph. Even if a potential identification is made, the administrator will continue to show the remaining photographs. All questions and responses will be documented using exact quotes.

Once the presentation is complete, the administrator will advise the witness/victim that the investigating officer will continue the interview. The administrator will summon the investigating officer and advise them of the result of the lineup. The administrator will complete the Photographic Lineup Admonition Form, noting if a positive, tentative or no identification was made and the position of the photograph relative to the order they were shown. The administrator will then leave the room and the investigating officer will continue the interview. The administrator will complete a supplemental report.

At no time before, during, or after a photo lineup shall the investigating officer or administrator make statements or behave in a manner that might be suggestive to a viewer. Nor shall the administrator provide any feedback to the viewer regarding the results of the photo lineup.

Upon completion of the interview, the investigating officer will sign and date the form. The lineup packet containing the admonition form, photographs and the recording of the lineup presentation will be preserved in the case jacket. Copies of the entire packet may be made as the case requires. A copy of the Photographic Lineup Admonition Form will be forwarded electronically to the Investigations Bureau Administrative Assistant.





## **Multiple Lineup Presentations**

When no identification has been made, the same blind administrator can use the photographs in the same sequence.

If an identification is made, the investigating officer will vary the order of the photographs to be presented by changing all of the letters on the back of the photographs and a different blind administrator will present subsequent photo lineups.

For each lineup presented to a witness/victim, the labeled photographs, the admonition form and the recording of the lineup will be preserved.

Revised 06/08; Revised 07/10; Revised 6/12; Revised 10/15

### **239.30 Field Show-Ups**

Show-ups are a one-to-one in-person (no photographs) viewing of a suspect by a victim or witness. Courts have suppressed identification evidence based on the use of show-ups due to the inherent suggestiveness of the practice. If probable cause exists for an arrest, the preferred method of identification is a sequential photo lineup administered during the follow up investigation.

If probable cause does not exist for an arrest, but reasonable suspicion exists to detain a possible suspect it may be appropriate for an officer to conduct a field show-up. The officer must have supervisory approval to conduct a field show-up and all the following must be met:

- A. The officer has reasonable suspicion to detain the possible suspect; and
- B. The possible suspect must fit the general description of the suspect involved in the crime; and
- C. When possible, the show-up should be conducted within ONE HOUR of the commission of the crime.

When these conditions exist the officer shall transport the witness/victim to the location of the suspect. Prior to conducting the field show-up, the officer will read the Field Show-Up Admonition Form. The witness/victim will sign and date the form confirming they understand the admonition. Having the witness/victim view the suspect handcuffed and/or sitting in the back of the patrol car should be avoided if possible. If it cannot be avoided, the reason(s) shall be documented in the officer's report. When a witness/victim views an individual, do not refer to the individual as a "suspect". Officers should ask witnesses/victim to look at an individual to see if they recognize him/her. If a witness/victim indicates they know the person, the officer will ask how they know the possible suspect. If a suspect is identified as the person who committed the crime, the officer must ask them their level of certainty.

If there are multiple witnesses/victims, they should view the suspect separately. Officers should consider the following information when deciding the order of the field show-ups:

- 1. The witness'/victims' opportunity to view the suspect during the crime;
- 2. The length of time between the crime and the field show-up;
- 3. The accuracy of the witness'/victims' prior description of the suspect; and
- 4. The witness'/victims' level of attention during the crime.

At no time before, during, or after a field show-up shall an officer make statements or behave in a manner that might be suggestive to a witness/victim viewer. Nor shall the officer provide any feedback to the viewer regarding the results of the field show up.

If a positive identification is made, no further field show-ups should be conducted.

After the witness/victim has viewed the possible suspect, the officer will complete and sign the Field Show-Up Admonition form, indicating if an identification was or was not made. This form will be booked into the Property Room no later than the end of the shift.



The officer will complete a detailed report including the reasonable suspicion that led to the field show-up and the results of all field show-ups.

Revised 07/07; Revised 06/08; Revised 07/10; Revised 6/12; Revised 10/15

## **241.0 Recovery of Stolen / Embezzled Property**

Revised 10/90

### **241.10 Requirements of Seizing Stolen / Embezzled Property**

A person innocently in control or possession of stolen or embezzled property may have a claim to or an “interest” in the property in question. Therefore, all seizures of property must be based on search warrant requirements and/or their court recognized exceptions.

Revised 10/90

#### **241.20 Business / Retail Establishments**

If confirmed stolen property or suspected stolen property is found in the possession of a business, i.e., pawn shop, used jewelry store, auction, flea market, or other such businesses, it is the officer’s discretion whether or not the property needs to be seized. If the officer decides to seize the property, he cannot seize it without meeting one of the following requirements:

- A. If the person in charge of the property will voluntarily release the property, the officer shall have that person sign a “Consent to Confiscate” form and shall also provide him with a “Confiscated Property Receipt” which lists the property to be seized, date, time and the officer’s name. The seized property and the Consent form shall be placed in the Property Room. The appropriate report shall be made and distribution made to the proper investigating unit.
- B. If the person in charge of the property refuses to sign the “Consent to Confiscate” form the officer will have to obtain a search warrant.; or
- C. If the officer decides that confiscation is not necessary, he shall inform the person in control of the property of its stolen/possible stolen status and advise him to secure the property until he is advised of its status by the police department. The appropriate report shall be made and distributed to the proper investigating unit where the assigned Detective Sergeant will be responsible for taking the appropriate action.

Revised 10/90

#### **241.30 Non-Arrest Situations**

If confirmed stolen property or property suspected of being stolen is found in possession of an individual(s) and the situation does not call for an arrest to be made, officers may still seize the property under the following circumstances:

- A. If the person(s) is willing to sign a Consent to Seize form, the same procedures will be followed as outlined in 241.20.
- B. If he is not willing to release the property, the officer shall contact his field supervisor for assistance in obtaining a search warrant, or
- C. If exceptions to the search warrant requirements are apparent, the officer shall contact his field supervisor and obtain authorization to seize the property. The officer shall detail the reasons for seizing the property in his report.

This does not mandate that the officer seizes the property in all cases. If the officer determines the person is reliable and will maintain control of the property, he shall advise him of the stolen/possible stolen status of the property and request that person hold the property in his possession until proper disposition of the property is made. The officer shall then complete a report and forward it to the proper investigating unit for further actions.



Revised 10/90

#### **241.40 Property Seized Incident to Arrest**

Any time stolen/embezzled property is found incident to a legal arrest when the officer has the right to search; the property can be seized. The consent to confiscate form does not need to be signed.

When the property is the object/reason for the arrest, nothing in this procedure limits the authority to confiscate that property.

Revised 10/90

#### **242.0 Release of Stolen / Embezzled Property**

Property which is stolen/embezzled that has come into custody of the Police Department shall not be released to the original owner in cases where there is another interested party without a court order, regardless of whether or not the property was voluntarily released or seized with a warrant. The exception is stolen motor vehicles, which may be released at the time of recovery. Investigating officers should advise the owner of the procedures that are to be followed in order to re-obtain custody of the property. Information sheets are available for the owner to assist him in understanding those procedures.

These procedures apply ONLY in those cases where there are other persons or entities having an interest in the property AND when that property has been reported stolen or embezzled. If all such person have signed an "Affidavit of Non-Ownership" releasing all ownership rights and interests in the property, or if the property falls into a category other than stolen or embezzled a hearing will not be necessary. The property may be released at the appropriate time.

In order to regain possession of stolen property which has come into custody of the Police Department, citizens will need to make application through the appropriate District Attorney's Office, notify by certified mail all "interested parties", then attend a hearing for determination of ownership. If a suspect in possession of the property was not charged, or was charged in Municipal Court, the same procedures will apply but will be handled through the Municipal Court and Municipal Attorney's Office.

Complete instruction and pertinent forms are available at the Oklahoma County District Attorney's Office and the Municipal Attorneys Office. Personnel there will assist the citizen in all phases of the process.

If property is needed for evidence, the citizen may make application to the District Court (or Municipal Court) for its release prior to final prosecution of the case. Only with such a Court Order will the property be released prior to disposition of the case. In such cases, the detective assigned to the case will ensure that the property is properly photographed and documented.

Adopted 10/90

#### **249.0 Crime Analysis**

All Operations Bureau Division Commanders should review crime trends and take appropriate action.

The Operations Bureau Commander will brief the Chief of Police as appropriate.

Adopted 10/04

#### **250.0 Reported Crimes – Patrol Responsibilities**

Citizens who report crime rightfully expect that the police will make a diligent effort to identify and apprehend the Perpetrator, to recover property, which may be stolen and to otherwise perform those tasks that would be indicative of reasonable attempts to properly dispose of the matter. In order to accomplish this, the following activities should occur, time and circumstances permitting, to increase the likelihood of successfully solving the crime.



### **250.10 Scene Protection**

The scene of the reported crime should be protected until such time as evidence has been identified, documented and properly collected.

### **250.20 Location / Identification of Witnesses**

A diligent effort should be made to locate and identify witnesses or others who may be able to provide information. They should then be interviewed and written statements obtained. This may require that the neighborhood or immediate area be canvassed.

### **250.30 Reporting**

The crime should be thoroughly documented and recorded on the appropriate departmental form or telephoned in to the Records Unit. The report should contain the essential "who, what, where, when, how and why".

Revised 2/98

### **250.35 Field Interview and Field Interview Card Procedures**

A field interview is the voluntary contact or lawful stop of a person for investigative purposes. These stops often occur when an officer is attempting to determine the person's identity and/or resolve the officer's suspicions about possible criminal activity. These stops shall be documented on a field interview card.

Officers shall submit field interview cards no later than the end of the shift.

Adopted 07/07

### **250.40 Interview of Victim**

The victim should be carefully interviewed to obtain any information, which may assist in solving the crime. Officers should also be aware of potential insurance frauds or other motives for a false reporting of an incident. Written statements from the victims or reporting parties should be obtained whenever possible.

### **250.50 Follow-Up Investigations**

As time permits, officers should conduct as much follow-up investigation as possible on crime reports that they have taken to ensure that the Department has done everything possible to solve the crime.

Employees of the Department who receive information about, or are investigating a reported criminal incident, should devote the same amount of time, energy and concern to the incident as they would expect and want if they were the victim of the crime.

### **250.60 Instructions to Victims and Witnesses**

After the officer completes the investigation, the citizens should be instructed to call the appropriate Investigations Unit if they obtain any additional information, which would assist in the investigation. Officers will provide citizens with the correct information (i.e., telephone numbers) needed to make the contact.

Revised 2/98

### **250.70 Coordination with Investigators**

Patrol officers and investigators should work closely together to maximize and coordinate efforts in solving reported crimes and should regularly exchange information about criminal activities.



**250.90 Disposition of Report**

All written reports will be completed and turned in during, or immediately following the reporting officer’s tour of duty unless authorized by a Supervisor. All telephone reports will be phoned into the Records Unit/Data Entry during or immediately following the reporting officer’s tour of duty unless authorized by a supervisor. Written and telephone reports must be reviewed by a supervisor for accuracy and completeness. Once reviewed, the supervisor will approve and when applicable sign the report.

Revised 2/98; Revised 9/05

**250.95 Report Taker Responsibilities**

The Report Taker shall take certain reports meeting recommended criteria over the telephone. Following is a list of reports that will normally be taken over the telephone by a commissioned officer:

- 102R Lost Property
- 110R Vandalism
- 150R Suspicious Acts
- 163R All Runaway Juvenile
- 165R Juvenile Problem
- 182R Disturbance
- 23R Harassing/Obscene Calls
- 53R Auto Burglary
- 65R Petit Larceny
- 60R Grand Larceny
- 73R Assist a Citizen
- 93R Defrauding an Innkeeper
- 174R Littering Complaint
- 90R Embezzlement

**EXCEPTIONS ARE:**

- A. A suspect in custody.
- B. A citizen insists that an officer respond to the scene.
- C. A unit is needed to safeguard a scene or preserve evidence.
- D. Evidence or property is to be recovered and placed in police custody
- E. Witnesses are involved and cannot be interviewed over the telephone.
- F. If it is necessary that the complainant or victim sign complaints.
- G. Incidents in which detailed descriptions of the suspects, their names, addresses, etc., are available.
- H. If a citizen’s welfare is in danger/jeopardy.

Revised 8/99; Revised 9/05

**251.0 Death Scene Procedures**

**251.10 General**

A body will not be removed from the scene without prior authorization from the Medical Examiner.

Names of deceased persons will not be released to any news media personnel until the next of kin have been notified.

In all cases where death has occurred on a premise other than that of the deceased, the officer or investigator assigned to the case will have the responsibility of collecting the victim’s personal property and placing it in the Oklahoma City Police Department Property Room for safekeeping until the next of kin can take possession.



In cases where death occurs on the premises of the deceased person and the next of kin are not present, the assigned unit on the scene will be responsible for securing the premises by the best means possible, including all doors and windows. The officer will take custody of the personal property of the victim (i.e., watch, wallet, etc.) and place it in the Police Department Property Room, unless the Medical Examiner requests that the personal property remain with the body.

## **251.20 Homicides and Unexplained Deaths**

### **251.21 Crime Scene Security**

Only those units assigned will proceed to the crime scene. The first officer to arrive will secure the scene and maintain scene security until other assigned units arrive to assist.

When the scene is secured, the assigned officer will inform all personnel not assigned to specific crime scene duties that the scene is secured and they may not enter.

The assigned officer shall establish a crime scene perimeter and shall use crime scene barrier tape whenever possible. Witnesses and suspects will be secured until the assigned investigating sergeant arrives.

### **251.22 Crime Scene Log**

The first unit or assigned unit will be responsible for having a Crime Scene Log initiated. The officer responsible for crime scene log reporting will record the name of every person who enters the crime scene, along with the time each person entered and the purpose for entering the crime scene. The crime scene log will be attached to the crime incident report after the investigation is completed.

### **251.23 Assigned Officer's Duties**

The assigned officer will have the Communications Unit notify a Homicide supervisor and a Technical Investigations unit. Officers at the scene will NOT notify the Medical Examiner; this will be the responsibility of the assigned investigating sergeant.

Officers are not to allow anyone to enter into or remain within a crime scene, except for emergency medical personnel when there is doubt as to the physical condition of the victim. Officers will not allow anyone to move or remove any object within the crime scene. If the body or any object within the crime scene is moved by officers or medical personnel while attending to the victim, the reporting officer will include in his report the original position of the body or object and under what circumstances it was moved.

Officers will not remove a weapon from its original position at a crime scene, unless the officers are unable to control the movements of witnesses and/or suspects within the scene. Under these circumstances, officers should take custody of the weapon for reasons of safety and the reporting officer will note in his report the original position of the weapon before its removal and the reason for its removal. Officers will handle the weapon in such a way that they will not destroy or alter the evidentiary value of the weapon (fingerprints). Under normal circumstances, officers should not unload the weapon unless directed to do so by the investigating sergeant or lab technician on the scene.

Once the assigned investigating sergeant arrives, he will immediately take charge of the crime scene. The assigned officers will take directions from the investigating sergeant and will assist whenever possible.

### **251.24 Field Supervisor's Duties**

A supervisor will routinely be dispatched to the scene and will assist in assigning specific duties to other officers at the scene. The supervisor will make a report as to his actions at the crime scene, specific assignments of each officer, and to whom the task was assigned.



### **251.25 Medical Personnel at Crime Scene**

If conclusive signs of death are evident and medical personnel have not yet entered the crime scene, officers will not allow the medical personnel to enter the scene. Conclusive signs of death are:

- A. Putrefaction (decomposition)
- B. Rigor Mortis
- C. Complete separation of body parts incompatible with life (such as decapitation).

If there is any doubt about the condition of the victim or the presence of one or more of the conclusive signs of death do not exist, emergency medical personnel will be allowed into the crime scene. The officer will allow only one Medical Technician into the scene for the purpose of determining whether or not the victim is alive. Officers will insure that emergency personnel take the most direct route to the body, considering which route will disturb the least amount of evidence.

### **251.26 EMSA Procedures**

The following two sections are excerpts from the EMSA Policy Manual and are included so the OCPD personnel will be familiar with the requirements under which EMSA personnel must function.

In cooperation with area law enforcement agencies, the following criteria have been developed so that the patient's welfare is guarded and that the needs of investigating agencies to conduct an effective and thorough investigation are likewise safeguarded.

- A. Units not assigned to a call will not respond to that call. Over response tends to cause confusion at the crime scene and destruction of evidence.
- B. When approaching a possible crime scene, one technician should approach the patient to determine whether the person is alive or has expired.
- C. If an officer is present, he should be consulted before entering the scene. If an EKG strip is needed, uses paddles only, and performs the procedure with only one technician. If possible, the technician examining the patient should have the monitor in order to avoid more than one technician entering the scene.
- D. The body should not be handled unnecessarily, but should be checked for radial pulse, eyes, for cyanosis, etc., to determine if alive. If the victim is obviously dead, do not attempt to resuscitate. If conclusive signs of death are present, do not handle the body or perform any other assessment.
- E. If the patient has expired, exit the scene by way of the approach originally made into the scene.
- F. Should an officer not be present, the crime scene should be preserved. Do not allow individuals to wander into the area. When an officer arrives, relate to him your information and approach to and exit from the scene.
- G. If the patient is alive, life-saving techniques should be administered, under the following guidelines:
  - 1. Keep medical equipment close to the victim.
  - 2. Stay close to the body.
  - 3. Keep hands out of any blood that has pooled.
  - 4. Do not wander around the scene.
  - 5. Minimize destruction of the patient's clothing. If the clothing has a puncture, do not use the hole in the clothing to start cutting. Begin cutting at another part of the garment.
- H. If objects at the scene have been used (a towel, wash cloth, etc.), notify the investigating sergeant at once.
- I. Do not litter the scene with expended dressings, papers, or other items.
- J. Do not:
  - 1. Go through the victim's personal effects.
  - 2. Cover the body with a sheet or other material.
  - 3. Move, take or handle any object at the scene.
  - 4. Touch or move any weapon. NOTE: if a weapon must be moved in order to treat a victim, pick it up by the wooded stock and lay it near the victim out of the blood or water. Report this action to the investigating sergeant.
  - 5. Clean the body of blood, etc.
  - 6. Wander around the crime scene; return to the vehicle.



7. Be pressured into moving the body if death is obvious.
8. Litter the crime scene with medical equipment, paper, dressings, bandages, etc.
- K. If possible, transfer the victim from the scene to the vehicle expeditiously and stabilize the victim in the vehicle.
- L. If the patient relates any information pertaining to the crime while in transit to the medical facility, tell the investigating sergeant at once.
- M. Use common sense and be aware of your surroundings. Remember, the less you do to destroy a crime scene, the less the likelihood you will spend your days off in court and the better chance there will be for a successful prosecution of any criminal wrongdoing.
- N. Under ordinary circumstances, emergency medical personnel will be allowed to assess the patient and perform all appropriate medical care necessary to maintain life, as so indicated. It should be noted that access to the patient should only occur when the crime scene is secured and indicated safe by law enforcement personnel.
- O. If the officer in charge chooses to accept the responsibility that the patient is beyond salvageability, and prohibits access to the patient by EMSA personnel, the ranking EMSA technician should do the following:
  1. Utilizing the current 10-23 Release Form, a brief report should be noted that includes time, date, location number of patients and the name and rank of the officer that accepted the responsibility for releasing the crew from pursuing patient care and assessment.
  2. Secure the signature of at least two witnesses.
  3. All documentation as noted above should be properly secured and forwarded to Headquarters for permanent filing.

#### **251.27 EMSA Patient Protocol**

As a routine procedure, exclusive of those patients displaying conclusive signs of death, the following steps should be followed in ALL suspected DOA cases (traumatic and non-traumatic):

- A. Attempt to secure vital signs including apical, carotid and femoral pulses; respiration and lung sounds; blood pressure; and pupillary reaction to light.
- B. If ALS is present or readily available, run an EKG strip.
- C. Report above findings to PMS for concurrence.
- D. Record findings on patient care record.

Use of cardiac monitor to determine death.

It is the policy of the Central Oklahoma Ambulance Trust to perform EKG rhythm strips to determine death, always bearing in mind to perform our medical procedures with a constant awareness for preserving crime scene evidence. The following guidelines have been established to enhance this goal. EKG documentation may be obtained by any of the following methods:

- A. "Quick look" through paddles.
- B. Chest lead placement.
- C. Paddles place on any two extremities.
- D. Leads of paddles place on back.

NOTE: These methods should eliminate the need to move the victim's body in most situations. Only two contact points are required to document a tracing. The site location should be selected to insure placement of the heart between the two recording points if possible, although locations such as arms and legs will suffice.

#### **251.30 Suicide Investigation**

Investigations of suicides will be handled following the same procedures as outlined under Homicide Investigation procedures. See Procedures 350.0 through 350.12.

#### **251.31 Suicide Notes**





When a suicide note is found at the scene of a suicide, officers should not handle the note. Allow a Technical Investigations unit or assigned investigating sergeant to take custody of the note.

## **251.40 Natural Death Investigations**

### **251.41 Assigned Officer's Duties**

After arriving at the scene of an apparent natural death, the assigned officer should establish the identity of the victim, including the name, date of birth, race, sex, and the Social Security number (if available).

If witnesses or the next of kin are present, the officer will attempt to obtain any pertinent medical information on the victim:

- A. Was the victim under a physician's care?
- B. Was the victim being treated for any severe or terminal illness?
- C. Was the victim taking any prescribed medication?
- D. What is the name of the physician and where can he be reached?

The assigned officer will notify his supervisor and advise him of any known circumstances surrounding the death of the victim.

When there are no family members of the victim present at the scene, and no family members have been notified of the death, the assigned officer will be responsible for contacting a family member and advising them of the death. The officer will note in his report whether he was able to make notification. The officer will include in his report the name, address and relationship of the person notified (or the person to be notified in cases where contact cannot be made).

### **251.42 Contacting the Medical Examiner**

If death was not attended by a physician, the officer will notify the Medical Examiner and be prepared to present the Medical Examiner with all available information. The officer will then comply with the instructions of the Medical Examiner on disposition of the body.

If the Medical examiner authorizes release of the body to the family, the officer will obtain the name of the funeral home the family requests and will instruct the Communications Unit to notify that funeral home. When there is no family member present, and officers are unable to locate any family members, the Medical Examiner will send someone to pick up the body and hold it until the next of kin can be located.

If the Medical Examiner decides to have the body transported to his office, the assigned officer will remain at the scene until the authorized transporting personnel arrive at the scene.

Revised 3/93

## **251.50 Industrial / Accidental Deaths**

Police officers assigned to investigate any industrial or accidental death will follow the procedures outlined in Section 251.0 through 251.27 - Death Scene Procedures.

## **252.0 Kidnapping and Abduction**

In every kidnapping or abduction, the safe return of the victim is the primary concern; apprehension and prosecution of the suspect(s) is the secondary objective.

Revised 9/05



### **252.10 Assigned Officer's Duties**

The assigned officer will gather all pertinent information available and make a complete and detailed Crime Incident report.

The first officer on the scene will gather all available information on the victim and suspect. The assigned officer should:

- A. Interview the person(s) making the report;
- B. Obtain the name, race, sex, DOB, and social security number of the person making the report;
- C. Obtain the name and race, sex, DOB of the victim, including clothing description if it is known;
- D. Obtain the name (if known) and physical description of the suspect;
- E. Obtain a detailed vehicle description (including victim's vehicle if it was taken during the crime);
- F. Identify the circumstances of the disappearance;
- G. Based on available information, make the initial determination of the type of incident whether non-family abduction, family abduction, etc.;
- H. Relay detailed description information to the Communications Unit for broadcast;
- I. Identify and interview all individuals who were present at the scene, or location where the person was last seen or reported abducted or kidnapped from;
- J. Request consent to conduct an immediate search of the missing person's home even if the person is reported abducted or kidnapped from another location (if consent is denied, immediately notify a supervisor);
- K. Treat the location where the person was last seen or reported abducted or kidnapped from as a crime scene;
- L. Secure the person's home until it is processed for evidence;
- M. Obtain photographs/videotapes of the abducted or kidnapped person; and
- N. Brief responding personnel including supervisors and investigative staff.

An exception to this would be in cases of **KIDNAPPING FOR EXTORTION**: officers shall not broadcast any information in relation to the case over the police radio communication system. All information should be transmitted via telephone.

Revised 9/05

### **252.11 Relay of Information to CIU and Communications**

After all information is gathered on the victim and suspect, the officer will be responsible for disseminating the information to CIU and Communications for general broadcast and entry into NCIC network. The following procedures will be followed:

- A. The officer will notify Communications and CIU by telephone. The officer then relays to both Communications and CIU such information as is known at that time and requests a general city wide broadcast and statewide Teletype transmission.
- B. At the earliest convenience, the officer will telephone CIU to confirm, correct, and update the information in the earlier broadcast.
- C. The officer will then issue an Information Bulletin through the Report Clerks' office, either in writing or by telephone.

Revised 9/05

### **252.20 Supervisor's Duties**

Once the assigned officer has confirmed a kidnapping or abduction, a field supervisor will be dispatched to the scene. The field supervisor will be responsible for:

- A. Receiving a briefing from the initial responding officer on the circumstances of the kidnapped or abducted child or person.



- B. Coordinating the investigation of the crime until an investigator is assigned to the case and arrives at the scene.
- C. If the victim fits the criteria of an Amber Alert, the supervisor will contact the Crime Information Unit and provide the information needed to request an Amber Alert be activated.
- D. Assigning specific duties to all field officers on the scene and assigning additional units to the scene if necessary.
- E. Keeping a line of communications open between officers on the scene and the Communications Unit.
- F. Notifying the appropriate investigations unit supervisor of the crime.
- G. Supervisor contacts Communications, CIU, and report clerks to determine that all broadcasts and the Information Bulletin have in fact been completed.
- H. Obtains teletype message number for future reference.

Revised 9/05

### **252.30 Amber Alert**

The Amber Alert Plan is a cooperative agreement between the Office of the Governor, the Department of Public Safety (DPS), the Oklahoma Association of Broadcasters, and various law enforcement agencies in the state of Oklahoma. The plan is an early warning system available for use by law enforcement to alert the public when a child has been kidnapped and the police believe the child is in danger.

Adopted 9/05

### **252.31 Amber Alert Activation**

The Amber Alert Plan requires law enforcement to meet criteria when evaluating an abduction. Law enforcement agencies must have all parts of the scenario present before an activation of the alert can occur. The Amber Alert should be activated:

- A. When a child 17 years of age or younger is the victim; or
- B. An individual under proven mental or physical disability is abducted and there is reason to believe the victim is in imminent danger of serious bodily injury or death.

In order to issue an Amber Alert, information should be available to disseminate to the general public, which could assist in the safe recovery of the victim and/or the apprehension of a suspect(s).

Once the above guidelines have been met, the Watch Commander will authorize the issuance of the alert. The Watch Commander will immediately notify Communications upon authorizing the Amber Alert. The reporting officer will immediately relay all pertinent information to the Crime Information Unit, who will relay pertinent information to the Department of Public Safety for issuance over the State Emergency Alert System (EAS).

Adopted 9/05; Revised 6/14

### **253.0 Sex Offenses**

Sex offenses are classified as either primary or secondary. Primary offenses involve physical contact between the victim and the offender. Rape, sodomy and child molestation is examples of primary sex offenses. Secondary sex offenses are crimes, which involve no physical contact between the victim and offender, such as obscene calls, indecent exposure and Peeping Tom offenses.

Both primary and secondary sex offenses require thorough investigation and documentation. Victims of these offenses usually suffer psychologically and sometimes suffer physically. Fear and embarrassment are also common reactions. Consequently, all victims will be treated with respect and efforts will be made to conduct the investigation as professionally as possible.



### **253.10 Responsibilities of First Officer at the Scene**

The first officer at the scene will provide for the immediate needs of the victim. If necessary, advise Communications to dispatch an ambulance to transport the victim to the hospital. After assessing and providing for any medical needs, provide emotional support. Calm and reassure the victim while obtaining suspect information if the incident recently occurred and there is a chance of apprehending the suspect. Advise Communications of suspect information.

If a male officer is assigned to the call, he should NOT, as a matter of routine, request that the call be reassigned to a female officer. In some cases, it is of greater benefit to the victim if a male officer is able to establish rapport with her and provide for her needs and emotional support. If a male officer is unable to establish such rapport, or if the victim requests a female officer, then the call should be reassigned.

Locate the site of the sexual assault and protect the crime scene. If the scene is located, start the crime scene logbook and contact Crime Scene Investigator to process the scene.

The officer will contact the field supervisor. That supervisor will determine if an Investigations supervisor should be contacted. If a Crime Scene Investigator is not available, the field supervisor will contact the on-call Crime Scene Unit Supervisor.

Advise the victim NOT to bathe, change clothes or drink fluids until after the sexual assault examination. Clothing items and biological specimens will be collected from the victim at the hospital. It is extremely important that the medical examination be conducted as soon as possible. However, before leaving for the hospital, the officer will brief the assisting officer assigned to stand by at the scene. The officer who remains at the scene must be familiar with the case facts in order to assist the crime scene technicians.

Revised 4th Edit., 2000; Revised 2/03

### **253.20 Transportation for the Victim**

If necessary, provide transportation to the hospital for the victim. The victim may prefer to ride with a friend or relative, which is permissible. However, discourage the victim from driving herself to the hospital. An officer must accompany the victim to the hospital in order to sign the evidence collection form.

When the victim of the assault/abuse is a young child, or is mentally retarded with the mental development of a young child, the assigned officer should interview the victim sufficiently to establish the elements of the crime and take whatever action is appropriate. However, an in-depth interview should be deferred to the investigating sergeant assigned to conduct the follow-up investigation in the interest of protecting the child, as much as possible, from the emotional trauma of the incident.

Females and males, 14 years of age or older, will be informed there are specially trained Sexual Assault Nurses available at the participating hospitals. The victim should be taken to the closest one unless there is a stated preference. Females under 14 and males under 14 years of age are treated at The Children's Hospital of Oklahoma.

In cases where the assault/abuse is NOT recent and the child is NOT complaining of any pain or injury, the detectives assigned the case will make arrangements for a medical exam, if needed.

Revised 3/97; Revised 2/03

### **253.30 Forensic Evidence**

If the victim insists upon seeking treatment at a hospital other than specified in 253.20, determine if the physician there is willing to collect the evidence and has a Sexual Assault Evidence Kit. If no kit is available, obtain one from the Sex Crimes office, Forensic Lab or one of the participating hospitals.



In order to maintain the chain of custody, the officer who accompanies the victim to the hospital is responsible for ensuring the Sexual Assault Evidence Kit is properly booked. If the officer who accompanies the victim to the hospital is unable to remain with the victim until the rape examination is complete, a supervisor will be notified and that supervisor will ensure the Sexual Assault Evidence Kit is collected and transported to the Serology drop box. The officer will document in his/her report which supervisor was notified. The officer or supervisor who submits this evidence must document it in a report. Prior to placing the Sexual Assault Evidence Kit in the Serology drop box, the officer will ensure the kit has been placed in the plastic bag included in the Evidence Kit. The officer should also ensure the Sexual Assault Report, completed by the Sexual Assault Nurse or the treating physician, is placed in the plastic bag outside of the Evidence Kit.

State law (Victim Compensation Act) provides the victim of a sexual assault the right to a free forensic medical examination (or SANE exam) regardless of their decision to file a police report or pursue a criminal case. In those instances, the officer will complete a Crime Incident Report and submit the Sexual Assault Kit as normal. The report should contain what information, if any, the victim chooses to provide or the SANE nurse provides and should note the victim does not wish to pursue a police investigation at this time.

The Crime Scene Investigator will ensure the victim's clothing and other evidence obtained from the examination at the hospital, are secured and submitted for analysis as specified in OCPD Procedure 184.50-184.59. The submission of the evidence must be documented in a report. If a Crime Scene Investigator is not available to respond to the call, the field supervisor will ensure the victim's clothing and other evidence collected from the scene and the exam of the victim is submitted in accordance with OCPD Procedures 184.50-184.59.

In cases involving physical injury to the victim, request a Crime Scene Investigator to obtain photographs of the injuries under their guidelines. If a Crime Scene Investigator is not available to process the scene, the field supervisor shall contact the on-call Crime Scene Unit Supervisor. If the decision is made to not have a Crime Scene Investigator respond, the field supervisor shall take pictures of the victim with a digital camera. The disk containing the pictures shall be submitted to the Digital Imaging Lab of the Crime Scene Unit.

When the officer transports the victim to the hospital, he/she should determine if the victim has a way home after the sexual assault examination is completed. If necessary, the officer will arrange transportation for the victim.

Conduct a preliminary interview of the victim and complete the Crime Incident Report. Most victims do not stay home alone after they have been sexually assaulted, so determine where the victim can be reached and include this information in the report for the follow-up investigators. A Victim's Rights Statement Card will be provided to the victim.

Revised 3/97; Revised 2/03; Revised 04/11

## **253.40 Rape / Sexual Abuse of Children**

Rape and / or sexual abuse of children will be investigated in the following manner:

- A. If the rape or sexual abuse has occurred recently, clothing and any other physical evidence should be processed in the same manner as all other adult cases.
- B. The officer will transport the child to The Children's Hospital of Oklahoma (EMSA should be called to transport if necessary).
- C. Advise hospital staff if a rape has occurred and have a rape examination performed.
- D. Contact DHS and advise them of the incident.
- E. Have photographs taken of any visible injuries.
- F. Interview the child, if possible.
- G. Complete a detailed Crime Incident Report.
- H. If the relative of the child did not perpetrate the rape or sexual abuse, the officer may release the child to the custody of the parents. However, if the officer decides that release of the child to the custody of the parents may be detrimental to the child's welfare, he/she will have the child placed in the custody of the appropriate Juvenile Shelter, along with all other children in the care of the offending parents(s).



- I. If a social worker is not sent, the officer will contact the Oklahoma County Juvenile Shelter and then transport the child to the Shelter at 5905 N. Classen.

Revised 3/97; Revised 2/03

## **254.0 Domestic Violence**

Purpose: To set forth procedures for domestic violence cases and Victim Protection Orders. These procedures are the result of Oklahoma State mandates governing the law enforcement response to domestic violence.

### **254.05 Definitions**

- A. Domestic violence means any act of physical harm, or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor or minor child who are family or household members or who are or were in a dating relationship.
- B. Family or Household Members means spouses, ex-spouses, present spouses of ex-spouses, former spouses of current spouses, parents, including grandparents, stepparents, adoptive parents and foster parents, children, including grandchildren, stepchildren, adoptive children and foster children, persons otherwise related by blood or marriage, persons living in the same household or who formerly lived in the same household, persons who are the biological parents of the same child, regardless of their marital status, or whether they have lived together at any time. This shall include the elderly and the handicapped.
- C. Dating relationship means a courtship or engagement relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

Revised 9/01; Revised 9/14

### **254.10 General Provisions**

Officers shall treat all acts of violence identified as domestic violence as criminal conduct. Domestic violence incidents shall be treated the same as all other requests for police assistance in cases where there has been physical violence or the threat thereof.

Dispute mediation or other police interventions may be used in addition to, but not as a substitute to arrest.

Officers should convey the attitude that violence in the home is criminal behavior and will not be tolerated.

Any domestic violence call involving a department employee as a victim, suspect, or witness, will require a field supervisor to respond to the scene. The field supervisor will notify the Watch Commander who will contact an Investigations bureau supervisor.

The existence of the elements of a crime, probable cause, physical evidence, and the reasonable belief that an injury or impairment has occurred within the preceding 72 hours shall be the sole factors that determine the proper method of handling the incident.

Revised 11/98; Revised 2/12

### **254.20 Enforcement of Domestic Violence Laws and the Reporting of Domestic Violence**

Revised 6/96

#### **254.21 Felony Arrest**

An arrest shall be made in a domestic violence incident when there is probable cause to believe that a felony has occurred.

Revised 9/14



### **254.22 State Misdemeanor Arrest**

Officers may make an arrest when a misdemeanor has occurred in their presence.

State law allows an officer to make a misdemeanor arrest without a warrant of a person anywhere, including their place of residence, if the officer has probable cause to believe the person within the preceding 72 hours has committed an act of domestic abuse although the assault did not take place in the presence of the officer. Officers may not arrest a person without first observing a recent physical injury to, or an impairment of the physical condition of the victim. Any such arrest, misdemeanor or felony is subject to the requirements of a warrantless arrest as provided by law.

Revised 11/98

### **254.23 Citizen's Arrest**

Officers shall inform the victim of the right to make a citizen's arrest when a crime has been committed outside the officer's presence, which does not meet the requirements for a felony arrest. Whenever possible, such discussion shall be held out of the presence of the suspect. Officers shall accept a lawful citizen's arrest and shall not discourage victims from making a lawful citizen's arrest.

Adopted 6/96

### **254.24 Dual Arrest Situations**

When responding to a call for service involving domestic violence, officers should consider all relevant factors in an attempt to determine which party is the dominant aggressor. Officers should consider such factors as: the statements of the involved parties, the location and type of injuries, any past history of violence between the parties, and statements of the children or other witnesses. When appropriate, officers should take enforcement action against the dominant aggressor.

Adopted 10/08

### **254.30 Reporting of Domestic Violence**

Upon responding to any type of domestic violence, the officer shall provide the victim or responsible adult if the victim is a minor child or an incompetent person, a card stating the victim's rights. The officer shall also complete a crime incident report after interviews have been conducted with all parties involved. This report shall include documentation supporting what action(s) the officer took and also reflect that such victim received a Victim's Rights Card.

When responding to a domestic violence incident involving *intimate partner relationships*, the reporting officer shall complete the Domestic Violence Risk Assessment form and document the victim's willingness to participate in the Risk Assessment in the first line of a crime incident report.

The crime incident report shall include all elements of the crime or incident that occurred. In a further effort to protect the victim, all other information shall be documented in a supplemental report, including contact information for the victim for the purpose of follow-up under the following circumstances:

1. When the officer believes there has been an assault or other act of domestic violence;
2. When the officer believes the victim faces danger once the officer has left, or;
3. When the involved parties have a prior history of domestic violence.

In all cases where the Domestic Violence Risk Assessment form has been completed and the officer has determined and/or feels the victim is at high risk and in need of immediate assistance, the officer shall inform the victim of their concern and contact the Domestic Violence Hotline at 405-917-9922. The officer will explain the circumstances to



the advocate and encourage the victim to speak with the advocate in order to obtain immediate assistance. If the victim does not wish to speak with an advocate the officer shall document the victim's response in the first line of the supplemental report.

If the victim requests a ride to the shelter the officer will provide transportation.

All supplemental reports, including the Risk Assessment form will be turned in at the end of shift with the crime incident report, regardless if it is handwritten or called in. All crime incident reports involving intimate partners, supplemental reports and Risk Assessment forms shall be scanned in by each Division's designee and sent to the Domestic Violence Unit at [ocpd.domesticviolence@okc.gov](mailto:ocpd.domesticviolence@okc.gov). The original Risk Assessment form is forwarded to the Domestic Violence Unit via Departmental mail.

Revised 9/01; Revised 9/14

### **254.31 Suspect is Gone upon Arrival**

An investigation and crime incident report will be completed in reference to the domestic violence in the event the suspect left the scene prior to the officer's arrival.

Adopted 6/96

### **254.40 Securing Weapons**

Officers may take custody of weapons at the scene of a domestic violence incident involving a threat to human life or physical assault and place them in the property room. (See Procedure 184.38)

### **254.41 Gathering Evidence**

Physical evidence in Domestic Violence cases includes but is not limited to: injuries to the victim, evidentiary articles substantiating the crime, and the crime scene. Officers shall make an attempt to collect as much evidence as possible at the scene in order to allow for a more thorough investigation.

All officers/supervisors shall photograph and/or collect the following:

- One overall identifying full length photograph of victim,
- Photographs of victim's injuries, whether visible or not,
- Photographs of crime scene,
- Evidence (i.e. weapons used, etc.), and
- Photographs of arrestee's appearance and/or injuries.

All articles of evidence shall be collected as in any other criminal investigation. If unforeseen circumstances prevent the collection of evidence, an explanation will be included in the narrative of the report.

Adopted 07/10; Revised 9/14

### **254.50 Victim Protection Orders**

#### **254.51 Definition**

Victim Protection Orders direct an individual to refrain from contacting, harassing, or molesting the applicant. Violation of any term of the order is a misdemeanor offense and is filed in state not municipal court. The order is valid throughout the State of Oklahoma and remains in effect for a period of three years or until modified or rescinded by the court. Victim Protection Orders issued on or before November 1, 1999, will have no expiration and remain in effect until modified or rescinded by the court.

In order to petition for a Victim Protection Order, the applicant must have been the victim of domestic abuse, stalking, or harassment.





- A. Stalking is defined as the willful, malicious, and repeated following of a person by an adult, emancipated minor, or minor thirteen (13) years of age or older, with the intent of placing the person in reasonable fear of death or great bodily injury.
- B. Harassment is defined as a knowing and willful course or pattern of conduct by an adult, emancipated minor or minor (13) thirteen years of age or older, directed at a specific person, which seriously alarms or annoys the person and serves no legitimate purpose. The course of conduct must cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial distress to the person. Harassment shall include, but not be limited to, harassing or obscene phone calls, which are in violation of the state law, and fear death or bodily injury.

Victim Protection Orders can be Permanent, Temporary, Emergency Ex-Parte, or Emergency-Temporary Ex-Parte, which are enforced in basically the same manner. Regardless of the type of order involved, the order may be verified prior to enforcement action being taken. However, a copy of a permanent protective order shall be prima facie evidence that such order is valid in this state when presented to a law enforcement officer.

- A. Permanent or Final Protective Orders - Are considered to be in effect for a fixed period not to exceed three years or until modified or rescinded by the courts. Protective orders issued on or before November 1, 1999, will have no expiration.
- B. Temporary Orders - Orders that remain in effect until a specific date, which is listed on the order. On that date, a hearing is scheduled with both the plaintiff and defendant present. Once the judge has heard the petition, he/she may extend, modify, or rescind the temporary order, or the judge may issue a permanent order.
- C. Emergency Ex-Parte Orders - These orders are issued when the plaintiff petitions the court during normal court hours, and the judge hearing the petition issues a temporary order, which is based upon only the plaintiff's statements and whatever supporting evidence, witnesses, or documentation are available.
- D. Emergency Temporary Ex-Parte Orders - Orders that may also be referred to as Emergency-Temporary orders, which may be granted during the hours the court is not open for business. These orders are only valid until the close of business on the next business day for the court offices.

VPOs do not grant divorces, determine child custody, child support, or visitation, but may suspend child visitation due to domestic violence. VPOs do not affect title to any real property. Any enforcement action taken should be based upon probable cause developed by the officer, the conditions of the VPO, and validity of the VPO. They should also be subject to the same restrictions as any other misdemeanor violation.

Revised 9/01

#### **254.52 Verification of Protection Orders**

Upon arrival, officers will attempt to obtain from the victim a copy of the protective order. However, viewing a copy of the protective order is not required as long as it can be verified through OCPD. (CIU can read the VPO to the officer over the Police radio).

Upon reading the protective order and its conditions, officers will determine if the suspect is in violation of any of the conditions in the order.

If the suspect is in violation of any condition set forth, officers will obtain the number of the protective order or suspect's name and will call CIU. CIU will verify the Department files and the county in which the order was issued to determine if the protective order is on file.

If the protective order is on file, the suspect will be placed under arrest for the state misdemeanor charge of Violation of Protective Order # \_\_\_\_\_.

If the Crime Information Unit (CIU) cannot confirm that a copy of the VPO is on file, the officer will request CIU to teletype the county in which the VPO was issued for verification and the specific conditions listed. If the county can



verify the VPO has been served to the defendant, the officer will determine whether the conditions listed on the VPO have been violated, and make an arrest if the suspect is present.

If CIU cannot determine the protective order is on file, or listed conditions have not been violated or confirmation cannot be made by teletype, officers may rely on a certified copy of a permanent protective order as prima facie evidence that such order is valid and make an arrest if there is reason to believe the suspect has violated that order without a justifiable excuse. If no arrest is made, a crime incident report will be completed.

If the arrest is of a juvenile 13 to 17 years of age, and no reverse certification charges apply, the juvenile shall be placed into the temporary custody of the Department of Human Services. Officers should follow the procedures for placing juveniles into the Oklahoma County Juvenile Detention facility.

If an arrest is made for Violation of VPO, the officer will complete a Probable Cause Affidavit. The supervisor will read, verify and sign the document after review, if all the elements of the crime are present. A Hold for State arrest report will be called into Data Entry.

Revised 9/01

### **254.53 Emergency-Temporary-Ex-Parte Protective Orders**

The Domestic Abuse Act grants the victims of domestic abuse the right to petition the court, for an Emergency-Temporary Ex-Parte Protective Order, during the hours when the court is not open for business.

Before any of the following procedures will be attempted, an officer must observe a recent physical injury to, or an impairment of the physical condition of the victim. The suspect does not have to be in custody.

Once the officer has conducted the preliminary investigation, and the victim has been notified of their rights, the victim may request to petition for an Emergency-Temporary Ex-Parte Victim Protection Order. The officer shall:

- A. Provide the victim with a petition for an Emergency-Temporary Ex-Parte Order, and provide whatever assistance the victim requires in completing the form; and,
- B. Immediately notify the on-call district court judge, either by telephone or other means, of the victim's petition and describe the circumstances and observations of injury or impairment to the judge.
- C. The judge will notify the officer of the decision to approve or disapprove the Emergency-Temporary Ex-Parte Order. The officer must then inform the victim or a responsible adult if the victim is a minor child or an incompetent person of the judge's decision, and a statement by the officer attesting to the judge's decision.
- D. If the judge approves the order, the officer shall provide the GOLDENROD copies of the Emergency-Temporary Petition for Protective Order and the STATEMENT OF JUDICIAL REVIEW to the victim. This statement must contain the conditions of that order as approved by the judge, and it is only in effect until the close of business on the next business day the court is open for business.
- E. If in custody, the officer will then hand deliver the PINK copies of the Emergency-Temporary Petition for Protective Order and STATEMENT OF JUDICIAL REVIEW to the arrested person. The officer shall complete a Probable Cause Affidavit. The supervisor shall read, verify and sign the document after review if all the elements of the crime are present. The affidavit shall also include information listed on the Emergency-Temporary Petition for Protective Order and the Statement of Judicial Review. Once the affidavit has been completed, the officer will present the affidavit and the booking slip to the jailer. The WHITE (original) and CANARY copies of the petition and the STATEMENT OF JUDICIAL REVIEW along with the Probable Cause Affidavit will be left in the Inmate Processing Unit when booking the suspect.
- F. If not in custody and the location of the suspect is unknown, the officer will forward all copies of the Emergency-Temporary Petition Order and statement of Judicial Review to the Domestic Violence Unit.

The WHITE (original) copies of the Emergency-Temporary Petition for Protective Order and the STATEMENT OF JUDICIAL REVIEW shall be filed with the District Court of the county immediately upon the opening of the court



on the next day the court is open for business. The Domestic Violence Detail will accomplish this. Original copies will be forwarded to the Domestic Violence Unit before the opening of court on the next day the Court is open for business.

Regardless of the judge's decision to grant or deny an Emergency-Temporary Ex-Parte Order, the officer will complete a crime incident report and distribute copies of denied requests to the victim, the Domestic Violence Unit, and the suspect if in custody.

Revised 9/01

#### **254.54 Probable Cause / Warrantless Arrest for Violation of VPO**

A police officer may make an arrest, without a warrant, when acting on a violation of a victim protective order offense and the suspect is not at the scene and the location of the suspect can be determined. This arrest must be based upon probable (reasonable) cause, and the statute does not mandate any time limits or physical injury or impairment of the victim. However certain conditions must be met. Those include:

- A. An Emergency Ex-Parte or Final Protective Order must have been issued and served upon the suspect.
- B. A copy of the order is on file with the Department or on file with another jurisdiction, or was presented to the officer.
- C. The suspect has violated the conditions specified on the order and had a reasonable time to comply with the order.

Unless all of the above conditions are satisfied, an arrest for violation of VPO will not be effected. Any such arrest, misdemeanor or felony is subject to the requirements of a warrantless arrest as provided by law.

Revised 9/01

#### **254.60 Victim Assistance**

Assist victims in pursuing criminal justice options including citizens' arrests, protective orders, and in cases of arrest, the follow-up procedures.

Upon the preliminary investigation of any crime involving domestic abuse, it shall be the duty of the first peace officer who interviews the victim of the domestic abuse to inform the victim or a responsible adult if the victim is a minor child or an incompetent person, of the 24-hour statewide telephone communication service established by the Oklahoma State Statutes and to give notice to the victim or such responsible adult, of certain rights by providing them a Victim's Rights Card supplied by the Department. The officer shall note this in the crime incident report.

Revised 9/01

#### **254.61 Medical Treatment**

If a complainant claims injury, whether visible or not, officers shall offer to arrange for proper medical treatment.

#### **254.62 Victim's Safety**

Advise victims to take steps to ensure their safety. In cases of arrest, inform the victim as to when the suspect might be released.

Assist in making arrangements for transportation of the victim to an alternate shelter if the victim expresses a concern for safety or if the officer determines a need exists.

#### **254.63 Police Stand-By**



When a complainant in a domestic violence incident requests police assistance in removing personal property (those necessary overnight essential items) to another location, officers shall stand by for a reasonable amount of time until the complainant has done so. Officers should attempt to determine if the complainant is a party in a VPO prior to assisting the complainant in removing property.

Revised 6/96

## **255.0 Alarm Enforcement**

Upon receiving an alarm call, the officer shall check the premise for intrusion. Once the premise is determined to be secure and a false alarm, the officer shall note the disposition and the alarm permit number in the comment field prior to closing the call via the MDT.

Revised 3/97

## **256.0 Bank Alarms**

After receiving the call from Communications, the first unit to arrive will take command of the situation, obtain an observation point outside the bank where he can best observe as many exits from the bank as possible, and direct secondary units to other observation points not available to him. The observation point should be from a location not readily visible from the entrances or exits.

### **256.10 Communication with Bank Representative**

Exterior observation will be maintained by all responding units until contact is made with the bank by Communications. A representative of the bank will be identified by name, physical and clothing description, and will be instructed by Communications (via information from the responding officer), which door to exit.

### **256.20 Suspect Present**

If the alarm is determined to be valid and the suspect(s) is still inside the bank, all officers will maintain an external surveillance of the bank until a supervisor is on the scene to determine if the Tactical Unit is to be called.

### **256.30 Suspect Departed**

If the alarm is valid and the suspect(s) have departed, the initial officer will enter and secure the bank and relay any additional information to Communications. Securing the bank shall include locking the doors, detaining witnesses and preserving physical evidence.

### **256.40 After-Hours Alarms**

During hours the bank is closed, the officer will be expected to check the building for possible entry and advise Communications of any and all unusual circumstances, and proceed as per Procedure 257.0, Unsecured Premises.

## **257.0 Unsecured Premises**

The inspection and security of businesses, and to some extent residences, is an important function of patrol as a means of detecting crimes in progress or crimes that have just occurred.

### **257.10 Purpose**

The purpose of this procedure is to establish a proper and orderly method for handling situations when a breach of physical security of a business, residence or other property is discovered by an officer, or is reported by any other means.



## **257.20 Intent**

The intent of this procedure is to provide a maximum degree of safety to law enforcement personnel and other citizens, to increase the likelihood of apprehension of criminals and to protect the integrity of the Department from accusation of misconduct at the scene of unsecured premises.

## **257.30 Discovery**

Any door or window found open during a building check shall be viewed as a crime in progress until determined otherwise.

Upon discovery of an open door or window, the officer shall immediately notify Communications of the name of the business, the address or best description of location available and the particular location of the open door or window; he shall request additional assistance at that time.

Revised 07/10

## **257.40 Communications Unit Responsibility**

Communications will assign additional units to assist as necessary.

Revised 07/10

## **257.50 Initial Officer's Responsibility**

The initial officer shall take up a strategic position to be able to observe the building until such time as adequate assistance arrives to search the building safely. Officers should NOT enter an unsecured structure alone. Adequate perimeter assistance should be deployed to prevent escape of a suspect.

The second officer arriving at the scene should take a position on the opposite side of the building as directed by the original officer. Both officers should have a field of sight and line of fire along two sides of the building and neither should be in line with the other. The first officers on the scene should make sure all cover positions are maintained by other patrol units.

## **257.60 Outside Searches**

When the assigned officer has arrived on the scene he/she shall make a quick assessment of the situation and order only the number of additional units needed. Excess units should be promptly returned to service.

Searches of the area should be made for vehicles parked at or near the location, i.e., check for warm hoods, unlocked cars, cars with no license plates, etc. Check boxes, trash bins, and any other possible hiding places for the suspects.

Searches of roof areas are sometimes very difficult. Be sure to advise other officers regarding officers on the roof. Officers ascending the roof should be covered. The helicopter should be requested for roof searches and other inaccessible areas.

When the search narrows down to the unsecured building itself, search the point of entry if one is established. Check doors, transoms or windows for pry marks, cut or broken glass, dust disturbed on window ledges, open windows or doors, bloodstains, etc. While making this search be mindful of preserving evidence. Don't silhouette yourself, or your partner, or stand in front of windows. One officer searches while the other officer covers.

Revised 07/10

## **257.70 Entry and Search**



Officers making entry into an unsecured building should use extreme caution. K-9 UNITS SHOULD BE USED WHEN AVAILABLE.

Whenever possible, consultation with the owner or responsible party should occur in order to identify specific target areas, probable hiding places and potential hazards, before entering.

It is generally best to turn on all interior lights to improve visibility and reduce tension. When only a flashlight is used, an intruder knows your location, but you don't know his.

Conduct a systematic and thorough search and go over it a second time from a different direction. In a multi-story building, search one floor at a time starting from the lowest level and working up. Secure stairs and elevator.

Revised 07/10

## **257.80 Search Completed**

Once the search is complete and the all-clear has been given, one of the following courses of action will be taken:

- A. If the premises are simply not secure and no apparent unauthorized entry has taken place the responsible person will be allowed entry to confirm findings and to secure the business, residence or property.
- B. The responsible person will be allowed limited access, keeping in mind the need to preserve physical evidence.

Perimeter security will be released so that the officers may return to normal duties upon the all-clear being given by the supervisor in charge of the overall scene.

Should the responsible person decline to respond to the scene when requested, he will be informed by Communications that the premises will be secured in the best manner possible and the officers will have no further responsibility.

Should Communications be unable to locate a responsible party, the business, residence, or other property will be searched and secured in the best manner possible. The officers will continue to patrol the area as time and circumstances permit.

Revised 07/10

## **257.90 Officer Responsibility**

This procedure is intended to provide guidance to officers when encountering unsecured premises. In cases where officers believe the premises may contain evidence of a crime, officers are to determine from the totality of the circumstances if reasonable suspicion exists that would require immediate action on the officer's part (check the welfare, possible crime in progress, etc.) to make entry into the premises without the owner's consent or warrant. Nothing in this procedure releases the officer's obligation to obtain a warrant or owner's permission to enter premises when the officer's intent is to obtain evidence of a crime.

Revised 07/10

## **258.0 Armed Robbery of a Business**

Armed robbery calls are potentially one of the more dangerous types of police assignments, since the suspect is known to be armed and the potential for violence increases. The possibility that an armed robbery can escalate into a hostage situation also exists when police presence becomes known to the suspect. When an officer is assigned to an armed robbery call, and the possibility exists that the suspect is at the scene, officers should remember that the safety of innocent bystanders and victims supersedes the officers' interest in apprehending the suspect.



### **258.10 Response to an Armed Robbery**

Unless otherwise notified by the dispatcher, officers responding to an armed robbery call should presume that the suspect is still inside the business and should not immediately enter the scene upon arrival at the business. The initial officer on the scene should assume an inconspicuous position near the business where he can observe activities within the business, if possible. The initial officer should wait for additional back-up units to arrive and direct the other units to strategic locations before taking any further action.

Officers at the scene should attempt to apprehend the suspect after he has left the business, circumstances permitting, in order to decrease the possibility of a hostage situation.

### **258.20 Crime Scene Investigation**

#### **258.21 Reporting Officer's Responsibilities**

When the armed robbery suspect has fled the scene or has been taken into custody, the primary responsibility of the assigned officer will be that of securing the crime scene and retaining victims and witnesses to the crime.

The assigned officer shall secure the premises of the business, locking doors if possible, in order to prevent further access to the premises by unauthorized persons while the investigation of the crime is conducted.

When the suspect is not in custody, the initial officer should obtain the suspect's description, and any suspect vehicle information as soon as possible and broadcast that information to all other officers immediately, via the police radio.

#### **258.22 Back-Up Units' Duties**

Once the initial officer and/or assigned officer have advised Communications Unit of their arrival at the crime scene, all other responding units should remain in the area and canvass the vicinity, and should not continue to the actual scene of the robbery unless directed to do so by the officer at the scene.

#### **258.23 Protection of the Scene / Evidence**

The assigned officer at the scene should determine any areas or objects within the crime scene, which would contain fingerprints of the suspect, and determine if a surveillance camera was activated during the commission of the crime. If physical evidence can be obtained at the scene, a Technical Investigations unit should be called to the scene if one is available.

Fingerprints can be obtained by a qualified Police Officer when a Technical Investigations unit is not available. Exposed surveillance camera film should be left at the scene (in the camera) only if qualified personnel are not available to respond to the scene.

### **259.0 Bomb Incidents**

Bomb incidents place unique demands upon the Police Department. In the event of the non-availability of a trained bomb technician from this Department, the Oklahoma County Sheriff's Office Bomb Squad or the Oklahoma Highway Patrol Bomb Squad may be contacted for assistance through mutual aid and/or agency assist procedures.

Revised 9/05

#### **259.10 Limitations**

No member of the Oklahoma City Police Department, except for qualified bomb technicians, will move or attempt to move, handle, dismantle or take any other action that could cause the detonation of a suspected explosive device unless such action is a last resort and an eminent danger to human life exists. All efforts will be made to evacuate people from the area of a bomb. Only when it is impossible to evacuate people, such as in the case of a hospital



intensive care unit, would an officer, other than a bomb technician, become duty-bound. It is emphasized that duty-bound is when NO OTHER ALTERNATIVE EXISTS. If an officer MUST move a suspected bomb he should do so remotely by utilizing a rope, wire, or other means.

## **259.20 Responsibilities**

**Initial Response** - The Operations Bureau will be responsible for the initial response and assuming control over the area where a suspected explosive device is located. A command post may be established and an orderly, systematic evacuation plan may be implemented.

The rule of thumb in bomb incidents is to plan - not panic. Panic can be more dangerous to human life than the device itself.

**Investigations** - The officer shall compile as complete and accurate a description of the device as possible including color, composition, size, etc. The officer in charge at the scene will direct notification of support units (i.e. Fire Services and EMS Services) in the likelihood of an explosion.

**Communications** - The on-scene officer in charge will ensure that telephone communications remain open and available and that all responding units are notified that no radio traffic is permitted within the tactical perimeter (300 feet) of where the explosive device is located and upon on-scene arrival, all radios will be turned off. All communication will be made by a phone line to the Communications Unit. Communications will also make notification to all agencies as directed by the on-scene supervisor and departmental directives.

**Bomb Technician** - Upon arrival of the initial Bomb Technician, he/she will assume command of the scene and will maintain custody of the scene until all technical investigations are completed.

The bomb technician will coordinate the notification of federal agencies as needed. If the circumstances permit, photographs will be taken of the device.

Revised 9/05

## **259.30 Bomb Threats**

In cases of bomb threats where no specific evidence exists of explosive substances, the officer or field supervisor shall use discretion in searching the premises.

The evacuation of the premises is at the discretion of the adult person responsible for the property.

Exception: An officer may order evacuation when information or evidence is compelling that a bomb is there (i.e., very high probability).

All searches shall be thorough and systematic, and supervised by the field supervisor on scene. Persons who are familiar with the premises should be used to identify suspicious looking items that may require further attention. The search should begin at the exterior of the premises and work inward, focusing particular attention on areas most accessible to the public.

If a suspicious package or article is located and cannot be identified by the person responsible for the property, a bomb technician will be notified. The bomb technician will request an explosive detection K-9 if needed.

If time is a factor in the threat, discontinue the search 15 minutes before scheduled detonation time. Do not resume the search until 30 minutes after detonation time.

If no device is found, advise the adult person responsible for the property that it is his/her decision whether or not to return people into the area. The officer will complete a Crime Incident Report.

Revised 9/05





#### **259.40 Undetonated Explosive Substance**

When an officer discovers any undetonated explosive, he/she shall notify Communications by telephone. The dispatcher shall then notify the field supervisor.

The supervisor shall request assistance of a bomb technician and start evacuation of the premises if necessary. The supervisor will provide the bomb technician the following:

- A. Description and type of device if known.
- B. Exact location.
- C. What action has already been taken at the scene? Also, ascertain the estimated time of arrival of bomb technician personnel and arrange transportation to the scene or give precise directions.

No person shall be admitted into the danger zone except as authorized by the field supervisor.

No person shall touch, examine or otherwise tamper with any explosive substance except as authorized by the bomb technician in charge of deactivation or removal.

The assigned bomb technician will determine if a detonation site is needed.

If a bomb technician requests an escort, the field supervisor shall provide the marked units necessary. All emergency lights, siren and headlights shall be activated, but the radio shall be used only at the recommendation of the bomb technician.

Revised 9/05

#### **259.50 Explosions**

In cases where an explosion has occurred, the procedures for notification, scene security and responsibility for follow-up investigation are the same as in major crime scene.

When the scene is secured, the field supervisor shall coordinate the preservation of evidence and allow no unauthorized personnel into the danger zone.

Explosions may cause structural damage and other undetonated explosives may still be present. Persons on scene should use caution, and no person shall enter the danger zone except to prevent injury to another. This does not apply to investigators or specialists examining the scene. Secondary devices and explosions as a result of leaking gas lines or entrapment bombing techniques must be guarded against to prevent injury to other persons.

Revised 9/05

#### **260.0 Stolen Vehicles – Including Aircraft, Boats, and Heavy Equipment**

The above listed crimes are reported in the standard Crime Incident report format by telephone through Data Entry. Certain procedures have been established for the reporting of these crimes.

Revised 8/99

#### **260.10 Stolen Reports**

- A. The officer makes contact with the reporting person. Once the officer determines the reported stolen vehicle has not been repossessed or impounded, the officer obtains all necessary information and completes the Larceny of Motor Vehicle Statement form. Once completed, the reporting person signs the report.
- B. The officer shall contact the dispatcher and have the information broadcast in all stolen vehicle cases and in other cases as dictated by the circumstances.



- C. The officer contacts Data Entry and dictates a Larceny of Auto telephone report. Information to Data Entry should be relayed as soon as the circumstances permit.
- D. The officer will contact or be transferred to the Crime Information Unit and relay the case number and any other pertinent information regarding the Larceny of Auto. CIU will then enter the information into NCIC.
- E. Prior to the end of the officer's shift, the officer will verify the telephone report by comparing the assigned case number and all information contained within the report on the computer system. If the telephone report contains any error(s), the officer will contact the Data Entry Clerk and correct the report.
- F. Should the vehicle be stolen and recovered prior to the officer contacting CIU, the officer shall only notify the Data Entry Clerk and complete a Stolen/Recovery Vehicle report.
- G. The completed and signed Larceny of Motor Vehicle Statement form is then delivered to the Crime Information Unit.
- H. The assigned officer will leave a Stolen Vehicle Information form and a PD-16 Form with the reporting party.

Revised 8/99; Revised 06/08

### **260.11 Incomplete Reports**

In the event the reporting person does not have all of the necessary information to allow the officer to enter the vehicle as stolen into NCIC, there is a provision for an incomplete report to be made. The incomplete report will be held for 10 business days in CIU, to give the victim time to contact the police department with the needed additional information. If the required information were not provided by the reporting person within that time frame, the case would be forwarded to Auto Theft.

Adopted 8/99

### **260.20 Recovery Procedures**

When the officer encounters property believed to be stolen, CIU will be contacted for verification. On "hits" from other agencies, the officer will abide by the NCIC "hit" procedures.

If a vehicle is confirmed stolen, CIU will attempt to contact the owner unless otherwise directed by the officer.

The owner of the vehicle may be allowed up to one (1) hour to retrieve the vehicle or specify a specific wrecker. Circumstances should be considered before the vehicle is impounded after the one- (1) hour period.

When the vehicle is impounded, only the district wrecker will be utilized. During impoundment, the officer will adhere to the current impound procedures. Unless other circumstances dictate, simply being a stolen vehicle does not warrant a "HOLD" being placed on the vehicle.

Officers should be alert to any evidence within or around the vehicle, which could lead to the identity of the suspect or the possibility of the vehicles use in another crime. Evidence technicians or qualified officers should be contacted when applicable.

The officer shall telephone in a Recovery Stolen Vehicle report to Data Entry as soon as possible. Prior to the end of the officer's shift, the officer will verify the telephone report by comparing the assigned case number and all information contained within the report on the computer system. If the telephone report contains any error(s), the officer will contact the Data Entry Clerk and correct the report.

Revised 8/99

### **260.30 Stolen Aircraft, Boats and Heavy Equipment**

Officers should make every reasonable effort to allow the owner to pick up this property.



On recovering a stolen aircraft, officers should allow the owner sufficient time to make a disposition of the aircraft. If disposition cannot be made the supervisor of the Aviation Unit or a designee will be contacted for disposition.

Revised 8/99

## **261.0 Stolen Marked Police Vehicles**

In the event a marked Oklahoma City Police vehicle is reported stolen, all officers responding to the area of the theft will engage the factory installed emergency flashers of their vehicle in order to make other officers in the area aware that theirs is not the stolen vehicle.

THIS INFORMATION IS NOT TO BE BROADCAST OVER THE POLICE RADIO.

The above procedure will remain in effect until the stolen Police vehicle is located or the search of the immediate area is terminated.

## **263.0 Clandestine Laboratories**

Revised 07/10

### **263.10 Clandestine Chemical Laboratories**

Due to the volatile and unstable nature of chemical mixtures, no officer will enter a structure believed to contain a clandestine laboratory, except during emergencies, without first contacting a narcotics supervisor.

If an emergency exists, the Fire Department and EMSA will be notified prior to the officer entering the structure.

Care should be exercised by an officer when in and around these structures; i.e., no light switches turned on, no excessive change in temperature, etc.

NO FEMALE OFFICER will be allowed on the scene of any PCP laboratory without authority of a Special Projects Group Supervisor, due to possible health risks inherent to females.

Adopted 07/10

### **263.20 Clandestine Indoor Marijuana Grow / Cultivations**

Due to the potential of exposure to hazards such as fungi, mold, bacteria, electrical and hazardous chemicals, no officer will enter a structure believed to contain an indoor marijuana grow, except during emergencies, without first contacting a Special Projects supervisor. Indoor marijuana grows will be investigated by Special Projects, Clandestine Lab certified officers.

If an emergency exists, the Fire Department and EMSA will be notified prior to the officer entering the structure.

Care should be exercised by an officer when in and around these structures. Appropriate PPE including respiratory protection such as an APR or SCBA should be utilized. Do not touch or dismantle any equipment or items related to the marijuana grow.

Adopted 07/10

## **264.0 DUI and APC Procedures**

### **264.01 APC Suspect**

Officers who receive a call or come upon a subject who appears to be under the influence of alcohol and/or drugs and is in actual physical control of a motor vehicle may effect an arrest for APC if they can verify the vehicle is operable and the subject has the means to operate the vehicle (i.e., the keys) in their possession or within their reach.



These elements must be documented in the arrest report. Arrests for APC will be processed in the same manner as DUI arrests. According to State law, officers are prohibited from arresting a subject for APC if the subject is parked in the driveway of their own residence. However, other criminal charges may apply.

Adopted 7/07; Revised 9/14; Revised 1/16; Revised 3/16

### **264.05 Stopping a DUI Suspect**

When stopping a driver suspected of operating a motor vehicle while under the influence of alcohol and/or drugs, officers should pay particular attention to the position and method of stopping the patrol vehicle and method of approaching the suspect vehicle. Officers should be especially alert for sudden or erratic actions on the part of the driver, which may consequently result in property damage or personal injury. Officers should position themselves and their vehicle in a safe manner in an attempt to prevent damage or injury.

**OFFICERS MUST BE AWARE THE MAJORITY OF ASSAULTS ON OFFICERS AND RESISTING ARREST INCIDENTS INVOLVE PEOPLE WHO ARE UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS.**

Should the detention of a DUI suspect be coincidental with a collision investigation, a second officer should be requested to assist in the investigation of the collision, when practical, and the DUI suspect should be removed from the scene as soon as possible.

Revised 7/07

### **264.10 Observing a DUI Suspect**

Subsequent to the traffic stop, officers should observe the physical appearance and the demeanor of the suspect driver. At the point at which the suspect's appearance and demeanor indicate evidence of driving under the influence, the driver shall be removed from the vehicle, searched and secured in a police vehicle.

Revised 3/93; Revised 7/07

### **264.20 Arrest of a Suspect**

The arresting officer shall advise the suspect he/she is being arrested for DUI or APC. Officers must inform the suspect of his/her Implied Consent test request. The suspect shall be read the Miranda warning when appropriate.

Unless there is a situation when a breath test would be impractical or impossible, the test offered shall be a breath test. In cases when a different test is needed, the test offered shall be a blood test.

The arresting officer shall be responsible for the security or impoundment of the suspect's vehicle. The suspect shall not be permitted the intake of any substance (other than emergency medication), in his/her mouth prior to testing.

Revised 7/07; Revised 9/14; Revised 1/16

### **264.23 Testing Facilities**

Whenever possible, officers will use the Intoxilyzer room provided by the Department. All arrestees will remain handcuffed while in the Department's facility for officer safety reasons. The Intoxilyzer room is not a holding facility. While in the testing facility, the arrestee will remain seated and handcuffed. The officer who has custody of the prisoner who is being tested will maintain his/her authorized duty weapon on his/her person while in the testing room. At no time will the arrestee be left unattended in the testing facility. Juvenile and adult suspects shall not be detained or tested in the Intoxilyzer room at the same time. If an officer is unable to handcuff an arrestee for any reason, an arrestee is combative, or the Intoxilyzer at Police Headquarters is not functioning, the officer will transport the arrestee to the testing site provided by the Oklahoma County Jail. If an officer utilizes the testing facility at the jail, he or she will follow all applicable jail procedures (see Procedure 235.0).



The use of cell phones, handheld radios or any other electronic device is prohibited in the Intoxilyzer room while the Intoxilyzer is in use, except in the case of an emergency. In the event that an officer needs to summon immediate assistance to the Intoxilyzer room, the officer may press the panic button which is installed in the wall.

If a subject is arrested for DUI or APC and is suspected of being under the influence of drugs or is physically unable to take a breath test, the subject will be transported to a medical facility to conduct a blood test.

Adopted 7/07; Revised 9/14; Revised 1/16; Revised 3/16

## **264.25 Deprivation Period**

Upon arrival at the breath testing facility, the Intoxilyzer Operator shall check the arrested subject's mouth and determine no foreign substances are present. The Intoxilyzer Operator shall continuously observe the person to be tested for a minimum of 15 minutes prior to the administration of a breath test. The Intoxilyzer Operator shall be alert to any evidence of intoxication and should record these observations in detail for future testimony.

The Intoxilyzer Operator shall complete the required information on the Officer's Affidavit and Notice of Revocation form. The arresting officer shall distribute the appropriate forms and copies to their proper location.

When the results of the breath test determines the suspect to have a breath alcohol concentration higher than the tolerance level set by the jail facility, the arresting officer will be required to transport the suspect to a hospital for treatment by medical personnel. Officers shall contact the jail medical personnel to determine the current level of intoxication requiring transportation to a medical facility.

Whenever possible, the arresting officer and the Intoxilyzer Operator shall be the same officer.

Revised 12/90; Revised 7/07; Revised 9/14; Revised 1/16

## **264.30 Blood Tests**

When a breath test cannot be administered, a blood sample shall be taken. If the suspect agrees to a blood test, an officer will transport the suspect to a hospital, where medical personnel will draw the blood sample. An officer must witness the blood being drawn.

Whenever an officer has probable cause to believe a person who is unconscious was driving under the influence, and was not involved in a great bodily injury or fatal collision, the officer shall request medical personnel draw blood from the suspect. The officer will process the vials of blood according to the blood kit directions. The blood kit will be completed, sealed, and placed in the refrigerated drop in the OCPD Property Management unit. When the suspect regains consciousness, the arresting officer (if he/she is still present) or investigator will read the Implied Consent test request to the suspect. The suspect's response will be noted in the report. All routine forms shall be completed and submitted.

The definition of great bodily injury can be found in Oklahoma State Statutes Title 47, Section 11-904.

Revised 7/07; Revised 9/14

## **264.40 Blood Test - Fatality or Great Bodily Injury Collision without Consent**

Pursuant to 47 O.S. § 752 and § 753, whenever an officer has a person under arrest for DUI (alcohol and/or drugs) and the officer has reason to believe the arrestee caused a traffic collision that resulted in death or great bodily injury to any other person or persons, the officer will request a blood test. Should the arrestee refuse the test, the officer will attempt to obtain a search warrant for a blood draw as described in Procedure 264.41, unless medical personnel advise the officer there is not sufficient time to obtain a warrant due to emergency medical treatment in which case, the officer will request medical personnel to draw blood. Officers are not authorized to use force to obtain a blood sample.



In cases where an officer is unable to establish probable cause to believe the driver was under the influence of an intoxicant and no DUI arrest is made, but the driver could be cited for any other traffic offense where said accident resulted in a death or great bodily injury, as defined in Title 21 O.S 646(B), it is this department's position the driver will not be compelled to give a blood sample and the officer will not attempt to obtain a search warrant. This does not preclude an individual involved in a collision as described above from voluntarily submitting to a blood test. Voluntary submissions are encouraged and are completed in the same manner as prescribed in procedure 264.30 but the Officer's Affidavit and Notice of Revocation will readily reflect this blood draw is not to be used as an action against their driver's license.

Revised 7/07; Revised 4/11; Revised 9/14

#### **264.41 Search Warrant Procedures**

Pursuant to Procedure 264.40, when an arrest for DUI (alcohol or drugs) has been made and the arrestee caused a traffic collision resulting in great bodily injury or death to any other person(s) and the arrestee refuses the State's blood test request, the arresting officer shall notify an on-duty patrol supervisor of the need for a search warrant for the arrestee's blood. The on-duty patrol supervisor will make contact with the on-call Signal 30 supervisor with details regarding the arrest.

If the on-call Signal 30 supervisor believes there is enough evidence to obtain the search warrant for blood, he/she will assign a Signal 30 investigator to collect the details regarding the arrest and impairment from the arresting officer in order to request the blood draw warrant. The Signal 30 investigator will contact a district judge of the county where the blood will be drawn and request a search warrant as per the Signal 30 Unit's SOPs. This can be done by one of three means: traditional process, telephone or by electronic mail/other electronic communication.

If a search warrant is obtained and the arrestee is not already at a hospital, he/she will be transported to a hospital where the arresting officer will inform the hospital personnel of the circumstances of the arrest and request hospital personnel draw blood from the arrestee without his/her consent but pursuant to the search warrant. The appropriate officer will process the blood kit as required.

Adopted 9/14; Revised 1/16

#### **264.42 Fatality or Great-Bodily-Injury Collision Involving a Driver Who is Unconscious at the Time of the Blood Draw**

Whenever an officer has probable cause to believe a person who is unconscious, was driving under the influence of alcohol or drugs, and was operating a vehicle in such a manner as to cause a collision resulting in a fatality or great bodily injury to any other person or persons, the officer shall inform medical personnel this suspect is under arrest and request that medical personnel draw the suspect's blood. A hospital guard will be assigned to the suspect. Once the suspect regains consciousness and is capable of understanding the Implied Consent test request, a Signal 30 lieutenant or investigator will advise the person of the Implied Consent. The person's response will be noted in the appropriate report. The Signal 30 investigator will contact the appropriate prosecutor to determine when or if to apply for a search warrant to test the suspect's blood.

Adopted 9/14

#### **264.45 DUI/APC Drugs**

When a suspect is arrested for DUI or APC and is suspected of being under the influence of drugs, the only test available is the blood test. The officer shall offer the suspect a blood test under the Implied Consent law. If the suspect agrees to the blood test he/she will be transported to the proper hospital and medical personnel will draw the sample. If the suspect refuses the blood test and is not involved in a great bodily injury or fatality collision, this will be classified as a refusal and no warrant will be requested.

Revised 7/07; Revised 9/14; Revised 1/16



### **264.50 Refusal to Take a Breath Test**

If the arrested subject refuses to submit to a breath test, the Intoxilyzer operator shall notify the arresting officer of the refusal.

Revised 7/07; Revised 9/14

### **264.60 Collisions Involving DUI Suspects**

Individuals are compelled by law to provide information in collision investigations, however they are not compelled to cooperate in criminal investigations concerning criminal charges including DUI.

Revised 7/07; Revised 9/14

### **264.70 Report Forms**

On all arrests for DUI, the arresting officer shall complete the Officer's Affidavit and Notice of Revocation form. A copy of the Officer's Affidavit and Notice of Revocation form shall be hand delivered to the arrested subject. Once this is done, the arresting officer shall sign the affidavit entering the time and date of service. The officer will then complete a Probable Cause Affidavit (if necessary) and an arrest report.

On all arrests for DUI where blood is drawn, the arresting officer must note in his/her report how many vials of blood were drawn.

In collisions involving DUI suspects, an Oklahoma Traffic Collision Report shall also be completed.

Revised 7/07; Revised 9/14

### **264.80 Disposition of the Vehicle**

Vehicles driven by subjects taken into custody for DUI or APC shall be processed in accordance with Department procedures regarding arrests and the impoundment of vehicles.

Revised 6/08; Revised 9/14; Revised 1/16

### **264.90 Roadside Safety Checks**

This department does not conduct or participate in roadside safety checks.

Adopted 3/16

### **265.0 Public Intoxication**

No person shall be found drunk in any public place or upon any private property not lawfully under his control.

Revised 2/03

### **265.10 Alternative Treatment Programs (Public Inebriate Alternative)**

Where the Department of Mental Health or the governing body of any municipality has approved a program alternative (PIA) to statutory or municipal requirements of prosecution and imprisonment of intoxicated persons, such facility will be utilized until the capacity to accommodate intoxicated persons has been exceeded in the facility. The officer involved in detaining an intoxicated individual shall utilize such alternative treatment program upon the voluntary approval of the intoxicated person and the receiving facility rather than proceeding with an arrest under the statutory or municipal laws pertaining to prosecution and imprisonment of intoxicated persons.

PIA will not accept any intoxicated person who:



1. Is in need of immediate medical attention that includes severe head injuries and/or lack of consciousness; and/or
2. Is on the PIA Ban List for being violent toward PIA staff and/or other PIA clients; and/or
3. Is and/or is alleged to have been acting, threatening and/or otherwise demonstrating violent and/or aggressive behavior which includes but is not limited to verbal abuse and/or have reportedly done so in a reasonable time prior to being taken into custody so as to suggest they may be a threat and/or pose a risk of harm to themselves, others and/or property; and/or
4. Is, has been, has threatened and/or is threatening to engage in fighting and/or violent threatening behavior and/or threatened others or themselves and/or threatened and/or acted in a manner so as to endanger public or private property with any injury or damage.
5. An intoxicated person who does not voluntarily agree to go to the PIA.

Officers are authorized to consider any person meeting any one of the non-acceptable PIA admitting categories as “not approved” for the PIA, as allowed by State law and place them in jail.

Revised 2/03; Revised 7/10; Revised 1/13

## **266.0 Intoxicated Aircraft Pilots**

### **266.10 General**

This procedure concerns incidents in which a pilot of an aircraft is intoxicated and has landed the aircraft either on private or public property.

Revised 1/06

### **266.30 Landed on Public / Private Property**

When the officer determines the pilot was operating the aircraft while under the influence of an intoxicant, the pilot will be arrested and charged for Operation of Aircraft Under the Influence of Intoxicants.

The pilot will be afforded the opportunity to take an Intoxilyzer test or blood test in the same manner and procedures any person arrested for Operating a Motor Vehicle Under the Influence.

Information will be forwarded to the Federal Aviation Administration for license review.

Revised 1/06

## **267.0 Foreign Nationals**

Revised 11/07

### **267.10 Legal Requirements**

Oklahoma City Police Department employees have no lawful authority to enforce federal immigration laws.

All foreign nationals legally living in the United States should have proper identification. A foreign national means any person who is not a United States citizen by birth or naturalization. Identification and determination of immigration status is complicated and may include any of the following types of valid status: Non-immigrant visa, immigrant visa, pending application for “Asylum” or “Protected status”, refugee status and/or pending application for adjustment of legal status.

Revised 11/07

### **267.15 Consular Notification**





Federal law requires all arrested foreign nationals be advised of their right to contact their consulate and in certain cases provide for mandatory notification. Oklahoma County Jail personnel, by agreement, will provide said notice and make notifications when required.

Adopted 11/07

### **267.20 Police Involvement**

A significant goal of law enforcement is to foster trust between the Department and the community by ensuring enforcement actions will be taken without regard of a person's immigration status.

Officers are reminded of the prohibition of bias-based policing (Policy 225.0) and the lack of authority to enforce federal immigration laws. Therefore, officers should not inquire into a person's immigration status during routine calls for service unless the officer can show reasonable suspicion, supported by objective and clearly defined facts that the immigration status of the involved person is relevant to the scope of the investigation.

If an officer believes a violation of State Statute Title 21 Section 446 has occurred, they will contact a supervisor, complete an appropriate report, and notify United States Immigration and Customs Enforcement (ICE) to verify immigration status of any involved party prior to taking enforcement action. Title 21 O.S. 446 states the following:

- A. "It shall be unlawful for any person to transport, move, or attempt to transport in the State of Oklahoma any alien knowing or in reckless disregard of the fact that the alien has come to, entered, or remained in the United States in violation of law, in furtherance of the illegal presence of the alien in the United States.
- B. It shall be unlawful for any person to conceal, harbor, or shelter from detection any alien in any place within the State of Oklahoma, including any building or means of transportation, knowing or in reckless disregard of the fact that the alien has come to, entered, or remained in the United States in violation of law."

Should an officer develop reasonable suspicion a federal immigration law has been violated, ICE may be contacted. If ICE is contacted, the involved officer must contact a supervisor and complete an appropriate report. Only an on-scene ICE agent will make decisions regarding permanent detentions and arrests for violations of Federal Immigration laws.

Revised 11/07

### **267.30 Contacts with Foreign Nationals**

Whenever an officer comes into contact with a person who may be a foreign national, the person will be treated as any other person; whether victim, witness or suspect. This includes advising any person when applicable, of their rights under the Miranda decision. If the officer is unable to communicate with the person, an interpreter will be requested through the Communications Unit.

Revised 11/07

### **267.40 Post-Arrest Requirements Related to Immigration Status**

By agreement, Oklahoma County Jail Personnel shall make a reasonable effort to determine the citizenship status of all persons arrested and jailed for a felony crime or a state charge of D.U.I.

Officers may contact ICE to determine the legal status of other arrested persons if there is evidence they are undocumented.

Revised 11/07

### **268.0 Littering Complaints**

The following procedure is provided to assist police officers confronted with citizen reported littering violations:



- A. The officer shall obtain the following information:
  - 1. A description of the littering violation; and
  - 2. A description of the vehicle, including the license number if available; and
  - 3. Any other evidence, witness or other information as requested or necessary;
  - 4. The officer shall attempt to determine the identity of the alleged violator. The reporting citizen will be required to sign the complaint.
- B. If all the essential elements have been met and the citizen is willing to testify, the completed Crime Incident Report and signed citizen's complaint shall be turned in at the end of the officer's shift.

Adopted 10/90; Revised 07/07

### **269.0 Reporting Hate-Bias Crimes**

For the purpose of Uniform Crime Reporting, a hate crime is defined as: "A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual-orientation group, or ethnicity/national origin." Hate crimes are not separate, distinct crimes, but any traditional criminal offenses motivated by the offender's racial, religious, disability, ethnic or sexual-orientation bias.

Officers who encounter a crime which they believe was motivated by hate or bias based on a person's race, religion, sexual orientation, disability, ethnicity or national origin will make the notation "Hate-Bias" in the top left margin of the Crime Incident report. The space labeled crime or incident will continue to indicate the type of crime committed i.e. Assault and Battery, Vandalism, etc.

In the event a report is being dictated, officers will advise the data entry clerk the crime may involve hate or bias in addition to the applicable criminal charge(s). The data entry clerk will type "Hate-Bias" on the report at the beginning of the narrative section.

Upon taking a report of a possible hate-bias crime, officers will notify their supervisor, who will post a significant incident message about the crime. Officers' reports must articulate "why" they believe the incident qualifies as a hate-bias crime.

Adopted 10/08

### **270.0 K-9 Procedures**

It is the policy of this Department to utilize K 9 Units as a supportive tool to assist with crime deterrence and offender apprehension, and to increase officer safety.

#### **270.10 General**

A K-9 Unit should be assigned to any operational need suited to the unique capabilities of the dog. Attempts must be made to minimize any and all obstacles the dog encounters. For instance, a scene should not be contaminated prior to calling for a dog. The dog should be used FIRST, followed by human resources. Poor environmental conditions, and the health of the dog, can affect the dog's daily performance.

Revised 2/12

#### **270.20 Utilization**

Types of calls include but are not limited to:

- A. Burglary in progress or just occurred, to include silent and loud alarms;
- B. Open window or door (building search);
- C. Armed Robbery in progress or just occurred;



- D. Prowler;
- E. Assaults in progress;
- F. Major disturbances;
- G. Area searches to locate suspects, individuals or evidence; or
- H. Explosives or drug searches.

Revised 2/12

### **270.30 Use of the Canine**

The primary use of the police dog is to locate persons, evidence, objects, narcotics, and/or explosives. When a police dog is used to search for a suspect, the canine handler shall make an audible announcement, announcing his/her identity and purpose in a loud and clear voice stating that a police dog is present and will be deployed, except as provided in the following procedures.

Use of the police canine for other than official police functions is not authorized under any circumstances. The use of the police canine for extra duty or off duty employment is prohibited unless specifically authorized by the Chief of Police.

During daytime or non-duty hours, the officer on a call in need of a K-9 Unit will notify his/her supervisor. Once the supervisor authorizes a call out of a K-9 unit, Communications will then notify the K-9 supervisor.

If the K-9 supervisor cannot be contacted, the K-9 officers' phone list will then be used to call a K-9 unit.

Assistance to other agencies may be provided, but only upon approval by the Watch Commander. (See Procedure 204.0)

Revised 2/12

### **270.40 Handler Regulations**

The handler MAY allow his/her dog to engage under the following conditions:

- A. If the handler is assaulted; or
- B. If the dog is assaulted; or
- C. To prevent the escape of a known felon; \* or
- D. To apprehend a known or suspected felon; or \*
- E. To prevent a suspect from injuring or assaulting a citizen or police officer or to apprehend a suspect who the K-9 officer has probable cause to believe has assaulted another person. \*
- F. Misdemeanor suspect who is concealed or hiding in a known location, regardless of the type of misdemeanor charge involved. Once a suspect is located, the K-9 officer will establish a perimeter and contact a supervisor. The on-scene supervisor will assess the situation and ensure all other practical less lethal measures have been attempted or would clearly be ineffective prior to deploying the police dog. If the supervisor authorizes deployment of the police dog, the reason(s) for deploying the police dog must be documented in the appropriate report. The goal under these circumstances is to provide for the safety of the officer(s), the police dog and use the minimal amount of force to arrest the suspect. \*

\* Actions under conditions specified in subsections C, D, E, and F, are to be taken only when all other practical less lethal measures have been taken or would clearly be ineffective.

A Handler SHALL NOT ALLOW his/her dog to engage under the following conditions:

- A. To effect the arrest of a highly intoxicated person who obviously could not escape or offer serious resistance; or
- B. To intimidate, coerce, frighten, or punish a suspect; or



- C. When the size, age and physical capabilities of the offender are such that use of the canine would be inappropriate.

Revised 2/12

### **270.50 Dog Bite Incidents**

If the dog bites an arrestee, the handler will:

- A. Render first aid and have arrestee transported to a hospital; and
- B. Immediately notify the on-duty supervisor who will complete a use of force investigation; and
- C. Forward a copy of the report to the K-9 Supervisor; and
- D. Complete the appropriate report.

If the dog accidentally bites a citizen, the handler will:

- A. Render first aid and have the citizen transported to hospital if necessary; and
- B. Immediately notify a supervisor, who will conduct an administrative investigation; and
- C. Complete the appropriate a report. In addition, if the incident occurred outside Oklahoma City, contact the Watch Commander and the appropriate law enforcement agency; and
- D. Make no statements as to liability or fault in the matter.

If the handler or other officer is accidentally bitten:

- A. Ensure treatment if necessary; and
- B. Notify a supervisor who will conduct an Injury on Duty Investigation; and
- C. If another officer is bitten, the handler will complete a Crime Incident Report; and
- D. The officer bitten will complete an Injury on Duty Report and a Supplemental Report, regardless of extent of injury or treatment.

Revised 2/12

### **270.60 Building Searches**

Building searches are conducted to locate suspect(s) hiding within the interior of a building, or in open door/window, alarm or burglary situations. The following procedures apply:

- A. DO NOT ENTER BUILDING - unless an emergency exists or a K-9 unit is not available.
- B. Perimeter of building shall be secured by patrol personnel.
- C. The owner or other responsible person shall be contacted to verify if any authorized personnel might be in the building, or if there is reason to believe that someone might legitimately be inside.
- D. Upon arrival, the handler shall verify the status of anyone suspected of being in the building with the officers on the scene.
- E. Once satisfied no authorized personnel should be in the building, the handler shall make an announcement. This shall consist of announcing his/her identity and purpose in a loud and clear voice into the building's interior, stating that a police dog is present and will be released into the building. This should be done several times in a large building and on different floors. No announcement is required if the K-9 officer can clearly articulate why making the announcement would lead to injury to the officer or the police dog. If no announcement is made, however if an apprehension takes place, the K-9 officer must include the justification for no announcement in the appropriate report.
- F. The K-9 handler should request a radio channel be cleared before entering the building. The channel shall remain clear until the handler and dog are out of the building, or until the handler gives an all-clear statement.
- G. Once the K-9 Unit has entered the building, all exits should be closed.



- H. No attempt should be made to communicate verbally or by radio with the K-9 Unit while he/she is inside the building unless it is an emergency. However, units outside should periodically contact the K-9 unit to insure the handler's safety.

Revised 2/12

### **270.70 Tracking Procedures**

Tracking Procedures are used to track fleeing suspects or lost persons. The following procedures will apply to the responding officers:

- A. If contact with a subject(s) is lost, the officer should STOP at that point, pinpoint the exact location subject(s) was last seen and call for a K-9 Unit.
- B. Shut off engines of all vehicles in the area. Roll up windows.
- C. Discourage any unnecessary pedestrian and/or vehicle movement in the area as this will contaminate area and minimize tracking ability.
- D. DO NOT walk up to the area where the subject or suspect was last seen. If possible, stay in the vehicle.
- E. Units will set up a perimeter in ALL directions, within a minimum of 1/4 mile if possible, while awaiting the arrival of the K-9 Unit. (The size of the perimeter will depend on terrain, location and time lapse.)
- F. Officers on the perimeter should insure that lights from their patrol vehicles are not directed toward the handler in the field, in order to avoid blinding him.
- G. When the K-9 Unit arrives, advise him of the situation and where the subject or suspect was last seen.
- H. While the K-9 Unit is tracking DO NOT attempt to communicate with the handler unless it is an emergency. Handler will advise of direction or problems.
- I. Be prepared to alter direction and size of perimeter as the K-9 Unit is tracking.
- J. No announcement is required if the K-9 officer can clearly articulate why making the announcement would lead to injury to the officer or the police dog. If no announcement is made, however if an apprehension takes place, the K-9 officer must include the justification for no announcement in the appropriate report.

Revised 2/12

### **270.80 Area Search**

Area search procedures are used to locate subject(s) who may be contained in a small area. Also, the area search may be conducted in an attempt to locate any evidence, which was dropped or hidden. The following procedures apply:

- A. Units will secure the suspected area.
- B. DO NOT contaminate the area. Keep pedestrian traffic clear of suspected area.
- C. No announcement is required if the K-9 officer can clearly articulate why making the announcement would lead to injury to the officer or the police dog. If no announcement is made, however if an apprehension takes place, the K-9 officer must include the justification for no announcement in the appropriate report.

Revised 2/12

### **270.85 Crowd Control**

Crowd control procedures are utilized to disperse or contain large and/or disorderly gatherings of people. In these situations, K-9 handlers may only utilize dogs with expressed authorization of the on scene supervisor.

Revised 2/12

### **270.90 Requests for Public Demonstration**

The K-9 Unit may give public demonstrations to any interested group, with the approval of a K-9 supervisor. Demonstrations will be scheduled according to workload demands. All requests will be referred to the K-9 supervisor.



Revised 2/12

### **271.0 Foot Patrol**

It shall be the policy of this Department to utilize the foot beat officer as a supportive tool, to assist with crime deterrence, offender apprehension, traffic direction and public relations.

The duties of the foot beat officer are to patrol his assigned areas in a random manner to deter any criminal activity, and to assist the citizens with any problems, which might occur.

Oklahoma City currently has four beat areas: Downtown Oklahoma City, N.E. 23rd street, Capitol Hill and a 24-hour beat in the Stockyards area.

#### **271.10 Responsibilities**

During his assigned shift, a foot patrol officer will be required to perform the following duties:

- A. Check all businesses within his assigned beat to assure that all-accessible doors and windows are secure during hours that the business is closed.
- B. Check all taverns and clubs within his assigned beat, during business hours, for possible criminal activity.
- C. Patrol through all alleys within the assigned beat to observe and deter criminal activity.

Foot patrol officers will be equipped with a portable radio during their tour of duty and will have the radio turned on at all times to keep the line of communications open between themselves, dispatchers and other officers.

Foot patrol officers should become acquainted with business owners and employees within their beat and should check with the employees periodically in order to become aware of any problems or potential problems.

Foot patrol officers should familiarize themselves with known criminal elements who are living or working within their beat, as well as those who patronize businesses within their beat.

Foot patrol officers should periodically meet with vehicular patrol officers assigned to districts within and around their beat, to exchange and relay information on criminal activity.

### **272.0 Lake Duties**

Primary duties for Officers assigned to Lake Districts include:

- A. Enforcing water safety regulations.
- B. Enforcing game and fish regulations.
- C. Enforcing City permit ordinances that relate to the use of recreational facilities on or about the Municipal Reservoirs. In addition to these duties the Officer will also be responsible for taking enforcement action on violations of City Ordinances or State laws occurring in the officer's lake district that may be of either a criminal or traffic nature.

#### **272.21 On-Water Patrol Activity**

While Officers are patrolling on a lake, all water safety regulations will be observed and each officer in a patrol boat will wear an approved personal flotation device, (Type I, II or III), while under way.

During periods of inclement weather Officers will not launch a patrol watercraft unless necessary to effect a rescue operation.

The following rules will apply when operating a patrol watercraft:



- A. All safety equipment will be inspected and in good operating condition prior to launch.
- B. Two officers will be required aboard the vessel when conducting rescue operations except in cases of extreme emergency. Routine assists, such as towing, can be done at the officer's discretion allowing for safety considerations.
- C. Nighttime operations of any kind require at least two officers aboard.

#### **272.22 Inspection and Repair of Patrol Boats**

In the interest of safety the following checks will be made of all patrol boats prior to operation:

- A. Is the vessel sitting level in the water;
- B. Any hull damage - look for vandalism;
- C. General appearance, windshield, wiper blades, etc.;
- D. Lower unit for cracks, oil leaks, prop damage, and prop shaft nut;
- E. Engine compartment for fuel leaks or fumes;
- F. Oil level, oil cooler (inboard engines);
- G. Flame arrester for cleanliness and securing - nut tightness (inboards);
- H. Battery for corrosion, tight terminals;
- I. Blower for operation and air ducts secure (inboards);
- J. Hoses, fittings for leaks and deterioration;
- K. Bilge pump for obstruction, operation and secureness;
- L. Heat exchanger for leaks, water level (inboards);
- M. Drive belts for operation and deterioration (inboards);
- N. Steering mechanisms for binding and operation;
- O. Master switch for operation;
- P. Interior cleanliness - stow loose items;
- Q. Power trim for operation;
- R. Lights for operation - emergency, navigation, bow and stern;
- S. Horn - loudness;
- T. Radio systems for operation;
- U. Mirrors;
- V. PFDs for cleanliness, missing belts, etc. - minimum of 4;
- W. Lines - tow, mooring and drag for availability and tangles; and
- X. Fire extinguisher - availability and current charge level.

After starting the engine, check the operation of all gauges for oil pressure, temperature, and battery charge to ensure that all are within normal operation range. Check the throttle and steering wheel for smooth operation. Operate the shift mechanism in both forward and reverse to check for smooth shifts and proper adjustment.

Defects noted in the inspection will be rectified prior to launch if the defect will result in unsafe operation of the craft.

All normal boat repairs will be performed by qualified boat service repairmen. Officers will not attempt to make repairs or adjustments on boats or engines that could result in damage or an unsafe operating condition without prior approval from a supervisor.

Any officer observing or knowing of any damage or needed repair to a boat should report the condition to the Lake Patrol Supervisor. The extent of damage or the repair needed will determine the priority for maintenance. Any safety related defect noted will require that the boat be taken out of service until repaired.

Officers may perform minor repairs as needed on patrol boats in regard to prop replacement, loose fittings or bolts. (Procedure 123.0)

#### **272.23 Off-Water Patrol Activity**



During periods that the Officer chooses to patrol the shore area of his assigned lake, he will remain in the immediate vicinity of the lake and patrol known areas of concern or special areas of assignment.

## **272.24 Special Patrol Requests**

Officers will receive requests from the Oklahoma City Game and Fish Commission to provide a survey of the reservoirs from time to time in reference to recreational use. Officers will comply with these requests whenever possible, as time and circumstances permit.

## **272.25 Daily Field Activity Reporting**

To standardize the manner, in which All Lake Patrol activity is reported, the following daily activity guide will be used:

### **Calls**

All calls or assignments received from dispatcher or supervisor by the radio or telephone will be taken credit for. Self-initiated activity, which results in activity being assigned an incident number by communications, may also be taken credit for.

### **Hazardous Citations**

All violations, which the commission of creates a dangerous situation, can be taken credit for under this category. This will generally be moving violations, both vehicle and boat.

### **Non-Hazardous Citations**

All other vehicle or boat related citations issued for which a fine can be assessed will be taken credit for under this category.

### **Warning Citations**

The use of warning citations by Officers is encouraged as a method of obtaining voluntary compliance with non-hazardous violations of Game and Fish Commission regulations. Under no circumstances will a warning citation be issued for an act that, if continued or allowed to be initiated, would result in loss of life or property. (Procedure 224.10)

### **Boat Accidents Investigated**

Self-explanatory

### **Permits Sold**

Self-explanatory

### **Boat / Vehicle Impounded**

Self-explanatory

### **Boat / Motorist Assist**

Personnel should take every opportunity to assist citizens on and around the Lake. The better the public's perception of our unit, the more effective we will be.

### **Watercraft Inspections**

An inspection of a boat's safety equipment and registration at the station, loading ramp or on the Lake may be taken credit for. Every effort needs to be made to make this a public relations tool using the safety aspect and not a negative enforcement activity.

### **Field Contacts**

Interviews conducted in the field where a citation is not issued and a creel report is not made may be taken credit for as a field contact.

### **Lake Closing**





Any time the Lake is closed or the weather warning system is implemented; it should be marked on the activity sheet.

### **Creel Reports**

Is an opportunity to make a positive citizen contact, if proper approach is made with an explanation as to why reports are compiled.

### **Pressure Checks**

Officers will attempt to comply with pressure check schedules.

### **Boat-Time Hours**

Preparation time (fueling, etc.) and docking time may be counted. A high priority will be placed on this duty during peak periods.

## **272.30 Boat Accident Investigation**

When notified of a boating accident, Officers should attempt to gain as much information as possible from the reporting party. Information should include injury or deaths occurring, the number of boats involved and locations, and the possible location of the scene of the accident. Attention to the injured will be the officer's first priority in all cases.

If the scene can be located it should be preserved, if possible, until all physical evidence is located and recorded.

Statements from witnesses should be recorded and in the event of a serious injury or death a statement in the witnesses own handwriting is preferred.

An "Official Boating Accident Report" form will be completed for all accidents involving death, injury or total property damage of \$2000.00 or more.

Accidents reported to the officer either after a significant time lapse or as a verbal report will be recorded as an incident report. A statement should be included in the remark section of the report that information was obtained by statements only from the reporting party.

An incident number supplied by the dispatcher reference the location, date and time of the accident is required on all forms and should be placed on the top center of the form inside the black borderline.

Revised 07/10

## **272.35 Accidents Involving Patrol Boats**

The operator of the involved patrol boat will notify his supervisor as soon as possible of the incident and extent of injuries and/or damage.

Another Officer will be requested to investigate the accident.

The investigating officer will complete the necessary investigation forms, and a written report of the investigation will be required if damage to the crafts involved will require more than cosmetic repair (i.e., Hull Damage).

The boat operator will complete a damage to city equipment report form. A written report of the incident will be required if damage to the crafts involved will require more than cosmetic repair.

In the event that the Patrol Boat is incapacitated, it will be removed from the Lake and transported to the Central Garage. (Procedure 132.0)

## **272.40 Impounding Boats / Trailers**



Due to the difficulty in arranging for an impoundment of a boat that does not have an attendant trailer, the Officer should explore every reasonable alternative to impoundment. For example, if a temporary relocation will alleviate the problem, then moving the boat to an unused stall would be appropriate. At all times care and consideration for damage to the boat will be of importance to the officer.

Boats involved in collisions in which the operator is removed from the scene, or if an arrest is made and the operator is taken into custody, should be released to a responsible party if possible. Consideration may also be given to removing the boat to a secure place instead of impoundment.

The Oklahoma City Water Trust rents both wet slips and dry stalls at Lake Hefner and Lake Stanley Draper. The impoundment of boats and trailers for non-payment of rent shall be carried out by the Water Trust. The impoundment of boats and trailers in this circumstance follows Water Trust procedure. Officers will not impound boats for failure to pay for the rent on wet slips and dry stalls.

Boats presenting a navigational hazard due to their location, either afloat or sunken, may be impounded unless their removal can be carried out by the owner in a timely manner. The boat may be removed to a secure place until the owner is notified and makes arrangement to retrieve their boat. When all means of notifying the owner have failed the Oklahoma City Water Trust will be notified. The impoundment will then follow Water Trust procedure.

Officers may assist as needed by towing impounded boats only the distance necessary for the towing company to take over. Officers will take into consideration the impounded boat's condition, weather, lake conditions, and location of the boat and if the towing company is incapable of moving the boat without our assistance.

Boats on trailers and empty trailers in any dry stall or gated facility under the control of the Oklahoma City Water Trust will not be impounded for non-payment of rental fees. These boats and trailers may be impounded by the Oklahoma City Water Trust.

All boats and trailers not within a dry stall, wet stall, or gated facility controlled by the Oklahoma City Water Trust will be treated in accordance with all applicable ordinances regarding derelict or unattended boats.

Revised 9/14

## **272.41 Disabled Boats**

When advised of a disabled vessel, officers will assist the owner of the vessel in the safe and timely removal from the waters or ramps of City owned reservations. Vessels disabled on the water may be towed by the officer to the place of entry for removal. Officers stopping, towing or otherwise assisting disabled vessels shall leave in operation all emergency lights of the Patrol boat to protect both vessels during the operation.

The removal of any sunken vessel shall be the responsibility of the owner unless the vessel is under investigation due to a boating accident, or is a navigational hazard due to its location.

In the latter events, the vessel may be impounded if removal by the owner has not been completed in a timely manner after a request for such removal has been made by the Officer.

(Procedure 183.0; City Ord. 38-153, 38-250)

## **272.45 Stall Area Security**

Officers are responsible for maintaining security at the Wet and Dry stall facilities. They will ensure that all gates are closed and locked and entry to these areas should be limited to authorized renters and guests.

During each shift, officers will conduct a visual or physical check of all stall areas. Individuals found in or around these areas will be interviewed to determine purpose or authority for entry. Field Interview cards will be completed on anyone not authorized entry in the area. In the event that a violation has occurred, the officer may make an arrest or issue a citation as necessary.



Officers should vary inspection times to avoid setting noticeable patterns.

Upon observing problems with moored vessels, the owners should be notified, if possible, as soon as possible.

#### **272.46 Boat Alarm Response**

- A. Check stall section gate for possible break in.
- B. Check boat for signs of break in or vandalism.
- C. Attempt to locate and arrest suspects.
- D. Contact owner of the boat.

(Procedure 255.0)

#### **272.50 Recreational Facilities Use and Violations**

Officers should familiarize themselves with all City owned properties and recreational facilities within their assigned area. Special use areas, such as the Draper motorcycle area, String of Pearls parks, etc. and the Ordinances pertaining to them should be of particular interest.

Recreational activities considered to be dangerous or not in the best interests of safety or the City of Oklahoma City will be terminated until further evaluation of the activity can be made by appropriate authority.

All recreational facility enforcement activity will be consistent with current City, State, and Federal Laws and officers will, when possible, attempt to gain voluntary compliance.

(City Ord. 38-154, 38-87)

#### **272.60 Game and Fish**

Each Officer is expected to obtain and familiarize himself with material aiding in the identification of all game and fish in his patrol district. Officers should make an attempt to learn the particular method and means of taking the various species of game and fish in their area. This will result in a more professional image for the Department if an officer is called on to make an identification or asked to provide advice to a citizen.

Officers should be familiar with all hunting and fishing regulations of both the State and City.

In order to prevent or detect violations of the hunting and fishing laws, officers should become familiar with the various methods of illegally taking game and fish such as: use of drop lines, trot lines, nets, spotlights traps, and snares.

All violators should be arrested for a City charge unless it can be determined that a State charge would be more appropriate. A supervisor will have to authorize a Hold For State Charge. In the event that State charges are filed all equipment used in committing the violation should be confiscated for evidence in accordance with Title 29 SS 6-306.

(City Ord. 38-85c)

#### **272.65 Weather Watch**

Officers shall, during poor weather conditions, act as weather watchers. Officers should watch for and identify any possible hazardous weather conditions that would affect safe boating or safety of the general public.

Hazardous weather conditions that shall be reported are: Strong winds, heavy rain, hail, thunderstorms with lightning (air to ground), wall clouds with tornadic circulation, heavy fog, snow, and ice.



Officers should familiarize themselves with various weather conditions and report the location and/or direction of travel to EOC.

Officers shall post small craft warnings as soon as weather conditions warrant.

## **272.70 Diving Permits**

Diving activities on City lakes may only take place during daylight hours, Monday through Friday (no holidays), except for emergency situations.

Simple, shallow water dives may be approved by the Lake Officer on duty.

All deep-water dives (20 feet or more), or dives of a complex nature, will require a permit be obtained from a Lake Patrol Supervisor. A minimum of two (2) divers will be present during such operations.

In all cases, a divers flag must be displayed during the dive operation.

Any person requesting a permit to dive will be required to present a current divers certification card.

## **280.0 Mobile Command Post Activation**

The Mobile Command Post is a vital tool, which can be used in coordinating the activities and investigations at a major scene. Activation of the Mobile Command Post may be considered when investigating a missing person or juvenile, hostage situation, major disaster scene, major riot scene, barricaded suspect, a major city event where large crowds gather, or any other scene where a shift commander may deem a central information center necessary.

### **280.20 Field Lieutenant's Responsibilities**

The Field Lieutenant will be required to direct the investigation from the outset; however, the patrol assignment responsibilities will necessitate that the Lieutenant be returned to original duties as soon as a coordinated exchange of information and responsibilities can be arranged with the Mobile Command Post Lieutenant in charge. When a Field Lieutenant arrives at the scene, an evaluation of the situation will be conducted to determine whether or not the Mobile Command Post should be activated. The Field Lieutenant will ensure that:

- A. Sufficient manpower is present to control the situation.
- B. All unnecessary personnel are removed from the scene.
- C. Urgent information is broadcast on all police radio frequencies; and
- D. The Field Lieutenant may wish to confer with the investigative unit that would normally conduct a follow-up investigation on the type of incident at hand, if that unit were on duty at the time. If the conference results in a decision to activate the Mobile Command Post, the Field Lieutenant will make the request to the Shift or Watch Commander. The on-duty Shift or Watch Commander shall be notified of the need for activating the Mobile Command Post. The decision to activate the Command Post will be made by the Watch Commander.

When the Mobile Command Post is to be activated, the Field Lieutenant will notify the Communications Unit. The Communications Unit supervisor will notify the primary Mobile Command Post Lieutenant on call. The Mobile Command Post Lieutenant will activate the necessary members of the Mobile Command Post Team on call.

The Field Lieutenant will be responsible for all actions taken on the case until he is relieved by the assigned Command Post Lieutenant. The Field Lieutenant will deliver a written supplemental report to the assigned Command Post Lieutenant, describing actions taken prior to the Command Post Lieutenant's arrival.

Each Patrol Division will have a specially trained Mobile Command Post Team, consisting of a Lieutenant and officers. This team will be responsible for staffing and maintaining the Mobile Command Post during the investigation. These personnel will be on call.



When the Mobile Command Post Team is utilized for an extended period of time, the primary Mobile Command Post Lieutenant may contact the secondary Mobile Command Post Lieutenant on-call for relief.

For Mobile Command Post vehicle operating procedures and each Mobile Command Post Team member's responsibilities refer to the Mobile Command Post Operations Manual.

Revised 2/98; Revised 2/13

## **280.30 The Mobile Command Post Team Members**

Each Mobile Command Post Team shall consist of several members with specific responsibilities assigned to them by the Command Post Lieutenant. They include, but are not limited to, a Communications Coordinator, an Actions Coordinator, a Vehicle Operator/Supply Coordinator, an Information Analyst/Report Taker and a Mobile Command Post Lieutenant

Revised 2/98; Revised 2/13

## **281.0 Emergency Response Team**

The Oklahoma City Police Department will maintain a trained Emergency Response Team, which may be utilized, in natural, industrial, commercial and manmade disasters or catastrophes. The Response team may be utilized to deal with group acts of disruption, violence, disturbance or destruction. The primary operational mission of the Emergency Response Team (ERT) is to contain and isolate the danger during certain critical or potentially critical situations with the intent of safeguarding lives.

Adopted 3/97

### **281.01 Emergency Response Team Personnel**

The Emergency Response Team will be comprised of a group of trained and qualified officers who may be quickly assembled and rapidly deployed at the direction of the Chief of Police or a designee.

ERT members will be selected from within all Bureaus of the Department. Each member will be available for 24-hour call-out and must display the ability to maintain the established standards required of a team member.

Adopted 3/97

### **281.02 Emergency Response Team Chain-of-Command**

The Emergency Response Team Chain of Command shall consist of the:

- A. Chief of Police,
- B. Operations Bureau Deputy Chief,
- C. Emergency Response Team Commander (Major),
- D. First Contingency, consisting of two (2) Captains commanding 4 Squads, 16 Officers per squad, each squad supervised by one (1) Lieutenant and one (1) Training/Reserve Lieutenant per contingency,
- E. Second Contingency, consisting of two (2) Captains commanding 4 Squads, 16 Officers per squad, each squad supervised by one (1) Lieutenant; and one (1) Training/Reserve Lieutenant per contingency; and,
- F. Processing Unit consisting of four (4) Lieutenants commanding four (4) squads, 10 officers per squad.

Adopted 3/97

### **281.03 Emergency Response Team Call-Out**

The Emergency Response Team Commander or the designated Emergency Response Team Captain shall have sole responsibility for activating the ERT or selected squads.



Adopted 3/97

#### **281.04 ERT Training**

ERT members shall be scheduled for training one (1) full shift each month or at least 100 hours per calendar year. Training shall consist of classroom and/or field performance related to those call-out situations listed herein. Physical education and proficiency shall also be included in the training as directed by the ERT Commander.

The minimum training may be increased or decreased by the ERT Commander. Actual call-outs may be considered a part of the training requirement, if so approved, by the Team Commander.

Adopted 3/97

#### **281.05 Emergency Response Team General Operational Procedures**

The establishment of a Field Command Post and direction from the designated Incident Commander will be in accordance with the current department policy guidelines.

The staging and utilization of the ERT, in an actual field situation, will be in accordance with applicable departmental policy and Emergency Response Team directives. The Emergency Response Team Captains maintain the Emergency Response Team directives.

Adopted 3/97

#### **281.10 Utilization of the Emergency Response Team**

The Department's Emergency Response Team shall be trained and may be utilized when the magnitude of any situation is such that additional resources or support units are deemed necessary.

Adopted 3/97

#### **281.15 Out-of-Jurisdiction Agency Assistance**

The possibility exists for out-of-jurisdiction requests and utilization of the Emergency Response Team. In the event the ERT is requested, the requesting agency must first seek assistance from the Sheriff's Office having jurisdiction. If the Sheriff cannot respond, only then will the Oklahoma City Police Department be contacted.

Protocol has been established to provide guidelines and authority to assist other law enforcement agencies.

Providing the location is within the metropolitan area, the Watch Commander will respond to the location. An evaluation of the incident and determination of what resources will be needed will be made. The requesting agency will articulate the inability of the Sheriff to respond with the means necessary to resolve the situation. The Watch Commander shall contact and brief the Emergency Response Team Commander.

The ERT Commander shall contact the Chief of Police or a designee. Either the Chief of Police or a designee must authorize the assignment of the Emergency Response Team to another jurisdiction. This authority is established by Oklahoma State Statutes (1988), Title 11, Section 34-103. If approval is given, the Watch Commander will request an Emergency Response Team Commander or a designee.

The ERT Commander or a designee will respond to the location for an evaluation of the incident. The Chief of Police will be briefed for his final authority and assignment of personnel.

The Emergency Response Team Commander or a designee will contact and brief the requesting agency. The Commander will define what authority and responsibilities the Emergency Response Team will assume in resolving the situation. If authority is granted by the requesting agency, the Department will retain operational and command control over all aspects of the tactical situation. In the event the Emergency Response Team assumes the operation or serves as a support unit; this will be established prior to the assignment.



The ERT members shall be supervised only by the Oklahoma City Police Department ERT Commander or a designee.

The Chief of Police may directly assign the Emergency Response Team to out-of-jurisdiction incidents upon direct requests of said agency or scheduled events.

Adopted 3/97

## **281.20 Operations Bureau Responsibilities**

Adopted 3/97

### **281.21 Responsibilities of the Officer On-Call**

The officer receives information of a situation, and upon confirmation, requires the use of the Emergency Response Team and notifies the Field Supervisor. The officer shall advise Communications if additional personnel are needed.

The officer will secure the area, evacuate citizens, and attempt to identify the suspect(s) and the magnitude of the situation. At all times, Communications will be kept informed of the problem.

Adopted 3/97

### **281.22 Responsibilities of the Field Supervisor**

The on-scene field supervisor will assume responsibility for the incident upon arrival. The supervisor shall ensure the proper preliminary steps are taken while awaiting the arrival of the Emergency Response Team. These steps may include but are not limited to:

- A. Setting up necessary perimeters.
- B. Advising the Watch Commander of the situation.
- C. Requesting additional personnel as needed.
- D. Advising Communications of the best location for the Mobile Command Post, if necessary.
- E. Advising Communications of the best location for a staging area that is secure.
- F. Advising Communications and the Watch Commander of the following (if applicable):
  1. If isolation of the area is necessary.
  2. If containment of area is necessary.
  3. If there are any detrimental or hazardous areas.
  4. If traffic rerouting is necessary.
  5. Determine magnitude of situation and the propensity of additional violence and/or destruction.
  6. Designates area for media and PIO.

Adopted 3/97

### **281.23 Watch Commander Responsibilities**

The Watch Commander shall evaluate and determine the appropriate departmental response. The Watch Commander shall:

- A. Utilize available resources as necessary.
- B. Advise the Emergency Response Team Commander of the situation and make a recommendation pertaining to the activation of the Emergency Response Team.
- C. Oversee the incident until the Emergency Response Team Commander or Captain arrives.
- D. Activate the other support units, as needed, i.e. Air Support, K-9, Mobile Command Post, etc.

Adopted 3/97



### **281.30 Emergency Response Team Responsibilities**

The Emergency Response Team, when so ordered by the ERT Commander, shall convene where directed for a briefing on the immediate problem. By diminishing the potential for injury and destruction of private or public property, it is the responsibility to control or apprehend those violators within the realm of minimal danger to citizens of the community.

Adopted 3/97

### **281.31 Emergency Response Team Member Responsibilities**

It is each Emergency Response Team member's responsibility to ensure the safety of all lives involved when responding to any given situation. Each ERT member shall:

- A. Respond to the page.
- B. Report to the staging area with all equipment for an assignment by the ERT Supervisors.

Adopted 3/97

### **281.32 Emergency Response Team Commander's Responsibilities**

Once notified by the Watch Commander, the Emergency Response Team Commander shall:

- A. Receive and review all necessary information from the Watch Commander.
- B. Contact the Operations Bureau Deputy Chief, or a designee, and relay all the facts of the situation with recommendation(s) on the plan of action.
- C. With authorization from the Operations Bureau Chief or a designee, contact the Communications Center and notify them of a partial or full ERT call out. Communications is provided with the information for ERT officers regarding the ERT staging area.
- D. Assume command of the situation and coordinate scene activities.
- E. Ensure that the transportation needs of the ERT are met in the event it is not advisable for all scout cars to respond to the scene.
- F. Assume responsibility for any increase or decrease in ERT manpower.
- G. Provide updates to the Operations Bureau Deputy Chief as necessary.
- H. Provide information to the Public Information Officer for media release.
- I. Provide a complete After-Action Report to the Chief of Police.

Adopted 3/97

### **281.40 Responsibilities of the Communication's Supervisor**

The Communications Supervisor shall maintain a current contingency list of Emergency Response Team members and their pager numbers from the Emergency Response Team Captain.

Once the units are activated, the ERT Commander or designee will notify the Communication Supervisor as to the staging area location.

The Communications Supervisor shall set up and clear a specific radio channel for communications between all units involved and Commanders. When so notified by the ERT Commander or a designee, the Communications Supervisor shall monitor this designated radio channel.

Adopted 3/97

### **282.0 Utilization of the Tactical Unit**

The Tactical Unit of the Department WILL be utilized to deal with personal security, barricaded subjects, hostage situations, or any event where a requirement exists for special" operations or tactics.





The Tactical Unit and Negotiators are considered as one. NEITHER will be called out without the other except in the case of an ongoing suicide threat that obviously does not involve weapons.

Revised 4/91

## **282.10 Situations Requiring Use of the Tactical Unit**

- A. Hostage Situation - Subject holding one or more persons against their will with the actual or implied use of force.
- B. Barricaded subject - Subject(s) that takes a position of confinement to avoid apprehension. All barricaded subjects are considered armed until proven otherwise.
- C. Barricaded mental patient - Subject(s) that take a position of confinement to avoid apprehension, that have been documented by court records, court orders or behavior corroborated by family members, neighbors or by previous law enforcement records to be mentally unstable, and may become dangerous to themselves or others should be considered a barricaded mental patient.
- D. Sniper situation - Subject(s) that have placed themselves in a position with a firearm or has implied that he has a firearm and/or threatens or fires upon anyone.
- E. Executive Protection - Relating to "special" protection of dignitaries.
- F. Suicide - Any ongoing suicide threat involving a weapon which could present a danger to innocent bystanders or responding officers.
- G. Other - Any situation, which warrants a response as, determined by the Shift or Watch Commander. Such situations may include a preplanned arrest where a high probability exists that subject(s) will resist with the use of weapons.

Revised 3/93

## **282.11 Out of Jurisdiction Request for Assistance**

In the event the Tactical Unit is requested for out of jurisdiction assistance, the requesting agency must first seek assistance from the Sheriff's Office having jurisdiction. If the Sheriff cannot respond, only then will the Oklahoma City Police Department be contacted.

Protocol has been established to provide guidelines and authority to assist other law enforcement agencies when requested to resolve police tactical unit situations.

Providing the location is within the metropolitan area, the Watch Commander will respond to the location. An evaluation of the incident and determination of what resources will be needed will be made. The requesting agency will articulate the inability of the Sheriff to respond with the means necessary to resolve the situation. The Watch Commander shall contact and brief the Tactical Unit Commander.

The Tactical Unit Commander shall contact the Chief of Police or a designee. Either the Chief of Police or a designee must authorize the assignment of the Tactical Unit to another jurisdiction. This authority is established by Oklahoma State Statutes (1988), Title 11, Section 34-103. If approval is given, the Watch Commander will request a Tactical Unit Commander or designee.

The Tactical Unit Commander or a designee will respond to the location for an evaluation of the incident. The Chief of Police will be briefed for his final authority and assignment of personnel.

The Tactical Unit Commander or a designee will contact and brief the requesting agency. The Commander will define what authority and responsibilities the Tactical Unit will assume in resolving the situation. If authority is granted by the requesting agency, the Department will retain operational and command control over all aspects of the tactical situation. In the event the Tactical Unit assumes the operation or serves as a support unit; this will be established prior to the assignment.



The Tactical Unit members shall be supervised only by the Oklahoma City Police Department Tactical Unit Commander or a designee. All policies and procedures of the Operations Manual shall be followed.

The Chief of Police may directly assign the Tactical Unit to out-of-jurisdiction incidents upon direct requests of said agency or scheduled events.

Adopted 1/96

## **282.20 Operations Bureau Responsibilities**

### **282.21 Responsibility of Officer On Call**

Officer receives information of a situation that, if confirmed, requires the use of the Tactical Unit (See 281.10). Upon arrival, he confirms that the reported situation actually exists. He then advises the field supervisor and requests additional personnel as needed.

He secures the area and, if possible, tries to identify the number of suspects and determine whether or not they are armed, and whether or not hostages are present. He evacuates citizens that can be evacuated safely and keeps a log of buildings evacuated and all names of those evacuated.

Revised 4/92

### **282.22 Responsibilities of Field Supervisor**

The on-scene supervisor will assume responsibility for the incident upon his arrival. He will insure that certain appropriate preliminary steps are taken while awaiting the Tactical Unit. These steps may include but are not limited to:

- A. Responds to scene and makes perimeter assignments as needed.
- B. Advises Watch / Shift Commander of the situation.
- C. Activates a tactical radio channel.
- D. Advises dispatch of the best location for the Command Post and Tactical Unit truck.
  - 1. The location should be close enough to the scene to allow for the ease of deployment of men and equipment, but preferably out of view.
  - 2. The location should be in an area that will allow access to and from the Command Post without endangering those personnel using it.
- E. Cordon off the area around the incident.
- F. Establish a traffic control perimeter.
- G. Establish an area for the media and request the Public Information Officer.

Revised 4/92

### **282.23 Responsibilities of the Watch / Shift Commander**

Makes the decision when to request a tactical unit call out and advises the Communications Unit. He will insure that a tactical situation does indeed exist.

### **282.30 Tactical Unit Arrival**

When the Tactical Unit Commander arrives at the scene, he will be briefed by the on-scene supervisor and will assume command of the operation.

## **283.0 Hostage Negotiations**

### **283.10 Objectives**



The objective in any hostage situation is the release of the hostage unharmed and the arrest of the hostage taker(s) without incident. Officers should not lose sight of the objective and should remain flexible, adapting to the circumstances and conditions unique to that particular situation. The concept of time, talk, and tactics will be applicable to negotiations.

## **283.40 General Information**

In order to avoid having any additional hostages taken, no one will be allowed to enter the subject's area of control. Under no circumstances should weapons, alcohol or drugs be provided to the subject during negotiations.

An attempt should be made to ascertain the number, identity, condition and specific location of any hostages.

As a general rule, the initial officers on the scene should avoid any form of direct contact with the suspect; officers are strongly discouraged from engaging the suspect in conversation. There will be instances where this general rule will be violated, but this must be done with the knowledge that these are the great exception to the rule. If some form of direct contact is made with the suspect, the job of the negotiator is made more difficult once he arrives, as the suspect may be reluctant to deal with someone new once he has established what he feels is a rapport with the initial officer.

## **284.0 Active Threats**

Adopted 9/01; Revised 10/15

### **284.05 Definitions**

- A. Active Threat - An active threat is any situation where a person(s) is actively in the process of killing, inflicting serious bodily injury, or otherwise causing serious imminent danger to others. An active threat may occur in any environment and is not limited to any particular weapon or means of causing danger. Active threats may occur inside a structure such as a school, mall, or business, but they can also occur outside, in public, and in other open areas.
- B. Contact Team (Call sign "Contact One") - An officer or group of officers whose primary mission is to stop the active threat.
- C. Rapid Deployment - The immediate deployment of law enforcement personnel and resources to an ongoing, life-threatening situation where delayed deployment could result in death or serious bodily injury to innocent persons.
- D. Rescue Team (Call sign "Recue One") - A group of Fire and Police personnel assigned to enter areas cleared by the Contact Team to locate, recover, and facilitate the evacuation process of victims to safe areas or to medical personnel for treatment. Police personnel provide protection to Fire personnel focusing on their safety and the safety of the victims they are treating.
- E. Incident Commander (Call sign "Incident Command") - Has the authority and responsibility for the overall management of the incident and directs incident activities.
- F. Staging Area Manager (Call sign "Staging One") - Role is to establish and manage staging areas for Police/Fire/EMSA early in the response.
- G. Medical Team Leader (Call sign "Medical") - Role is to establish a central triage, treatment, and transport capability outside the inner perimeter.
- H. Inner Perimeter Team Leader (Call sign "Inner Perimeter") - Role is to establish and manage the inner perimeter that encompasses the active threat.
- I. Outer Perimeter Team Leader (Call sign Outer Perimeter) - Role is to establish and manage a large outer perimeter that encompasses the inner perimeter and staging areas for first responders and protects the public.
- J. Intel Team Leader (Call sign "Intel") - Role is to obtain and analyze intelligence on the event.
- K. Safety Officer (Call sign "Safety") - Role is to support the Incident Commander, recommend measures for assuring personal safety, and to evaluate hazardous or unsafe situations.
- L. Family Assistance Center (FAC) - A safe reception center used to provide information and assistance about missing or unaccounted for persons and the deceased, reunification of survivors with friends and family, accounting for survivors of the incident, and handling missing person reports related to the incident.



Adopted 10/15; Revised 3/16

### **284.10 Police Objectives in Response to an Active Threat**

In response to an active threat, the Police Department's overarching objectives are to:

- A. Locate the active threat;
- B. Stop the active threat;
- C. Rescue victims; and
- D. Secure and preserve the crime scene.

Adopted 9/01; Revised 10/15

### **284.15 Implementation of Active Threat Protocol**

When an active threat is reasonably believed to exist based on the determination of a law enforcement officer at the scene or a supervisor at Communications, a coordinated response is needed by Police, Fire, and Emergency Medical Services (EMSA). This will be initiated through an active threat protocol by Communications. This protocol will result in the notification of Police, Fire, and EMSA, command staff and designated support personnel.

An active threat protocol will generally require three radio channels. The primary channel will be used by the Contact Team. A secondary channel will be designated by Communications for all other non-Contact Team personnel. OCPD1 Dispatch 6 will be the secondary channel because both Police and Fire can use it. A third channel will be used by the affected division for other non-related radio traffic. See Procedure 284.50.

Coordinated response components should include Contact Team(s), Incident Commander, Staging Area Manager, Medical Team Leader, Inner Perimeter Team Leader, Outer Perimeter Team Leader, Intel Team Leader, Rescue Team(s), Office of Media Relations, Family Assistance Center, and a Safety Officer.

Adopted 3/16

### **284.20 Responsibilities of Responding Officers**

Officers are authorized to respond as quickly and safely as possible to an active threat and adhere to the following procedures:

- A. The first officer(s) on scene will conduct a quick assessment of the situation and determine if an active threat exists and rapid deployment is appropriate. Facts available on scene will be relayed to Communications.
- B. When an active threat is reasonably believed to exist, request the Communications Unit implement the Active Threat protocol.
- C. If appropriate, the first officer(s) on scene will establish a contact team. The team should consist of at least two officers. However, depending on the circumstances and availability, the team may range from one to six officers.
- D. The contact team will identify one member to be the lead officer. The lead officer will direct and control all movements of the contact team. A supervisor or Tactical Team member will serve as the lead officer if one is immediately available.
- E. The lead officer of the contact team will designate a member of the contact team to be the communications officer. The communications officer will use call sign Contact One and be responsible for advising the Communications Unit:
  1. the unit number of the officers on the team;
  2. whether any members of the Contact Team are in plain clothes, and if so a clothing description;
  3. when the contact team makes entry;
  4. the entry point;
  5. direction of travel;



6. updated suspect information;
7. the location of injured victims;
8. the location of barricades or potential explosive devices; and
9. any other pertinent information.

Critical information broadcasted by radio should be repeated more than once to increase awareness and understanding. If there are additional Contact Teams deployed, call signs will be Contact Two, Three, etc.

- F. The contact team's primary objective is to locate and stop the active threat. The contact team will attempt to locate the suspect(s) as quickly as possible, consistent with tactical considerations and reasonable officer safety concerns.
- G. If the contact team locates and confronts the suspect(s), the team will take actions that are reasonably necessary to prevent any further injury or death. The contact team's response will be largely dependent on the actions of the suspect(s). In the event the suspect(s) barricades themselves in a location where there are no known or potential victims or hostages, the contact team shall establish an inner perimeter to contain the suspect(s) and request the response of the Tactical Unit. In the event the suspect(s) barricades themselves with potential hostages or victims and no further active assaults are occurring, the contact team should determine whether an immediate entry is necessary or establish an inner perimeter to contain the suspect(s) and request the response of the Tactical Unit.
- H. If the contact team locates ambulatory persons who could be safely evacuated, officers will direct them to the safest exit route. If persons cannot safely be evacuated, they will be directed to shelter in place.
- I. If the contact team is unable to locate the suspect(s), the team will initiate a systematic search for the suspect(s).
- J. As each area that includes injured persons is cleared by the Contact Team, the Contact Team should assess whether it is safe for a Rescue Team to enter each cleared area. Any information known about a secondary hazard needs to be communicated. For purposes of using unified terminology between Police, Fire, and EMSA first responders, the following location identifiers are defined:
  1. Hot Zone – Areas that have not been cleared by Police
  2. Warm Zone – Areas that have been quickly cleared by Police but not secure
  3. Cold Zone – Areas that are secure
- K. If additional contact teams are formed, they will consult and coordinate with the communications officer in the first contact team prior to making entry.
- L. Responding officers not part of a contact team should:
  1. monitor the primary channel for updates from the Contact Team;
  2. begin forming and deploying rescue teams, if necessary;
  3. render medical aid to victims, if necessary;
  4. secure and preserve the scene(s) and triage area;
  5. respond to and assist the contact team(s) as directed;
  6. direct uninjured victims and witnesses to a safe designated area away from the inner perimeter. Police officers must be assigned to this location to obtain victim and witness information and provide security. Depending on the scale of the event, this function may become a Family Assistance Center. The location of a Family Assistance Center will be determined by the Incident Commander and Oklahoma City Emergency Management; and
  7. assist the on-scene supervisor or incident commander with accomplishing other objectives and related tasks.
- M. Information on the incident developed by responding officers will be provided to the first supervisor on-scene.

Adopted 9/01; Revised 10/15; Revised 3/16

### **284.30 Responsibilities of the On-Scene Supervisor**

The first supervisor on the scene of an active threat that is not part of a Contact Team will serve as incident commander using call sign Incident Command, pending the arrival of the watch commander. This supervisor will notify Communications of this role and is responsible for the following duties:

- A. While establishing contact and monitoring communications from the Contact Team, the Incident Commander will be briefed by responding officers, make an initial assessment of the incident complexity,



and begin implementing the following response components. These early organizational steps will help first responders provide a coordinated response and establish the framework of an Incident Action Plan for the event. Call signs used will be the name of the function of each response component to assist with multidisciplinary coordination. Logistical communications will be broadcasted using a secondary channel, so the primary channel is available for emergency air transmissions from the Contact Team.

- B. Assign a Staging Area Manager (Call sign “Staging One”).
  1. When possible, a Fire Officer will serve as Staging Area Manager.
  2. A police officer will be assigned to the Staging Area Manager to assist with coordination efforts.
  3. Multiple staging areas may be needed based on the scale of the event. Staging areas may be designated geographically or by function. Each staging area needs its own Staging Area Manager (Staging Two, etc.).
  4. The responsibilities of the Staging Area Manager include the following:
    - a. Ensure Communications is notified of the Staging Area Manager’s unit number and location;
    - b. Identify a safe location outside the danger area with clear ingress and egress to serve as the staging area;
    - c. Notify Communications of the specific location of the staging area;
    - d. Immediately direct incoming resources to the staging area;
    - e. Ensure full ingress and egress is maintained for triage and Police, Fire, and EMSA. It is important to plan for ambulances in multiple casualty incidents constantly moving into and out of a staging area;
    - f. Do not allow any unoccupied or parked vehicles to block access;
    - g. Organize and maintain a running list of incoming police vehicles, ambulances, and fire companies available for assignment. Log by agency, unit ID, type, and time;
    - h. Notify Communications what additional resources are needed at Staging;
    - i. Resolve radio problems while in Staging; and
    - j. Respond to Incident Command requesting resources.
- C. Assign a Medical Team Leader (Call sign “Medical”) after consulting with Fire/EMSA supervisors.
  1. When possible, an EMSA supervisor will serve as Medical Team Leader.
  2. A police officer will be assigned to the Medical Team Leader to assist with coordination efforts. Safety intel will be shared between Police, Fire, and EMSA personnel working with the Medical Team.
  3. The responsibilities of the Medical Team Leader include the following:
    - a. Ensure Communications is notified of the Medical Team Leader’s unit number and location;
    - b. Ensure full ingress and egress of emergency medical services by coordinating with Staging Area Manager;
    - c. Ensure triage is performed through identifying the severity, number, and location of injured persons;
    - d. Ensure stabilizing treatment is rendered;
    - e. If a central triage, treatment, and transport capability is established but not sufficient due to the specific circumstances of the incident, multiple areas of triage, treatment, and transport may be required; and
    - f. Ensure injured persons are transported to appropriate medical facilities based on severity.
- D. Assign an Inner Perimeter Team Leader (Call sign “Inner Perimeter”).
  1. When possible, a police supervisor will serve as Inner Perimeter Team Leader.
  2. The responsibilities of the Inner Perimeter Team Leader include the following:
    - a. Ensure Communications is notified of the Inner Perimeter Team Leader’s unit number and location;
    - b. Ensure only public safety personnel authorized by the Incident Commander enter the inner perimeter;
    - c. Cover exit points for victims, witnesses, and suspects;
    - d. Officers maintaining the inner perimeter will assist in directing evacuees to either the medical triage area if injured or the Family Assistance Center if not injured. This response will allow each evacuee to receive assistance as needed and aid in the investigative process; and



- e. Ensure crimes scene log(s) are completed.
- E. Assign an Outer Perimeter Team Leader (Call sign "Outer Perimeter").
  1. When possible, a police supervisor will serve as Outer Perimeter Team Leader.
  2. The responsibilities of the Outer Perimeter Team Leader include the following:
    - a. Ensure Communications is notified of the Outer Perimeter Team Leader's unit number and location;
    - b. Evaluate the need to coordinate with Public Works for barricades as perimeter maintenance support;
    - c. Direct responding concerned parties to the Family Assistance Center; and
    - d. Ensure crimes scene log(s) are completed.
- F. Assign an Intel Team Leader (Call sign "Intel").
  1. When possible, a police supervisor from the Special Investigations Division will serve as the Intel Team Leader.
  2. The responsibilities of the Intel Team Leader will include the following:
    - a. Ensure Communications is notified of the Intel Team Leader's unit number and location;
    - b. Assist with obtaining contact information and a brief interview with each individual who has information about the event;
    - c. Function as the intel liaison with agencies (federal, state, local) which may need information or have information about the event;
    - d. Determine what additional intel assets are needed for the event and get the assets deployed;
    - e. Ascertain if any direct or peripheral threats (person, group, vehicles, residences, businesses) still exist at the initial event location or at a secondary location; and
    - f. Update the Contact Team or Incident Commander as needed with pertinent information.
- G. Coordinate Rescue Teams with Fire Department personnel (Call signs Rescue One, Rescue Two).
  1. When numerous non-ambulatory injured persons are identified and the Contact Team has cleared a specific area, the Incident Commander will coordinate Rescue Teams with Fire and Police personnel.
  2. The role of the Rescue Team is to enter areas cleared by the Contact Team for the purpose of rescue. During rescue, treatment provided by Rescue Team personnel will be limited to life-threatening injuries only; others should be evacuated to the triage area for treatment.
  3. Rescue Teams should be formed with a minimum two Fire personnel and two Police personnel. Rescue Team size may be increased in multiples of two up to a maximum of eight Fire personnel and eight Police personnel for each Rescue Team.
  4. Police Officers assigned to a Rescue Team will provide protection and security for the Rescue Team and will focus on that priority and the movement of the team rather than the physical removal of casualties. If the threat level increases to an unacceptable level, police officers assigned to a Rescue Team may suspend rescue operations, transition to extrication only without treatment, or shelter in place.
  5. Rescue Team efforts will be coordinated based on information provided by the Contact Team. Rescue Teams will notify Communications of their entry point, movement, and other safety information that will assist in life saving efforts.
  6. Additional uniformed police officers may be assigned to enter areas cleared by the Contact Team and move with the Rescue Team but focus on evacuation when it can be safely accomplished.
  7. If there are additional Rescue Teams deployed, call signs will be Rescue Two, Three, etc.
- H. Coordinate with the Police Office of Media Relations to establish a designated media staging area outside the outer perimeter. The Police Office of Media Relations will be responsible for public information releases.
- I. Coordinate with Oklahoma City Emergency Management the establishment of a Family Assistance Center (FAC). Police officers/investigators must be assigned to this location to assist with the below listed duties.
  1. A Family Assistance Center (FAC) may be established in a safe designated location away from the scene. The FAC will be established and operated in accordance with the City's Family Assistance Center Plan. The FAC is a collaborative effort of the American Red Cross, the Oklahoma City Police Department, Medical Examiner's Office, funeral home directors, local clergy, and mental health professionals.
  2. Uniformed police officers must be assigned to this location to provide security.



3. The FAC can be scaled as necessary to provide the following functions in a secure, controlled, and centralized location. The responsibilities of the FAC include the following:
  - a. Accounting for victims and survivors in the affected area or location of attack;
  - b. Reunification of families and separated persons;
  - c. Missing persons reporting and investigations;
  - d. Collecting victim and witness information;
  - e. Collecting ante mortem information on deceased and missing and presumed dead persons;
  - f. Delivering death notifications to next of kin and coordinate the release and disposition of human remains;
  - g. Providing information to friends, families, and next of kin about search and rescue and body recovery operations and the investigative process;
  - h. Protecting the next of kin and families from the media and curiosity seekers;
  - i. Providing emotional, spiritual, and mental health care for next of kin, families, and survivors; and
  - j. Meeting the immediate needs of the victims, survivors, and families.

Adopted 9/01; Revised 10/15; Revised 3/16

#### **284.40 Responsibilities of the Watch/Shift Commander**

The Watch/Shift Commander will report to the scene of an active threat immediately. The Watch Commander will ensure the Communications Unit has implemented the Active Threat protocol. Once at the scene, the Watch/Shift Commander shall:

- A. Contact the on-scene Incident Commander and receive a briefing.
- B. Assume the role of Incident Commander and notify Communications of the change.
- C. Assign the original Incident Commander as Safety Officer to continue making the assignments outlined in Procedure 284.30. Notify Communications of the assignment.
- D. Establish communications with the Contact Team on primary channel and ask for an update if needed. Command and logistics should be done on a secondary channel while the Contact Team is deployed.
- E. Establish a Command Post location when possible near the Staging area.
- F. Establish and maintain a face-to-face communication and coordination capability with Fire and EMSA Supervisors.
- G. Identify resources needed for the event and request them from Staging. If resources needed are not available at Staging, they should be requested from Communications.
- H. Organize the assigned components of the Incident Action Plan using Incident Command System and identify operational objectives.
- I. After the event response is complete, the Watch Commander will coordinate with Fire and EMSA representatives to prepare an after action report to assist with Procedure 284.70.

Adopted 10/15; Revised 3/16

#### **284.50 Responsibilities of the Communications Supervisor**

When an active threat is reasonably believed to exist based on the determination of a law enforcement officer at the scene or a supervisor at Communications, a coordinated response is needed by Police, Fire, and Emergency Medical Services (EMSA). This will be initiated through an active threat protocol at Communications. The active threat protocol will result in the notification of Police, Fire, and EMSA responders to include command staff and support personnel.

The Communications Supervisor is responsible for the following duties in response to an active threat:

- A. Activate alert tone to notify Police, Fire, and EMSA, and broadcast the call on all channels. The broadcast will advise all on-duty Tactical Unit members to proceed to the scene. The Tactical Unit notification system will be activated and all members will be advised to proceed to the scene. The Bomb Squad and





Hostage Negotiators are activated with the Tactical Unit. The Tactical Unit Commander will contact a Communications Unit supervisor to be briefed on the situation. The Tactical Unit Commander will make the final determination on whether to continue or cancel the deployment. If the Tactical Commander cannot be immediately contacted, an Assistant Tactical Commander will be contacted.

- B. The Watch Commander will be immediately contacted and briefed on the circumstances.
- C. Ensure the primary radio channel is cleared for the contact team.
- D. Designate OCPD1 Dispatch 6 as the secondary radio channel because both Police and Fire can use it. Communications will repeat updates from the Contact Team(s) on the secondary channel.
- E. Ensure a third channel is assigned for use by the affected division for other non-related radio traffic.
- F. Relay information from the contact teams(s) or rescue teams as necessary. Critical information needs to be broadcasted more than once to increase awareness and understanding.
- G. Notify OKC Emergency Management.
- H. Notify the Police Department's Office of Media Relations.
- I. Notify surrounding jurisdictions or other resources as directed.
- J. Notify proper command personnel.

Adopted 10/15; Revised 3/16

## **284.60 Reporting**

All police employees that responded to or participated in any way with the active threat incident shall complete a detailed report. All completed reports will be reviewed by the Incident Commander or designee. Approved reports will be given to the Intel Team Leader to be processed in accordance with department procedures. 911 Communications personnel will complete a report as directed.

Adopted 10/15; Revised 3/16

## **284.70 Review and Training**

The Administration Bureau Deputy Chief will ensure a documented review of this procedure shall be completed on an annual basis to determine if training or other changes are necessary.

Adopted 10/15

## **285.0 Crisis Intervention Team**

The Crisis Intervention Team (CIT) is a select group of officers who have received specialized training in dealing with the mentally ill. The program was established to develop and implement safe, proactive and preventive methods of containing emotionally charged situations that could lead to violence. The CIT program allows for specially trained officers to respond to crisis events of mentally ill citizens; therefore, CIT officers are not limited to geographical boundaries regarding mental disturbance calls.

A Crisis Intervention Team Officer should be utilized, if available, in the following situations:

- A. In cases of attempt suicide.
- B. When it is apparent the mentally ill person is in emotional or physical crisis. To meet the crisis criteria, the dispatcher or officer must have knowledge to believe the person is acting irrationally, or there is potential for immediate harm to the person or others.
- C. All situations where it is determined the mentally ill person meets the criteria for an Emergency Detention.
- D. When requested, by the Communications Unit, because a family member, caregiver, or the Crisis Center Mobile Team has specifically asked for a CIT officer.

Adopted 2/03

## **287.0 Naloxone**

### **Purpose**



The Oklahoma City Police Department has established a Naloxone program in collaboration with the Oklahoma Department of Mental Health and Substance Abuse in an effort to treat opioid overdoses.

## Assignment

Naloxone kits will be assigned to patrol officers and other units as approved by the Chief of Police as resources allow. Only officers that have received Naloxone training may use a Naloxone kit.

## Storage

Officers are responsible for maintaining the Naloxone kit assigned to them. Officers that have been assigned a Naloxone kit shall carry it in their vehicle or on their person while working on duty. When not working, officers should remove their Naloxone kit from their vehicle when it would be subject to extreme hot or cold temperatures.

## Procedures

When responding to or discovering a possible overdose, officers shall contact dispatch and request or ensure emergency medical personnel are dispatched as soon as possible.

When an officer is on the scene of an overdose prior to medical personnel, the officer shall:

- A. Determine if the victim is exhibiting signs of an opioid overdose or if evidence suggests a possible overdose. Signs/evidence of an opioid overdose include, but are not limited to:
  1. Pale or blue face
  2. Breathing slow or stopped
  3. Heartbeat slow or stopped
  4. Gurgling noises
  5. Vomiting
  6. Unable to awake or speak
  7. Pinpoint pupils
  8. Presence of drugs and/or drug paraphernalia
  9. Witnesses statements
- B. Administer Naloxone if the officer believes the victim:
  1. Has overdosed on opioids;
  2. Has overdosed on opioids in combination with other drugs; or
  3. Is unresponsive from apparent drug use but uncertain if opioids were involved.
- C. Start CPR if the victim is not breathing and does not have a pulse.
- D. Place in a recovery position if/once the victim is breathing.
- E. Remain with and monitor the victim until medical personnel arrive and assume responsibility.
- F. Notify medical personnel of any observations and actions taken prior to their arrival, including the number of doses administered and the approximate time each dose was given.

If the victim does not have a positive response to the first dose of Naloxone within 3 to 5 minutes, a second dose may be administered. No more than two doses shall be administered to a single victim.

Officers shall seize any illegal substances and/or drug paraphernalia found on or around the victim and book them into the Property Room in accordance with written directives.

## Safety

When interacting with any overdose victim, officers shall exercise universal precautions, ensure the victim is in a safe location, and remove any potential weapons or dangerous items from the victim's reach. Officers should remain alert when interacting with an overdose victim in the event the victim becomes combative and/or violent.

After a Naloxone kit has been used, it shall be disposed of in a designated bio-hazard container.



## **Reporting**

When an officer administers a dose of Naloxone to any person, whether the person ultimately recovers or not, the officer shall complete an Overdose Prevention Program Report-Back Form and a crime incident report.

The crime incident report shall be titled "Receive Information – Naloxone Administration," unless the incident involves an independent incident or crime, in which case the report shall be titled accordingly. The officer shall document in the appropriate report:

- A. Observed signs or evidence of opioid overdose;
- B. The amount and frequency of Naloxone the officer administered to the person;
- C. Whether the victim responded to the Naloxone, including response symptoms; and
- D. Any other relevant information.

The officer shall forward the completed Overdose Prevention Program Report-Back Form and a copy of the crime incident report to Operations Administration.

## **Replacement**

In the event an officer discovers a Naloxone kit is expired or damaged or uses a Naloxone kit in the field, the officer shall notify their supervisor, complete an Overdose Prevention Program Report-Back Form, and send the form to Operations Administration as soon as practical to arrange for a replacement.

## **Program Management**

Operations Administration is responsible for the administration of the Naloxone program, to include:

- A. Ensuring all trained patrol officers are assigned a Naloxone kit;
- B. Replacing expired, damaged, or used Naloxone kits;
- C. Maintaining a sufficient quantity of replacement Naloxone kits;
- D. Ordering Naloxone kits as needed; and
- E. Tracking distribution and assignment of Naloxone kits.

Adopted 10/15



**RESERVED FOR FUTURE USE**



## **Uniform Support Division**

### **290.0 Airport Police Unit**

The Airport Police Unit is located organizationally under the Uniform Support Division of the Support Services Bureau. Officers and supervisors assigned to this unit assume the general law enforcement duties of any other Uniform Bureau officer. Additionally, this unit is principally responsible for airport security as mandated by Federal Aviation Administration regulations. To that end, the officers assigned to the unit have the responsibility of the “protection of persons and property in air transportation against act of criminal violence and aircraft piracy”.

For a detailed description of police operations of the Airport Police Unit, refer to Standard Operating Procedures held within the unit, the Will Rogers World Airport Master Security Plan, and the Will Rogers World Airport Emergency Operation Plan.

### **291.0 Air Support Unit**

#### **291.10 General**

The Oklahoma City Police Department Air Support Unit provides services to citizens of the City not available from ground units. Helicopter and fixed-wing aircraft provide rapid response to remote locations and routine patrol of large land areas.

Air surveillance provides a modern, effective crime prevention tool.

For a detailed description of police operations of the Air Support Unit, refer to Standard Operating Procedures held within the unit.

Revised 2/98; Revised 2/03

#### **291.20 Use of the Air Support Unit**

The Air Support Unit will provide surveillance, transportation and other assistance as requested from units of the Oklahoma City Police Department. These services will be provided to other agencies with proper authorization. The use of Air One outside Oklahoma City should be limited to the following crimes or incidents: felony suspect(s) on the ground, pursuits, missing persons (where air search is appropriate) and a downed aircraft. Other unique situations or requests may arise, and will be evaluated on a case-by-case basis. All situations in which Air One is utilized outside the metropolitan area will be documented in a report and submitted to the Air Support Lieutenant.

The following applies to the request of Air One:

- A. During the Department’s normal business hours (0800 to 1600 hours): The Air Support Captain or the Air Support Major may authorize the use of Air One anywhere outside the city limits but within the four encompassing counties  
Other than normal Department business hours or when air support coverage is not normally scheduled: The Air Support Captain, Air Support Major or the Watch Commander may authorize the use of Air One anywhere outside the city limits but within the four encompassing counties.
- B. The Chief of Police, the Operations Bureau Chief or a designee shall be the only personnel authorized to send Air One outside the four encompassing counties.

In situations where time is critical and/or a life-threatening emergency exists, the Air Support Lieutenant is authorized to initiate flight planning or the actual flight while approval is being obtained. If approval is denied, Air One will return to the City and resume normal duties.

Via available crime statistics, the Air Support Unit will provide maximum coverage during peak periods of activity.

Air Support Unit pilots will be qualified in all unit aircraft to allow for 24-hour deployment capability.



Revised 2/03

## **291.30 Supervisor's Duties**

The Air Support Unit Supervisor will ensure that all flight and maintenance operations of the unit are in accordance with the current Federal Aviation regulations and manufacturers' requirements. He will ensure that all pilot and medical certificates required by the Department and the Federal Aviation Administration (FAA) are reviewed annually with Oklahoma City Risk Management for insurance purposes.

Revised 2/98; Revised 2/03

## **292.0 Solo Motorcycle Unit**

Revised 2/98

### **292.10 General**

The Police Department has elected to utilize motorcycles as a traffic law enforcement tool. Motor Officers have the same basic police responsibilities as all other uniformed officers consistent with their assignment.

### **292.20 Training**

No one will be accepted for training who has not met all of the criteria as outlined in Department Motorcycle Training Manual.

Training will be conducted by a state certified Police Motorcycle Instructor whenever possible. For training course outline see Motorcycle Training Manual.

Continued assignment to the Solo Motorcycle Unit is contingent upon the maintenance of skills. Periodic in-service training and evaluation will be conducted to measure continued competency levels of all unit personnel.

Revised 2/98

### **292.30 Assignment**

Duty hours will be determined by operational needs. Although primary duty hours of assignment will be on the day and afternoon shifts, duty hours are subject to change.

Unit personnel may be assigned to cover primary zones, special target areas, special enforcement functions, or to other details as deemed necessary and appropriate.

Revised 2/98

### **292.40 Command and Guidelines**

The Uniform Support Division Commander will retain overall control and responsibility for the motorcycle program.

A designated Uniform Support Captain will retain administrative control over all unit personnel, equipment, and functions. An assigned Uniform Support Lieutenant will coordinate all regular and special assignments for unit personnel, training, record keeping, purchasing, and equipment assignments. Special emphasis shall be given to the review of all motorcycle accidents.

Motorcycle officers will comply with all directives contained in this procedure and in the Motorcycle Officers' Training Manual. They will conduct and log the required safety inspections and maintenance on a regular basis,



immediately report any accidents involving Department motorcycles or damage thereto, and will immediately report any health problems to the Unit Supervisor.

Revised 2/98

## **292.50 Inclement Weather**

During periods of inclement weather, all motorcycle officers will be assigned to vehicular traffic patrol. If adverse weather conditions occur prior to reporting for duty the officer will appear prepared to operate from a police automobile. For periods of inclement weather that occur during duty hours, the officer will return to Headquarters at the earliest opportunity for reassignment to an automobile.

Revised 2/98

## **292.70 Prohibited Activities**

- A. Unauthorized use of off-duty motorcycles or associated equipment, materials or uniforms without prior approval of the Unit Supervisor.
- B. Transportation of passengers.
- C. Use of motorcycles during inclement weather, except when returning to the Department from a place of temporary shelter.
- D. Participation in any Code 3 escorts, blood runs, or similar acts without prior specific approval from the Unit Supervisor or Chief of Police.
- E. Storage of unauthorized personal property on or in the motorcycle.
- F. Riding on the motorcycle without ALL required safety equipment and apparel in use.

Revised 2/98

## **293.0 Parking Enforcement Unit (PST)**

The Department utilizes Police Service Technicians for parking enforcement. They will issue parking citations and assist in traffic direction and control.

Revised 2/98

### **293.10 Duties**

The duties of the Police Service Technician assigned to a district are to enforce parking meters, two hour parking, sidewalk and alley violations or any parking violation observed while on patrol.

Revised 2/98

### **293.20 Prohibited Activities**

Employees will not use their vehicle to push another vehicle.

No more than one employee will be in a unit at a time unless approved by the supervisor.

Employees are not required, nor expected, to answer any call of a suspicious nature if it requires going inside buildings, apartment complexes, etc.

### **293.30 Special Circumstances**

The employee will make note on the Tow-In report in the event a wrecker service damages a car that is being impounded, and will notify the supervisor immediately.



The employee will use discretion when impounding vehicles out of time zones such as, “No Parking 4 to 6pm Tow Away”, etc. At least 15 minutes will be allowed after the hour before starting the impounding procedures.

The employee will report any incorrect or missing signs, as well as places where signs are needed to their supervisor.

Revised 07/07

## **295.0 Bomb Squad**

The Oklahoma City Police Department maintains a Bomb Squad comprised of trained bomb technicians. Bomb Technicians will be called out to investigate any scene where an explosion has occurred and a bombing is the suspected cause. A bomb technician or an explosive detection K-9 will not be called to the scene of a bomb threat UNLESS a suspicious or potential bomb device, explosive device, or piece of military ordnance is found.

Revised 9/05

### **295.10 Suspected Bombing**

Upon receiving notification of an explosion where a bomb is the suspected cause, Communications personnel will notify their supervisor who will in turn notify the Watch/Shift Commander and the Bomb Squad Commander. The Bomb Squad Commander will notify the bomb technicians to respond.

Revised 9/05

### **295.20 Responsibilities of Bomb Technicians**

- A. The first bomb technician on the scene will take charge of the scene and be the team leader.
- B. Identifies and disposes of remaining devices.
- C. Requests additional personnel if necessary.
- D. If needed, notifies the Bureau of Alcohol, Tobacco and Firearms.
- E. If on government lease or an airline or airport, the FBI will be notified.
- F. If an injury or death has occurred, the appropriate investigations unit and the Watch Commander will be notified.
- G. Team leader of bomb scene will maintain custody of the site until all technical investigations are completed.
- H. Initiates investigation.
- I. Each technician on the scene will complete a report.

Revised 2/98; Revised 9/05

### **295.30 Suspected Explosive Devices**

- A. The Bomb Squad Commander will be notified on all Bomb Squad call-outs.
- B. When possible at least two bomb technicians will respond to a call. (An explosive detection K-9 will be notified at the request of the bomb technician on call.)
- C. All equipment that will be needed at the scene will be picked up.
- D. Upon arrival, Technicians will meet with field supervisor in charge to coordinate security of the area.
- E. Interview all personnel involved in the discovery of the suspected device.
- F. If a suspect is in custody, conduct an interview.
- G. If possible photographs will be taken by the Crime Scene Investigations Unit prior to beginning to render the device safe.
- H. Request Fire Department and EMSA to stand by near the scene.
- I. After obtaining all available information on suspected device, the bomb technician in charge will handle the device in the least dangerous manner with regard to life and property by rendering safe, detonating in place, or removal to a remote area.
- J. If an explosion occurs during rendering safe or removal procedures, refer to Procedure 295.20.





- K. If a removal is deemed necessary, the bomb technician will request an escort. Two marked police units will be used; all emergency lights, headlights and sirens will be used.

Revised 2/98; Revised 9/05

## **297.0 Adult School Crossing Guards**

The Police Department utilizes Adult School Crossing Guards to ensure the safety of school children crossing streets that have been identified as potentially hazardous.

Adopted 2/98

### **297.05 Limitations**

Adult School Crossing Guards have no peace officer authority and shall not perform such functions as traffic enforcement, traffic direction or other tasks normally performed by a police officer.

Adopted 2/98

### **297.10 Supervision**

Adult School Crossing Guards are under direct supervision of the designated Crossing Guard Coordinator, which is a Police Service Technician/Uniform Support Division. If the Crossing Guard is unable to be at the assigned location, it is the guard's responsibility to contact the Crossing Guard Coordinator and the Principal of the school.

Adopted 2/98

### **297.20 Equipment**

Adult School Crossing Guards will be issued an OCPD Civilian Identification Badge/photo ID that clearly identifies the person as a Crossing Guard. Appropriate safety equipment, an orange vest and a crossing flag or hand-held stop sign, shall be issued to Adult Crossing Guards and must be used while crossing children at all times. As funding allows, other safety equipment may be issued periodically.

Adopted 2/98

### **297.30 Training**

The Crossing Guard Supervisor will provide the training to all Adult School Crossing Guards regarding their role responsibilities, authority and limitations. Additionally, training will be provided on appropriate techniques to be utilized in performing the duties of a Crossing Guard.

Adopted 2/98

### **297.40 Locations**

Adult School Crossing Guard locations will be determined by the following means:

- A. At the beginning of each school year, the Superintendent of Schools or a designee, shall determine what crossings are in the jurisdiction of the City of Oklahoma City and contact the Department of Transportation, Engineering and Planning with the City of Oklahoma City and request a review of crossings in the school district. A Traffic Study will be conducted by the Transportation Department and the findings reported to the Traffic Commission.
- B. If the study indicates an adult Crossing Guard is needed, the Commission will authorize the placement of a Crossing Guard at a specific location. The Crossing Guard Supervisor, Uniform Support Division, will then make the assignment of the guard. The Crossing Guard Supervisor or a designee shall contact the Principal



of the school where a crossing has been established to determine the hours a Crossing Guard will be needed.

- C. A citizen complaint regarding a problem location will be handled as indicated above. Private schools and adjoining school districts shall also be referred to the Traffic Commission concerning crossing guard placement.

Adopted 2/98

## **297.50 Responsibilities**

Adult Crossing Guards are responsible for notifying the Crossing Guard Supervisor if student pedestrian patterns change and their services are no longer required at a specific location.

Adopted 2/98

## **297.60 Location Checks**

The Crossing Guard Supervisor, or a designee, shall make periodic checks of each crossing guard location throughout the school year to verify the existence of the post, the guard attendance, etc. The Supervisor will monitor the pedestrian and traffic flow of crossing locations and will report faded crosswalk paint to the Office of Traffic Management for repair.

Adopted 2/98

## **298.0 School Resources**

School Resources is assigned to the Police Community Relations Unit and is responsible for providing a safe and secure environment for the Oklahoma City Public Schools. The school officers are under a professional service contract to the Oklahoma City Board of Education for one year. School officers respond to the police needs of designated high school and middle school campuses during normal school hours and provide law enforcement services for extracurricular activities. During the summer months, School Resources provides law enforcement services to designated summer school campuses.

Supervisors assigned to School Resources provide a direct liaison between the Department and the school districts within the City Of Oklahoma City. They are also charged with supervising the Department's commitment to reducing truancy.

Adopted 11/95; Revised 9/05; Revised 06/09

## **298.10 PAL / Drug Prevention and Education Program**

The PAL / Drug Prevention and Educational Program puts police officers on the school campuses to be an effective role model for the students, as well as, a drug abuse prevention program. Officers teach a standardized curriculum and participate in school activities that integrate them into a child's educational process. Drug Prevention and Education Program officers work with officers assigned to the Police Athletic League in organizing and administrating summer programs for at risk youths.

Adopted 11/95; Revised 2/03; Revised 9/05; Revised 06/09

## **298.30 Police Athletic League**

The Oklahoma City Police Athletic League (PAL) is a charter member of the National Police Athletic/Activities League and is a not for profit organization. PAL works with volunteers from the police department and the community to provide these services.

Adopted 4th Edit., 2000; Revised 9/05; Revised 06/09



## **Investigations Bureau**

### **300.0 Investigations Bureau Goals**

The goals of the Investigations Bureau are to effectively conduct follow-up investigations of criminal activity, to increase the probability of immediate detection and apprehension of those persons committing offenses within the incorporated limits of the City of Oklahoma City, to present all investigative information to prosecuting authorities and provide detailed courtroom testimony. In so doing, employees will commit themselves to excellence and discharge their responsibilities professionally and courteously while making maximum utilization of available resources.

Revised 10/04

### **300.10 Victim / Witness Assistance**

Officers and investigators should encourage the cooperation and assistance of victims and witnesses of reported crimes. Officers and investigators should attempt to assist victims and witnesses. When appropriate, officers and investigators should provide victims and witnesses with information regarding agencies and programs available. Officers and investigators should be familiar with the services and operation of these agencies and programs.

Officers and investigators should keep victims' and witnesses' information confidential, consistent with the applicable law.

The public and media should be informed of all programs available to victims and witnesses.

Adopted 10/04

### **300.11 Victim and Witness Programs**

Domestic Violence Victims Assistance Program – Designed to ensure victims of domestic violence have access to the judicial/law enforcement system. Services include counseling, advocacy, and assisting with VPOs.

CARE Center – Designed for victims of child abuse and sexual molestation. Services include, but are not limited to, medical exams, counseling, and investigative interviews.

Youth Services for Oklahoma – Designed to provide services concerning juveniles. Service programs are the Community Intervention Center.

Adopted 10/04; Revised 06/09

### **302.0 Investigations Division**

#### **Case Assignment Responsibilities**

Investigative responsibilities are described for the following units; they may change at the discretion of the Investigations Bureau Commander. Each unit will be responsible for, but not limited to:

- A. Investigate incidents of contributing to the delinquency of a minor, when related to that detail's areas of responsibility.
- B. Handle teletypes and requests from other agencies requesting information or assistance concerning crimes in that detail's area of responsibility.
- C. Process persons arrested on warrants for crimes, which fall within that detail's area of responsibility.
- D. Investigate incidents when a person is arrested for one of those crimes and escapes from City custody.
- E. Investigate incidents when a person is being held as a Material Witness, for harboring a Fugitive or Intimidating a State's Witness in a case within that detail's area of responsibility.



Revised 4th Edit., 2000; Revised 2/12

## **302.10 Assault Detail**

The Assault Detail is responsible for, but not limited to, the investigation of:

- A. Felonious assaults
- B. Misdemeanor assaults
- C. Non-sexual abuse of adults
- D. Maimings
- E. Threats, in person, by phone, by mail
- F. Harassing phone calls
- G. Accidental shootings
- H. Reckless discharge of firearm
- I. Assault on officer (Assault with deadly weapon or Assault and battery) (Non-domestic related)
- J. Obscene Phone calls with no sexual connotation
- K. Stalking (Non-domestic related)

NOTE: The Assault Unit investigates abductions and attempted abductions when the location of the victim is known (with a reasonable degree of certainty) and the abduction is not apparently a part of another crime. If the victim of an abduction cannot be located and foul play (i.e., possible homicide) may be reasonably assumed, the Homicide Detail will investigate the incident.

If an abduction takes place as a part of the crime of rape, the entire incident will be investigated by the Sex Crimes Detail. If an extortion demand is made after an abduction occurs, the Robbery Detail will be responsible for the investigation.

Revised 4th Edit., 2000

## **302.20 Homicide Detail**

The Homicide Detail is responsible for, but not limited to, the investigation of:

- A. All death-related incidents including homicides, suicides unexplained deaths, and fire deaths (not to include traffic deaths)
- B. All shootings of and by OCPD, OHP or other law enforcement personnel occurring within this jurisdiction, including incidents in which an officer intentionally shoots at a person and misses the person
- C. Attempted suicide incidents
- D. Overdose incidents
- E. Poisonings
- F. Missing persons (adult and juvenile) when foul play is suspected or known
- G. Use of force (excluding a firearm) where the actions of the officer/employee may result in:
  - 1. Any injury to any individual while physically restrained or in custodial care that results in death or may result in death, whether self-inflicted or not;
  - 2. Any injury to any individual where authorized or unauthorized equipment (excluding a firearm) was used and death occurs or death may be the result of the action(s); and/or
  - 3. Injury to any individual requiring hospitalization.
- H. Abductions when the motive is unknown or when the fate and / or whereabouts of the victim is unknown
- I. Intentional discharge of a firearm at a suspect/vehicle regardless of whether or not any injury or death occurs.

A Captain commands the Assault and Homicide Details and each supervised by a Lieutenant(s). The on-call status of these Lieutenants is rotated weekly.

Revised 4th Edit., 2000



### **302.30 Robbery Detail**

The Robbery Detail is responsible for, but not limited to, the investigation of:

- A. All robbery and attempted robbery incidents, including purse snatchings
- B. Extortion, attempted extortion, and kidnapping for the purpose of extortion
- C. Carrying/possession of all weapons
- D. All firearms listed as "Found Property"

Robberies of banks, credit unions, savings and loan institutions and other federally insured businesses in this jurisdiction will be investigated in conjunction with the proper federal agency.

Revised 4th Edit., 2000

### **302.40 Sex Crimes Detail**

The Sex Crimes Detail is responsible for, but not limited to, the investigation of victims 13 years of age and older:

- A. Rape and attempted rape cases
- B. Assault and battery with intent to commit rape
- C. Sodomy
- D. Indecent liberties
- E. Incest
- F. Abductions with sexual motivations (and fate and whereabouts of victim is known)
- G. Child pornography
- H. Bigamy
- I. Indecent exposure
- J. Peeping Toms
- K. Bestiality
- L. Obscene calls and letters (with sexual connotation)
- M. Outraging public decency
- N. Sexual Battery
- O. Child Sexual and/or Physical Abuse

A Captain commands the Robbery and Sex Crimes Details and each supervised by a Lieutenant. On-call status is rotated among Investigators weekly for those cases occurring after normal duty hours and of a nature that requires some special attention. The Sex Crimes Detail supervisor must approve responses to calls after duty hours.

Revised 4th Edit., 2000

### **302.50 Auto Theft Detail**

The Auto Theft Detail is responsible for, but not limited to, the investigation of:

- A. Larceny of any type of motor vehicle, aircraft, motor boats, heavy equipment, commercial trailers
- B. Unauthorized use of motor vehicles
- C. Possession of a vehicle with an altered VIN
- D. Larceny of vehicle licenses and/or decals
- E. Miscellaneous thefts to include trailers 16' and over, dune buggies, outboard motors, all-terrain vehicles and non-tagged dirt bikes
- F. Vehicles borrowed or taken on try-out from an individual and not returned.

Revised 4th Edit., 2000

### **302.60 White Collar Crime Detail**



The White Collar Crime Detail is responsible for, but not limited to, the investigation of:

- A. Forgeries (except forged prescriptions)
- B. Embezzlements, including motor vehicle from businesses
- C. Obtaining /Attempts to Obtain Money/Merchandise by False Pretense
- D. Unlawful Use/Possession of Stolen Credit Cards and Money Orders
- E. Frauds/Confidence Games
- F. Failure to Return Rental Property
- G. Possession of Stolen Checks, Credit Card and Money Orders
- H. Found/Lost Credit Cards, Money Orders, Checks
- I. Larceny of Checks, Money Orders, Credit Cards, etc.
- J. Counterfeit Currency
- K. Defrauding an Innkeeper
- L. Failure to Pay Cab Fare
- M. Impersonating an Officer (if no other charges exist normally handled by another detail)
- N. Computer Crimes
- O. Vehicles borrowed or taken on try-out from business and not returned.

Certain cases can be entered NCIC, but only by a White Collar Crime Investigator.

Bogus check cases (involving insufficient funds, closed accounts or non-existent accounts) are to be referred to the District Attorney's Bogus Check Division. The Police Department does not perform any function in these cases with the exception of arresting persons for whom warrants have been issued.

Revised 4th Edit., 2000

### **302.70 Larceny Detail**

The Larceny Detail is responsible for, but not limited to, the investigation of:

- A. Grand larcenies
- B. Petit larcenies
- C. Larceny from a retailer
- D. Larceny of checks, money orders, credit cards, etc.
- E. Larceny of bicycles
- F. Larceny of or cruelty to animals
- G. Tilltappings
- H. Larceny of auto accessories
- I. Lost/found bicycles and auto accessories
- J. Larceny of petroleum industry related products and equipment
- K. Vandalism/destruction of property
- L. Larceny of utilities
- M. Molesting a standing vehicle
- N. Miscellaneous thefts, to include trailers under 16', golf carts, and riding lawn mowers.

Revised 4th Edit., 2000

### **302.80 Burglary Detail**

The Burglary Detail is responsible for, but not limited to, investigation of:

- A. All residential and business Burglaries
- B. Auto burglaries, including trucks, airplanes and boats
- C. Receiving/Concealing Stolen Property when taken in a residential or business burglary
- D. Found or Recovered Property (except checks, money orders, credit cards, bicycles, and auto accessories)
- E. Bomb Threats/Bombings/Bomb Suspects (copy to Special Investigations for information).



A Captain commands the White Collar, Auto Theft, Larceny and Burglary Details and each supervised by a Lieutenant(s).

Revised 4th Edit., 2000

### **302.90 Crime Scene Investigation Unit**

Adopted 1/06

#### **302.91 Crime Scene Investigations**

Unit personnel are responsible for the collection, preservation, and technical examination of physical evidence.

This section also includes employees responsible for maintaining the proper chain of custody of forensic and drug evidence.

Adopted 1/06

#### **302.92 Digital Photo Lab**

The Digital Photo Lab is a support unit responsible for processing and storage of all photographs utilized by the Department. For other duties and responsibilities see SOPs.

Adopted 1/06

### **303.0 Crimes Against Children Unit**

The Crimes Against Children Unit is responsible for, but not limited to, the investigation of children 12 years of age and under:

- A. Rape and attempted rape cases
- B. Assault and battery with intent to commit rape
- C. Sodomy
- D. Indecent liberties
- E. Incest
- F. Abductions with sexual motivations (and fate and whereabouts of victim is known)
- G. Bestiality
- H. Outraging public decency
- I. Sexual Battery
- J. Child Sexual and/or Physical Abuse.

A Captain commands the Sex Crimes Unit, Sex Offender Registration Unit and Crimes Against Children Unit and each unit is supervised by a Lieutenant.

Adopted 4th Edit., 2000; Revised 10/08; Revised 06/09

### **304.0 Laboratory and Support Services Division**

The Laboratory and Support Services Division is responsible for the scientific examination of physical evidence collected by the Crime Scene Unit and other officers in the course of criminal investigations. Their purpose is to identify, analyze, and provide expert witness testimony concerning evidence.

The Director of Laboratory Services is responsible for the overall operation of this Division and answers to the Deputy Chief of the Investigations Bureau. The Laboratory Services Division is composed of four Laboratory Units: Serology/DNA, Drugs, Latent Prints, and Firearms Examinations. The Director is responsible for administrative, training and budgetary matters for the respective labs.



The OCPD Laboratory Services Division is nationally accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB). All Laboratory Examiners are required to participate in annual proficiency testing in accordance with the provisions of the OCPD Laboratory Services Division Quality Assurance Manual.

Revised 4th Edit., 2000; Revised 1/06

### **304.10 Drug Laboratory**

This section is responsible for analysis of all drug evidence and blood alcohol concentration determinations as required for court prosecution. The Forensic Chemist Supervisor is tasked with managing the day-to-day operation of this unit and supervises a staff of Forensic Chemists. The Forensic Chemist Supervisor reports to the Director of Laboratory Services.

The Oklahoma Bureau of Narcotics and Dangerous Drugs, and the Drug Enforcement Administration currently license the Forensic Laboratory Unit under State and Federal standards of operation as required. It is also State certified for Blood Alcohol testing by the Oklahoma State Board of Chemical Testing. At least one Senior Forensic Chemist shall be authorized by the Drug Enforcement Administration to purchase drug standards as needed for lab operations.

Adopted 1/06

### **304.20 Serology / DNA Laboratory**

This section is responsible for the identification of biological evidence using traditional serology screening methods. This section is responsible for testing of biological evidence as determined by the chemists and courts. This Laboratory is supervised by the DNA Manager who is tasked with directing the day-to-day operations of the Laboratory and manages a staff of Forensic Scientists. The DNA Manager reports to the Director of Laboratory Services.

Forensic scientists shall work closely with the case investigators and prosecutors in determining the needs to perform DNA analysis.

DNA testing shall operate pursuant to standards set forth by the DNA Advisory Board (DAB) and the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB).

Revised 3/97; Revised 1/06

### **304.30 Latent Prints Laboratory**

Responsibilities include, but are not limited to, conducting latent fingerprint comparisons, conducting searches of and data entry to the Automated Fingerprint Identification System (AFIS), and fingerprinting of various civilian personnel as required. Personnel in this Unit are currently supervised by the Director of Laboratory Services.

Adopted 1/06

### **304.40 Firearms Laboratory**

Responsibilities of the Firearms Examiner include conducting comparisons of evidentiary projectiles, casings, or toolmarks to known reference materials, conducting searches of and entering data into the National Integrated Ballistics Information Network (NIBIN), and other Laboratory tasks as assigned.

Adopted 1/06

### **305.0 Domestic Violence Detail**





The Domestic Violence Detail is responsible for, but not limited to, the investigation of domestic related:

- A. Felonious assaults
- B. Misdemeanor assaults
- C. Non-sexual abuse of adults
- D. Custody/domestic disputes (Child stealing or kidnapping)
- E. Maimings
- F. Threats and/or harassment, in person, by phone, by mail or by electronic transmission
- G. Accidental shootings
- H. Reckless discharge of firearm
- I. Violation of VPO, whether the VPO is based on domestic abuse or not
- J. Assault on officer (Assault with deadly weapon or Assault and Battery where a domestic related crime has occurred)
- K. Stalking
- L. Violations of Domestic Abuse Act
- M. Information Reports

NOTE: The Domestic Violence Detail will be responsible for criminal investigations that involve all domestic related crimes against persons that do not result in death or substantiate a robbery or sex crimes investigation.

Revised 9/01; Revised 06/09

### **306.0 Missing Persons Detail**

The Missing Persons Detail is responsible for, but not limited to, the investigation of:

- A. All missing persons, adult and juvenile (when foul play is not involved)
- B. Juvenile runaways
- C. The following juvenile offenses:
  - 1. Public drunk
  - 2. Trespassing
  - 3. Disorderly conduct/juvenile disturbances
  - 4. Contributing to the delinquency of a minor when directly related to the above offenses
  - 5. All misdemeanor offenses not investigated by other investigating details.

Revised 4th Edit., 2000; Revised 06/09

### **307.0 Special Assignments**

Since the investigator must have knowledge of and be able to perform a broad range of law enforcement duties, the occasion may arise for the need to assign the investigator to special duties outside his specific detail.

Such assignments may encompass such things as dignitary protection or research and analysis, or any other assignment deemed appropriate by the proper authority.

While working on special assignment, the investigator may be required to work unusual hours or in an unusual environment. The investigator may also work with other agencies outside this Department. During these special assignments, the investigator will wear the proper attire suitable for the assignment.

While on the special assignment, the investigator will comply with orders from proper authority and act according to the responsibilities of the position with which he is entrusted.

Revised 6/16

#### **307.10 Undercover Operations**



An undercover operation includes any situation when an undercover officer engages in activity where he/she reasonably expects to come into contact with a criminal suspect or an informant. Officers shall never engage in an undercover operation alone. Officers engaged in an undercover operation shall always be accompanied by another officer or be monitored electronically by another officer(s). See Procedure 194 regarding confrontations between undercover officers and officers in plainclothes or uniform commonly referred to as “Blue-on-Blue Incidents.”

Revised 6/16

### **308.0 Rotating Assignments**

Rotating assignments are for augmentation of personnel engaged in special investigations usually conducted by the Special Projects Group, but are not limited to use only in that unit.

Selection of officers for rotation positions is made by their respective Bureau Chief, and the duration of their assignment varies with departmental needs and agreements made between affected Bureau Chiefs.

Rotation officers are assigned by the Investigations Bureau Commander and work in conjunction with Investigators under proper supervision.

### **309.0 Investigator Training Coordinator**

The ITO coordinator administers the Investigator Training and Evaluation Program. The coordinator monitors the progress of newly assigned officers and ensures that each officer/investigator is receiving consistent training.

Adopted 9/01

#### **309.10 Investigator Training and Evaluation Program**

The Oklahoma City Police Department Investigator Training and Evaluation Program combines investigations training with ongoing evaluation to assure the highest degree of training.

The Investigator Training and Evaluation Program, operating in the Investigations Bureau, under the administrative direction of the Deputy Chief, is designed to achieve this goal through the use of comprehensive and standardized guidelines.

All aspects of the Investigator Training and Evaluation Program are outlined in the Investigator Training Manual.

Adopted 9/01

### **310.0 General Procedures**

In order that the operations of the Investigations Bureau are conducted in a manner consistent with the goals and objectives of the Oklahoma City Police Department, the following procedures are to be followed by personnel assigned to the Bureau.

#### **310.10 Departmental Information**

Each investigator is responsible for keeping abreast of criminal activity within his area of responsibility. Each investigator shall review his Bureau and detail bulletin boards for information updates.

#### **310.20 Internal Information**

Investigators shall use recognized OCPD memos and letterheads for disseminating information to other entities within this Department.



### **310.30 External Correspondence**

All correspondence shall be submitted via the chain of command for the Bureau Chief's approval or Division Commander's approval prior to it leaving the Investigations Bureau.

### **310.40 Investigations Bureau Security**

Investigators shall not leave notes, suspect information, investigative information or other official information unattended or unsecured where it could be obtained by unauthorized persons. Public access to work areas is by invitation only and is otherwise limited to Police Department employees and those support services such as janitors, vendors, and others having a need to be there.

### **310.50 Evidence and Property Control**

Refer to Operations Bureau Procedure 184.0

### **310.60 Removal of Reports from Investigations Bureau**

No Department reports, whether original or a copy, may be kept overnight away from the Department without approval of the investigator's supervisor.

### **310.70 Use of Interpreters**

Refer to Operations Bureau Procedure 138.0

Revised 2/12

### **310.80 Exchange of Information**

Patrol officers and Investigators should work closely together to maximize and coordinate efforts in solving reported crimes and should regularly exchange information about criminal activities.

Employees of the Department who receive information about, or are investigating a reported criminal incident, should devote the same time, energy and concern to the incident as they would expect and want if they were the victim of the crime.

### **310.90 Search of Prisoners**

Refer to Operations Bureau Procedure 231.0

### **310.95 Officer Identification**

All officers assigned to the Investigations Bureau will wear their badges on the outside of their clothing or will display the badge visibly during arrest situations, when practical.

### **311.0 Task Force Operations**

An investigative task force may be formed for a specific investigation. If a unit supervisor feels that a specific case needs a task force assigned, he is to make a request through the Chain of Command to the Bureau Commander for the authority to form the task force.

If approval is given, personnel are to be selected and temporarily transferred to the task force. These persons will work directly for the task force supervisor. Transfer of any person outside of Investigations Bureau must be approved by the Chief of Police prior to being transferred to the task force.



The task force supervisor is to be held responsible for the task force operations. The supervisor will read all reports relative to the task force investigation and make assignments to task force investigators and office personnel.

Daily verbal reports will be given to the appropriate Division Commander by the task force supervisor. A task force briefing should be held daily with all persons involved in the task force. The Division Commander should be involved in this briefing.

Press releases concerning the task force are to be issued only by the task force supervisor. These press releases should be done through the Office of Media Relations.

The task force supervisor will prepare an after-action report, which will be used to determine whether or not the effort was successful. The report will be submitted to the appropriate Division Commander within fourteen working days from the date of the task force being terminated. The Division Commander will provide a copy of this report to the Bureau Commander within five working days of receiving it from the supervisor.

Division participation in a task force under the direction of another law enforcement agency will be with the approval of the Chief of Police. Personnel selected for such task forces will be transferred to that task force and will work under their supervision. Task force personnel assigned to other law enforcement agencies will still adhere to Oklahoma City Police Department policies.

Any investigator assigned to an out-of-department task force will, within fourteen working days of the task force termination, submit an after-action report to his Division Commander. The Division Commander will provide a copy of this report to the Bureau Commander within five working days after receiving it.

Investigators assigned to out-of-department task forces are to keep expense records.

Revised 3/16

### **313.0 Transfer of Property**

The law provides unclaimed personal property, or property whose ownership is unknown, and has been in possession of the Police Department for a period of six months, may be transferred for use by any department of City government. Any such property, which is considered unserviceable, will be destroyed.

Serviceable property may be transferred as allowed by law if a request has been submitted and approved. Otherwise, it will be disposed of by established procedures.

The methods by which a department may request particular items are as follows:

- A. As a need for an item is determined, a written request should be submitted by the requestor's Division Commander and forwarded to the Chief of the Investigations Bureau for final disposition;
- B. All requests for firearms must be directed to the Training Division Commander, who will insure the request is appropriately researched and authorized before sending it to the Chief of the Investigations Bureau for final disposition;
- C. Requests will be considered in the order in which they are received;
- D. Once a sufficient number of items have been designated for transfer, a request for transfer will be submitted to the Court for approval, per State Statute and/or City Ordinance; and
- E. Once approved, the Property Management Unit supervisor will notify the Division Commander the property is available for transfer.

After property has been transferred, the disposal of the property, once it becomes unserviceable, becomes the responsibility of the Commander of the Division originally accepting the property.

Adopted 07/07



### **314.0 Disposal of City Owned Property**

City owned property that becomes unserviceable or is surplus, will be disposed of by the following method:

The Division Commander will follow the procedures set forth by the City of Oklahoma City, Policy and Procedure of the Disposal of Surplus.

Adopted 07/07

### **315.0 Evidence and Property Disposition**

Disposition of evidence and property including weapons is the responsibility of the investigators assigned to conduct the follow-up investigation. The Unit supervisors will monitor property disposition authorization requests to ensure they are routed to the correct investigator. These requests will be sent through the Records Management System (RMS). Case investigators will have 14 days from the time they receive property disposition authorization requests to indicate whether the property is to be held for evidence, approved for release, or disposed of as per city ordinance. Upon completion, the secondary assignments will return through the Records Management System, which will alert the Property Management Unit (PMU) investigator of the update.

When property is to be released to an owner, the follow-up investigator will notify the owner. The investigator will document such notification and forward the information to the PMU along with the name, address and zip code of the person to whom the property is being released. If there is an indication that the released property, or documentation of the released property, may be needed for future court proceedings, the investigator should notify PMU personnel at the time of release. In response to such notification, PMU personnel will photograph and document the property prior to its release.

When a weapon is placed in the PMU and no criminal charges are pursued, the officer shall be responsible for submitting a Property Disposition Authorization card at the time of booking. PMU personnel will complete an appropriate disposition of the weapon as indicated and authorized by the booking officer.

Property Management Unit personnel may release property based solely on the authority of a Court Order. PMU personnel releasing property in compliance with a Federal or State Court Order will forward a copy of the Court Order to the appropriate detail as notification of the release. If instructed by the Court Order to do so, PMU personnel will photograph the released property. PMU personnel will document all court ordered property releases by combining a copy of the recipient's identification credentials and a copy of the court order with the corresponding PMU property release records.

A Federal, State or Municipal Judge may issue a Court Order to release property.

Revised 9/91; Revised 07/07

### **316.0 Recovery of Stolen / Embezzled Property**

#### **316.10 Requirements of Seizing Stolen / Embezzled Property**

A person innocently in control or possession of stolen or embezzled property may have a claim to, or an "interest in" the property in question. Therefore, all seizures of property must be based on search warrant requirements and/or their court recognized exceptions.

#### **316.20 Business / Retail Establishments**

If confirmed stolen property or suspected stolen property is found in the possession of a business, i.e., pawn shop, used jewelry store, auction, flea market, or other such businesses, it is the officer's discretion whether or not the property needs to be seized. If the officer decides to seize the property, he cannot seize it without meeting one of the following requirements:



- A. If the person in charge of the property will voluntarily release the property, the officer shall have that person sign a "Consent to Confiscate" form which lists the property to be seized, date, time and the officer's name. The seized property and the Consent form shall be placed in the Property Room. The appropriate report shall be made and distribution made to the proper investigation unit.
- B. If the person in charge of the property refuses to sign the "Consent to Confiscate" form, the officer will have to obtain a search warrant. OR
- C. If the officer decides that confiscation is not necessary, he shall inform the person in control of the property of its stolen/possible stolen status and advised him to secure the property until he is advised of its status by the police department. The appropriate report shall be made and distributed to the proper investigating unit where the assigned Investigator will be responsible for taking the appropriate action.

### **316.30 Non-Arrest Situations**

If confirmed stolen property or property suspected of being stolen is found in possession of an individual(s) and the situation does not call for an arrest to be made, officers may still seized the property under the following circumstances:

- A. If the person(s) is willing to sign a "Consent to Confiscate" form, the same procedures will be followed as outlined in 316.20.
- B. If he is not willing to release the property, the officer shall contact his field supervisor for assistance in obtaining a search warrant, or
- C. If exceptions to the search warrant requirements are apparent, the officer shall contact his field supervisor and obtain authorization to seize the property. The officer shall detail the reasons for seizing the property in his report.

This does not mandate that the officer seize the property in all cases. If the officer determines the person is reliable and will maintain control of the property, he shall advise him of the stolen/possible stolen status of the property and request that person hold the property in his possession until proper disposition of the property is made. The officer shall then complete a report and forward it to the proper investigating unit for further actions.

### **316.40 Property Seized Incident to Arrest**

Any time stolen/embezzled property is found incident to a legal arrest when the officer has the right to search; the property can be seized. The consent to confiscate form does not need to be signed.

When the property is the object/reason for the arrest, nothing in this procedure limits the authority to confiscate that property.

### **317.0 Release of Stolen / Embezzled Property**

Property which is stolen/embezzled that has come into custody of the Police Department shall not be released to the original owner in cases where there is another interested party without a court order, regardless of whether or not the property was voluntarily released or seized with a warrant. The exception is stolen motor vehicles, which may be released at the time of recovery. Investigating officers should advise the owner of the procedures that are to be followed in order to re-obtain custody of the property. Property Recovery Information sheets should be available at the information desk. Information sheets are available for the owner to assist him in understanding those procedures.

In order to regain possession of stolen property which has come into custody of the Police Department, citizens will need to make application through the appropriate District Attorney's office, notify by certified mail all "interested parties," then attend a hearing for determination of ownership. If a suspect in possession of the property was not charged, or was charged in Municipal Court, the same procedures will apply but will be handled through the Municipal Court and Municipal Attorney's Office.

Complete instruction and pertinent forms are available at the appropriate County District Attorney's Office and the Municipal Attorney's Office. Personnel there will assist the citizen in all phases of the process.



If property is needed for evidence, the citizen may make application to the District Court (or Municipal Court) for its release prior to final prosecution of the case. Only with such a court order will the property be released prior to disposition of the case. In such cases, the Investigator assigned to the case will ensure that the property room Investigator is notified to properly photograph and document property before its release.

## **320.0 Activity Management Guidelines**

### **320.10 Purpose**

Activity management guidelines are a method by which accurate records can be maintained.

### **320.20 Monthly Activity Report**

A Monthly Activity Report from each unit will be prepared by the unit supervisor and given to the Division Commander. The Division Commanders will then supply the Bureau Chief a copy of the report.

### **320.30 Annual Report**

An Annual Activity Report will also be prepared and distributed in the same manner as prescribed for the monthly.

### **320.40 Activity Reporting Guidelines**

- A. **CASES RECEIVED:** A total count of all cases received. A case will be a Crime Incident Report containing a reported crime or an Arrest Report without a Crime Incident Report.
- B. **CASES ASSIGNED:** Each Crime Incident Report or Arrest Report without a Crime Incident Report assigned to an investigator for a follow-up investigation will be counted as one case assigned.
- C. **CASES PENDING:** Counted from the follow-up investigation reports. When a follow-up investigation is completed and the case is not cleared, the case will be counted as "Pending".
- D. **INVESTIGATIONS CONDUCTED:** Counted from the follow-up investigation reports. When a follow-up investigation report is completed and turned in on a case, this counts as an investigation. Multiple investigations can be counted into one case.
- E. **FELONIES CLEARED:** Counted from the follow-up investigation reports. When a felony crime is reported and the crime is cleared following current Division guidelines, count one clearance for each crime reported. **EXAMPLE:** A Crime Incident Report is received on a Burglary I, Robbery, and Rape; if the case is cleared following Division guidelines, you would count one case assigned, one investigation conducted, and three felonies cleared.
- F. **MISDEMEANORS CLEARED:** Counted the same way as for felony crimes except the reported crime is a misdemeanor.
- G. **FELONY ARRESTS:** When an arrest is made for a felony crime by an officer from the Investigations Division, one arrest will be counted for each person arrested.
- H. **MISDEMEANOR ARRESTS:** Same as for felony arrests, except for a misdemeanor crime.
- I. **FEDERAL CHARGES FILED:** Count one for each charge filed in Federal Court. There may be multiple charges filed against one defendant.
- J. **STATE CHARGES FILED AND CLEARED:** Count one for each charge filed in State Court, either felony or misdemeanor. There may be multiple charges against one defendant. If there are multiple defendants, count the total number of charges filed. **EXAMPLE:** If one defendant has the crimes of Burglary I, Robbery and Rape filed against him, this will count as three charges filed. If two defendants are filed on for the same burglary, conjointly, count two charges filed.
- K. **INSUFFICIENT EVIDENCE:** Use this category in all cases, which are declined by the District Attorney due to lack of prosecutable evidence. Included would be cases that are declined due to an improper search, or any case in which the evidence does not support the crime. **EXAMPLE:** ADW with only slight injuries or drug cases with a small amount of drugs.
- L. **VICTIM DOES NOT DESIRE TO PROSECUTE:** All cases where the victim indicates no desire to prosecute.



- M. **UNRELIABLE WITNESS:** All cases where the District Attorney declines to prosecute due to the unreliability of the witness or victim.
- N. **UNFOUNDED:** Cases in which the crime did not occur in our jurisdiction, the crime did not occur at all, or the elements of the crime reported are not present.
- O. **TOTAL NOT FILED:** The total of the above four categories (# 11 through 14) will equal the number of state charges cleared and not filed.
- P. **TOTAL STATE CHARGES CLEARED:** The total of State Charges Cleared and Filed, plus the Total Not Filed.
- Q. **CITY CHARGES FILED:** A count of all charges referred to the City Attorney for filing.
- R. **VALUE OF PROPERTY RECOVERED:** The estimated total dollar value of all property recovered or seized due to the investigation of criminal activity.
- S. **STOLEN VEHICLES RECOVERED:** The total count of all stolen vehicles recovered by the Department. This will include vehicles recovered that were stolen from another jurisdiction.
- T. **VALUE OF NARCOTICS SEIZED:** The total dollar value of all narcotics seized, based on the estimated street value.

### **321.0 Crime Clearance Guidelines**

When an investigator is assigned to conduct a follow-up investigation, it is up to the investigator to evaluate each case. This evaluation is based on his experience and the elements provided on the Crime Incident Report as to the solvability of each case. When an examination of the case is made, the following guidelines are to be followed:

- A. In order to clear a crime, one or more of the following conditions must exist:
  - 1. When City, State or Federal charges are filed on a defendant for the crime in question.
  - 2. When a corroborated confession or admission, either written or oral, is obtained to a particular crime.
  - 3. When there is enough information to support arrest and prosecution, but some reason outside law enforcement control precludes prosecuting the offender.
  - 4. When a victim expresses a desire, either verbal or written, not to prosecute the offender in a particular crime.
- B. In order to pend a case, one or more of the following conditions must exist:
  - 1. The information on the suspect provided by the victim or witness is insufficient to make identification or arrest.
  - 2. The information was sufficient to issue an Information Bulletin, but no one was arrested and the Information Bulletin has expired.
  - 3. The case has some leads that have been investigated with no results or no further information is available at this time.
  - 4. Due to lack of interest on the victim's part, i.e., victim will not return calls or make contact.
- C. Unfounded crimes are not to be counted as cleared:
  - 1. When a reported crime is found to have occurred outside our jurisdiction, the proper agency is to be notified and the crime is unfounded.
  - 2. When a crime is mislabeled, it should be unfounded and relabeled to the correct crime, then cleared or pended as to the correct crime.
  - 3. When the elements of a crime are insufficient to constitute the crime, the crime is unfounded.

### **324.0 Case Management System**

The Case Management System is designed to focus department resources on cases with a measurable probability of being solved. The decision concerning whether a case will be closed, pending, or assigned for investigation is utilized in conjunction with solvability factors.

Revised 07/07

#### **324.10 Guidelines**





The following are guidelines for supervisors who are responsible for making investigative assignments. They are also intended to be of benefit to individual investigators who receive assignments. However, each detail operates its own case management system that applies to its particular types of investigations. For example, the majority of the Special Projects Group's work product is investigator generated from within the unit by contacts with informants, other law enforcement agencies and/or undercover investigations. These cases are usually assigned to the originating officer with additional manpower as dictated by the necessary tasks to be performed.

Some investigations do not adapt well to a stylized method of case management, as do those generated by a citizen as a complainant or victim. As a result, they are overseen by other methods. These include frequent update conferences between supervisor and investigator, supplemental reports of intelligence or an evidentiary nature and, as warranted, personal participation on the part of the supervisor during critical phases of the investigation.

Although the guidelines contained in this document will be of assistance in case assignment for most investigative areas, some procedures will remain constant. For example, ALL homicides, suspicious deaths, suicides, unexplained deaths, officer involved shootings, first-degree burglaries, sex offenses, robberies, domestic violence, abductions, missing persons and runaways will continue to be assigned for investigation.

Supervisory selection of cases for assignment is only one portion of an overall case management system. Of equal importance are classification, control, and individual management of cases by Investigators.

Revised 07/07

### **325.0 Case Selection by Supervisors**

Considerations when assigning cases:

- A. Solvability: What is the potential for solving the case?
- B. Known suspects: If suspects are known, the case will usually be assigned. An exception would be a verified refusal to prosecute.
- C. Eye witness available: Normally assigned due to a greater likelihood for solution when coupled with proper investigative effort.
- D. Suspect vehicle information: Description and/or full or partial tag information pertaining to a suspect vehicle also has a greater likelihood for solution given the needed investigative effort.
- E. Crime scene evidence: The presence of forensic and physical evidence often provides good lead information.
- F. Identifiable stolen property: Often unique and identifiable property can be traced to a suspect. Whenever possible, such property should be entered in NCIC.
- G. Suspect method of operation: Often, information regarding an unusual or sophisticated MO can be compared through investigative analysis. Supervisors are in a unique position to take note of MOs on a daily basis. MO includes not only the methods used to commit criminal acts; location, times, and particular targets are also examples. A number of similar crimes within a confined geographical area might be indicative of an emerging pattern by an individual or group. Concentration on pattern areas by assigning cases fitting the "profile" can be productive.
- H. Type/amount of loss: The loss of large sums of money or amounts of property (especially firearms or narcotics) merits a great deal of attention.
- I. Short time lapse: Crimes which are brought to investigator's attention shortly after the occurrence often provide the opportunity to conduct an area canvass for witness information.
- J. Public interest: Crimes in which there is a great deal of public interest, and those in which past and potential victims have indicated a concern should be given strong attention.
- K. Impact: Solution of the case might assist in reducing the crime rate.

Revised 07/07

### **326.0 Case Classification**

All cases will be classified by supervisors in accordance with the following:



**Class I:/MCI IC**

Suspect is in custody or is known and listed in the Crime Incident Report. Presents a high probability for solution.

**Class II:/MCI SO or WO**

Witnesses and/or vehicle description listed in the Crime Incident Report. Possibility of being solved with reasonable investigative effort.

**Class III:/MCI SO or WO or IN**

Initial indication of victim declining prosecution.

NOTE: the decline must be verified by the investigator. If verified, reclassify to Class IV. However, if the investigator learns that the victim desires prosecution, consideration should be given to reclassifying to Class I or II, depending on the information available.

**Class IV:/MCI IN**

No suspect, vehicle or witness information included in the Crime Incident Report; or the victim declines to prosecute. Low probability of solution until further information becomes available.

**327.0 Case Assignment**

A balance of Class I, II, and III cases should be assigned equitably to all Sergeants.

**327.10 Monitoring of Cases / MCI Computerized Case Management**

Each supervisor who assigns cases for investigation will establish and utilize a system which allows the ability to easily and quickly review case status and identify those investigations which are not proceeding satisfactorily. The supervisor will review each investigator's cases on a regular basis to ensure that acceptable performance levels are being achieved.

Managing the investigative case function is found on the police safety computer under the menu MCI. The case is assigned a number, offense code, UCR classification, offense date, offense time, status, case status date, solvability factors, solvability score, classification level, and report routing classification through the ICN menu of the computer. The case is then routed to the effected investigative detail as a new case.

**327.20 Continuity**

Those cases which appear to involve the same suspects or MO should be assigned, whenever possible, to one Investigator (or team of Investigators). An acceptable alternative would be to familiarize another Investigator with previously assigned cases when additional same-suspect cases become known.

**327.30 Knowledge and Expertise**

In some instances, supervisors may be aware of Investigators who possess knowledge of, or expertise in, a certain field or type of investigation. This awareness should guide them when assigning certain types of cases.

**327.40 Investigation of Hate-Bias Crimes**

All hate-bias crimes will be assigned to a detective for a follow up investigation. The report will be assigned to the investigative unit responsible for that particular type of crime.



The assigned investigations supervisor will be responsible for making the initial determination as to whether or not the incident qualifies as a hate-bias crime. The detective's supervisor will notify the collection officer of his or her determination.

The Missing Persons Unit supervisor will serve as the department's collection officer and will make the final determination. The collection officer will complete the OSBI monthly report and forward it through his/her chain of command to the Deputy Chief of Investigations. Once the report is approved, the collection officer will ensure that it is mailed to the OSBI.

Adopted 10/08

## **328.0 Case Supervision**

### **328.10 Preliminary Review**

It is essential for supervisors to review follow-ups investigations with assigned Investigators in order to determine whether an investigation should continue or be inactivated.

### **328.20 Investigative Priority**

All "IC" cases (with suspect in custody) should have a high priority due to the fact that charges must be filed or the suspect released from custody. It is, therefore, essential for supervisors to be continually cognizant of the status of "in custody" investigations.

### **328.30 Time Element and Case Load**

It is normal for each Investigator to be actively investigating and completing a multiplicity of cases within a given work period. This caseload (and the types of cases being investigated) must be given proper scrutiny since some types of investigations will of necessity be more time consuming. However, the impact of a case on the crime rate should be given prime consideration.

Concentrating on career criminals, crime patterns, and similar investigative areas can consume a great deal of time and manpower, but this concentration often produces the desired impact.

### **328.40 Case Disposition**

Timely disposition of assigned cases is a critical part of effective case management. The normal case should have reached the disposition stage within five to fifteen days. Since many cases are assigned during the first of the week (due to weekend activity), it is essential to conclude these investigations at the earliest opportunity to prevent the adverse circumstances encountered as a result of a critical backlog.

## **329.0 Summary**

The purposes of a case management system are many. In addition to providing an organized and systematic approach to supervisory control, as well as management tools for individual investigators, the opportunity exists to properly "track" the progress of cases. Therefore, when inquiries are received from command or from citizens regarding particular investigations, the supervisor is in a position to provide up to date responses.

Active and important investigations can continue with only minor interruption when the initially assigned investigator becomes unavailable as the result of vacation, days off, illness, transfer, promotion, or other reason. Thus, cases will not be neglected.

## **330.0 Investigative Planning**



Deciding upon the best method to pursue each investigation should be the result of good planning. Reviewing all reports and information is the most logical starting point. Each case will vary with regard to sequence to be followed and the priorities to be established.

### **330.10 Utilization of Available Resources**

Investigators are responsible for developing an awareness of the many resources available to them. Some examples are:

- A. Internal resources: Crime Analysis tools provided by the Department and the Records Information Unit.
- B. External resources: Utility companies; Court records; Private sector records, other governmental agencies.

Revised 9/05

### **330.20 Similar / Prior Offenses**

The reviewing of offenses similar in nature, suspect information, location, etc., may be of benefit before starting an investigation. Information from these prior offense files could yield important information such as vehicle descriptions, tag information, suspect names, physical evidence, methods of operation, etc.

### **330.30 Time Management**

The proper management of each investigator's time is extremely important. For this to be accomplished, the Investigator must be personally organized, have organized working files, and pursue investigations in accordance with a systematic plan.

### **330.40 Cooperation with Other Investigators**

Investigators shall as appropriate, cooperate with all Department personnel and investigators in other law enforcement agencies.

Revised 9/05

### **330.50 Inactive Investigations**

Often it becomes difficult to "give up" a case and classify it as inactive. This is especially true when a great deal of personal effort has been expended. Inactive cases are always subject to being reactivated with the acquisition of new information.

The following guidelines will assist investigators in deciding whether or not to recommend a case for inactive status:

- A. Have all available information sources been obtained and checked?
- B. Have all available leads been pursued?
- C. Has the case been properly managed (i.e., area canvass conducted, witnesses contacted, evidence reviewed)?
- D. Have all reasonable leads been investigated with negative results?

Revised 9/05

### **330.60 Victim / Witness Notification Cards**

Victim/Witness notification cards should be mailed to victims when the investigator has made several unsuccessful attempts to contact the victim in person or by telephone.

Revised 9/05



### **331.0 Preliminary Investigations**

#### **331.10 Definition**

The preliminary investigation is that part of a criminal investigation which includes the collection of available facts necessary to complete the Crime Incident Report and any other investigative tasks performed by the initial investigating officer.

#### **331.20 Conduct of Preliminary Investigations**

The investigator dispatched to the scene will be responsible for coordinating the preliminary investigation and making the appropriate reports.

The preliminary investigation will include:

- A. Interview of victim(s) and witness(es).
- B. Processing of the crime scene.
- C. Collecting physical evidence.
- D. Conducting an area canvass.
- E. Making an arrest if appropriate.
- F. Completing the necessary reports.

The shift supervisor will be responsible for insuring that the preliminary investigation is properly conducted.

### **332.0 Follow-Up Investigations**

#### **332.10 Definition**

A follow-up investigation is any investigation of a crime that is performed subsequent to the filing of a crime incident report.

Revised 9/05

#### **332.20 Conduct of Follow-Up Investigations**

The investigator's primary mission is to conduct follow-up investigations into reported incidents of criminal activity.

The investigator should review and analyze all reports and information pertaining to the case and decide on the most logical way to pursue the investigation. Cases where suspects are in custody must take priority over other cases, due to the limited time a suspect can be held before being released or filed on.

Investigators shall diligently attempt to interview victims, witnesses and suspects to confirm facts of the case and to obtain information not contained in initial reports, to make a determination as to whether the victim wishes to prosecute should a suspect be identified and/or apprehended. A detailed summary of statements made by victims, witnesses and suspects shall be made a part of the investigative file. Deviation from this requirement must have approval of the supervisor of the detail to which the case is assigned. The reasons for deviation shall be submitted in writing and become a part of the case file.

If suspect information is known, the investigator should check information sources such as the Records Information Unit, crime analysis tools provided by the Department, other investigative units, and, when necessary, other law enforcement agencies for additional information.

Physical evidence gathered by Crime Scene Investigations personnel may need to be examined to assess the relevance or usefulness in identification and prosecution of the suspect. Additional lab analysis of the evidence may be warranted.



Revised 9/05

### **333.0 Interviews and Interrogation**

The most important tool used in an investigation is the interview and interrogation. To become a competent investigator, one must have well-rounded interview and interrogation skills.

The interview is the exchange of information from a witness or other person to the investigator. Whenever possible, interviews should be conducted at a location that enables the investigator to control the atmosphere of the interview.

The interrogation is the formal questioning of a suspect about a specific crime.

#### **333.10 Interviews**

All witnesses to a crime or any other persons who have information about the crime are to be interviewed.

If the witness to the crime is a juvenile, there is no requirement to have a parent present during the interview.

Witness interviews are to be done away from the suspect.

All interviews should be done in reverse order if at all possible. Reverse order starts with victim and works toward the suspect. The suspect should be interviewed last.

#### **333.20 Interrogations**

All suspects, including juveniles, who are IN CUSTODY, are to be given the Miranda Warning prior to being interrogated. If there is any doubt whether or not a suspect is in custody, then the Miranda warning should be given in order to protect the admissibility of any statement in court.

All juvenile criminal suspects arrested for a crime other than the crimes listed in Procedure 234.50 are to be given their Miranda Warning in the presence of their parent, guardian, or attorney. The parent or guardian and juvenile must all be fully advised of the constitutional and legal rights of the child. When possible, a waiver should be signed by both the suspect juvenile and the parent, guardian, or attorney before any questioning. The parent, guardian or attorney must be present during all questioning.

Investigation personnel shall interrogate and/or interview a juvenile suspect in custody pursuant to Procedure 234.50.

Revised 2/03; Revised 9/06; Revised 10/08; Revised 1/16

#### **333.30 Interview Rooms**

##### **Purpose**

This procedure is intended to provide clear direction for the use of departmental interview rooms to ensure the safety of OCPD personnel and the admissibility of statements made therein.

##### **Definition**

Interview Room – Any designated room(s) in a police facility which is used by OCPD personnel to either conduct custodial interviews of arrestees or non-custodial interviews of witnesses, victims, or potential suspects.

##### **General Security**



- A. Prior to and after conclusion of an interview/interrogation, officers shall search the room for weapons and/or contraband that may pose a threat not only to OCPD personnel, but also the arrestee, witness or victim.
- B. All arrestees/prisoners shall be searched prior to being brought in the interview room.
- C. It will be the sole discretion of the officer whether or not he/she maintains his/her authorized duty weapon on his/her person while in an interview room. Should the officer elect to remove the weapon, it shall be properly locked and secured.
- D. Removal of handcuffs from an arrestee/prisoner inside the interview room will be at the discretion of the officer conducting the interview. At no time will any person be secured to any furniture, chairs, equipment, or fixed objects within the interview room.
- E. It shall be at the discretion of the interviewer if the presence of a second officer is needed for interviewing, due to security issues. Additionally, the interviewer may request a second officer to monitor the interview either from an interview monitoring room or on the officer's computer if that officer has obtained permission to view the interview.
- F. If the interviewing officer needs assistance while conducting an interview, they can either verbally summon assistance or utilize the emergency button on their hand-held radio. In interview rooms which are equipped with a panic button, the interviewing officer may press the panic button if immediate assistance is needed.

#### Interview Room General Guidelines

- A. Interview rooms are not holding cells and shall not be used as temporary detention facilities.
- B. Items in the interview room should be limited to a table and enough chairs to accommodate the individuals in the room. Any other items brought into the room shall be at the discretion of the officer conducting the interview.
- C. The number of personnel allowed in the interview room shall be governed by officer safety, the size of the room and the purpose of the interview/interrogation. Special circumstances may require the presence of a parent, a guardian, translator, or legal representation. Ultimately, it will be up to the officer conducting the interview/interrogation as to who may be present.
- D. Persons being interviewed/interrogated shall be provided access to water and restroom facilities. Lengthy interviews should include comfort breaks as needed.
- E. Any audio or video recording devices within the interview room shall be operated in accordance with written directives of the City of Oklahoma City Police Department.

Adopted 10/08; Revised 1/16

### **334.0 Follow-Up Reports**

A typed report must be made before making case disposition. The date, location, suspects, evidence and witnesses all should appear in the heading. The body of the report should contain details of the investigation in chronological sequence. The disposition and summary should describe briefly the action taken, along with whether or not the case will be closed and the crime cleared, or opens pending further investigation. Also, if the crime is cleared without charges being filed, reasons shall be given. In all assigned cases, the detective will contact the victim, inform them of the case disposition, and document this contact in the follow-up report.

A follow-up report on a pending case shall be a typed report indicating the facts/evidence/information/which relates to the investigation. Include all actions the investigator has taken and information received from the victim, witness, suspect, etc. The disposition shall briefly indicate why the case was pending.

Follow-up reports will also be made in these circumstances:

- A. Change of status (closed, cleared, etc.)
- B. Upon reassignment of the case to another investigator.
- C. When new information is developed on a pending case.
- D. At the discretion of the supervisor.

Revised 8/16



### **335.0 Filing State Charges**

Investigators should be aware that they will have occasion to file charges in several different counties, depending upon the location of the crime. The investigator should familiarize himself with the differing procedures and requirements of each District Attorney for the filing of charges.

Investigators should submit all cases to the prosecutor when all the elements appear to be met and a suspect has been identified.

Felony charges presented to the District Attorney must include the following documents at the time of filing:

- A. A complete Case Record, including prior convictions, i.e., all known offenses obtained through interviews, personal knowledge and record checks.
- B. Any criminal history sheets on defendants within the submitting agency's files.
- C. A current OSBI history sheet. (FBI rap sheet if in Records Unit)
  1. Obtain copy from Records Unit by telephone. Request clerk to pull copy and place in basket at officers' counter.
  2. Assure OSBI Rap Sheet conviction data is current. If not, contact convicting jurisdiction for update.
  3. If no OSBI Rap Sheet is available through Records Unit, obtain a copy from OSBI via Teletype.
- D. A Buck slip will be attached to all charges filed where the defendant is in custody and has been fingerprinted prior to bonding out (Oklahoma County only). The Buck slip is obtained from Technical Investigations.
- E. If the charges are filed AFCE, and the former conviction(s) is in another state, the District Attorney's office where the conviction occurred must be called by the investigator; the date(s) of conviction and the crime information must be entered on the Case Record before being presented to the District Attorney. The investigator must also request the District Attorney of the other state to send copies of case records to the DA handling the current case in our state.
- F. Maintaining information flow is extremely important. Bearing in mind that criminal activity can spill over into other unit's areas of responsibility, investigators should be alert for any information, MO patterns, suspect descriptions, etc., that could be of interest or assistance to other units in the investigation of crimes assigned to them. For example, a burglar can progress to crimes of sex, narcotics, robbery, and even murder. This type, as well as other types of sensitive information in a case, should be brought to the attention of the investigator's immediate supervisor.

### **336.0 Photo Line-Ups / Field Show-Ups**

Refer to Procedure 239.0

Revised 06/09

### **337.0 Disposition of Jailed Suspects**

Once a suspect has been arrested and jailed with the potential of being charged with a violation of a State Statute, a Hold for State Charge may be authorized by a supervisor. The hold, for investigative purposes, is generally recognized as being valid until 5:00 p.m. of the seventh calendar day following arrest. At the end of the seven day period, if the investigation has not reached a point where the suspect may be charged or released, the investigator shall request authorization for an extension of the hold from his / her supervisor. Extensions should be authorized only when:

- A. The complexity of the investigation requires an unusual length of time to develop sufficient evidence to clear or charge the suspect, AND
- B. There is substantial reason to believe that the suspect could not be served with an arrest warrant after state charges are filed.





Once an extension is authorized by a supervisor, the investigator will request an extension from the appropriate district attorney's office. If the request is denied, the investigator will complete a jail disposition form and deliver it to the County Jail.

Some form of release must be made by the assigned investigator on each charge. If during the investigation the investigator determines one or more of the charges are UNFOUNDED or the District Attorney declines to file one or more of the charges, the investigator will immediately complete a disposition sheet for that specific charge, dropping the charge from the jailed suspect's booking record. If the suspect is formally charged in State Court, the suspect will be released to the Sheriff's Office on that charge. If the DA's office declines to file the charge, the suspect must be released, either to liberty or to City Court on a companion City ticket.

There will be instances when the victim will change his/her mind and desire no prosecution against the arrested subject. When this occurs, it is advisable to require the victim to sign a statement stating his/her decision not to prosecute. The victim's desires will be communicated to the prosecutor for final disposition.

Revised 07/07

### **338.0 Disposition Reports**

In all cases where suspects have been jailed on a Hold for State Charge, a disposition report will be filled out by the assigned investigator at the conclusion of the investigation and forwarded through the proper channels to the Division Commander of the arresting officer. If the prosecutor declines to accept the charge(s) for which the suspect was held, the investigator will give the specific reason(s) and the name of the prosecutor who declined to file the charge(s).

### **340.0 Utilization of the Polygraph**

#### **340.10 Considerations in the Use of the Polygraph**

Any sworn officer may make requests for polygraph service in conjunction with criminal investigations. Final determination of whether an examination will be conducted, and the specific questions asked, will be made by the polygraph examiner. Factors considered in making the determination are suitability of the case and subject for polygraph.

The Polygraph Technique will be used as a supplement to, not a replacement for, traditional investigative techniques. The Polygraph Technique will not be used in any case as a substitute to a good, thorough investigation.

#### **340.20 Procedure for Use of the Polygraph**

Although polygraph examinations will generally not be done until the field investigation is complete, the investigating officer should contact the polygraph examiner to discuss the case as soon as it becomes apparent that polygraph may be helpful. Discussion of the polygraph examination with subjects should be limited to an inquiry as to the subject's willingness to take a polygraph examination.

The investigating officer requesting an examination will provide the examiner with any and all reports and details of the investigation.

The polygraph examiner will provide an agreeable appointment time for the polygraph examinations. The investigating officer is responsible for notifying the subject of the appointment time.

The investigating officer must be present at the beginning and end of the examination, and will be available for contact throughout the examination process. In cases where the examinee is a prisoner, a police officer must remain physically present outside the examination room to maintain custody of the prisoner.

Polygraph reports in criminal cases will be provided directly to the requesting officer.



### **350.0 Major Crime Procedures**

For purposes of this procedure, major crimes shall include (but not be limited to) the following: homicides, questionable deaths, rape, multiple aggravated assaults, any felony crime known to be part of an existing pattern crime investigation.

The function of the Police Department is to collect from the scene, and from other sources, all evidence which bears on the issues of the major crime and identification of the parties responsible for the commission of the crime. It is also the Police Department's function to determine the identity of the next of kin in death cases, so that notification of death can be delivered.

In death cases, the Medical Examiner is notified and may establish the physical cause and manner of death of the deceased person through postmortem examination of the body and through medical investigative procedures.

#### **350.10 Crime Scene Management**

Purpose: to provide a systematic approach to the management of crime scenes and the preservation of evidence; to identify areas of responsibility; to assure that all evidence and information pertaining to a crime scene may be obtained and preserved for possible future use in court.

#### **350.20 Initial Responsibilities**

The first officer on the scene of a reported major crime will gather all information necessary and available to complete a Crime Incident Report. He will then notify RACOM and CIU, requesting them to meet him on Channel 3. The officer will then transmit pertinent information and request a general citywide broadcast and statewide Teletype. This officer will start a crime scene entry log.

As soon as possible and not more than one hour after the initial broadcast, the officer will locate a telephone and contact CIU to confirm, correct and update the information in the initial broadcast.

The officer's supervisor will respond to the scene immediately upon notification and insure a crime scene entry log has been started. He will then contact RACOM, CIU and the report clerks to confirm that all broadcasts and messages have been completed.

Only those units assigned will proceed to a crime scene. The first officer to arrive will secure the scene, conduct a preliminary investigation and maintain scene security to the best of his ability, until the arrival of technical or investigative personnel. If the victim is living at the time the first officer arrives, all appropriate aid shall be given.

A supervisor will routinely be dispatched to advise and assist assigned officers. The supervisor will make the necessary reports as to his actions and all assignments given out and to whom tasks were assigned.

The supervisor assigned is to assure that communication with headquarters is established and maintained by radio and/or telephone.

#### **350.30 Security of the Scene**

When the scene is secured, the assigned officers will inform ALL personnel not assigned to specific crime scene duties that the scene is secured and they may not enter.

Assigned investigators will assume responsibility for the scene upon arrival. When requested, the officers on the scene will remain to assist the investigators. When relieved, the officers will complete necessary reports and return to duty.

Technical Units assigned will work with the officers or investigators assigned to the scene. If an investigator is assigned, technical work will not begin until arrival of that unit, unless unusual circumstances dictate otherwise.



Officers will ensure that EMSA or other emergency personnel take the most direct route through the crime scene, considering which route will disturb the least amount of evidence.

Officers will ensure that EMSA and other emergency personnel adhere to EMSA Policy 7.17, Crime Scene Management; also, see Section 351.0 below.

### **350.40 Deceased and Injured Victims**

No deceased bodies will be removed from a crime scene without the specific authorization of the State Medical Examiner's Office representative.

If injured parties are removed to a hospital, careful notes should be made indicating the location and position of the injured when discovered the type and extent of injuries, who removed them and their destination.

In cases where human bodies are present, if conclusive signs of death are evident, officers will contact the Communications Unit and have them cancel EMSA. Conclusive signs of death are:

- A. Putrefaction
- B. Rigor Mortis
- C. Complete separation of body parts, which is incompatible with life (such as decapitation).

NOTE: Should any questions exist whether the patient should be resuscitated, such efforts should be immediately initiated.

If the officer has any doubt about the condition of the victim, then EMSA is to be called and will, as a routine procedure, follow the steps spelled out in EMSA Patient Care Protocols, dated July, 1985, page 101, Sections "O" and "P"; also, see Section 351.10 below.

After death has been established and/or the injured have been removed from the scene, the investigators will determine whether a Search Warrant or Search Waiver is necessary before processing the scene.

### **350.50 Crime Scene Follow-Up Management**

If the scene is spread out over a large area or involves a large amount of evidence or victims, the investigator may want to request additional investigators to assist with the crime scene investigation. After the scene has been thoroughly investigated and the investigators are ready to release any bodies at the scene, the Medical Examiner is to be notified. The investigators are to stand by until the arrival of the ME. While waiting for the Medical Examiner, the investigators may want to compare notes or interview any witnesses that the uniformed officers have detained at the scene.

After the arrival of the Medical Examiner, the scene is released to him. He is to be briefed on the findings of the investigators still at the scene. After he completes his own scene investigation, the ME will take responsibility for any bodies and their removal from the scene.

The investigator will put in his report the actions taken at the scene and the management techniques used to preserve the scene during the investigation.

### **350.60 Investigations Bureau – Responsibility**

The investigator assigned to the case, in addition to routine follow-up investigation, will monitor and update the police communications network through Unit 800 to include additional information, upgrading of the broadcasts or cancellation of information.

NOTE: The following two sections (351.0 and 351.10) are excerpts from the EMSA Policy Manual, and are included so that OCPD personnel will be familiar with the requirements under which EMSA personnel must function.



## 351.0 EMSA Crime Scene Management (Policy 7.17)

In cooperation with area law enforcement agencies, the following criteria have been developed so that the patient's welfare is guarded and that the needs of investigating agencies to conduct an effective and thorough investigation are likewise safeguarded.

- A. Units not assigned to a call will not respond to that call. Over response tends to cause confusion at the crime scene and destruction of evidence.
- B. When approaching a possible crime scene, one technician should approach the patient to determine whether the person is alive or has expired.
- C. If an officer is present, he should be consulted before entering the scene. If an EKG strip is needed, use paddles only, and performs the procedure with only one technician. If possible, the technician examining the patient should have the monitor in order to avoid more than one technician entering the scene.
- D. The body should not be handled unnecessarily, but should be checked for radial pulse, eyes, for cyanosis, etc., to determine if alive. If the victim is obviously dead, do not attempt to resuscitate. If conclusive signs of death are present, do not handle the body or perform any other assessment.
- E. If the patient has expired, exit the scene by way of the approach originally made into the scene.
- F. Should an officer not be present, the crime scene should be preserved. Do not allow individuals to wander into the area. When an officer arrives, relate to him your information and approach to and exit from the scene.
- G. If the patient is alive, life-saving techniques should be administered, under the following guidelines:
  1. Keep medical equipment close to the victim.
  2. Stay close to the body.
  3. Keep hands out of any blood that has pooled.
  4. Do not wander around the scene.
  5. Minimize destruction of the patient's clothing. If the clothing has a puncture, do not use the hole in the clothing to start cutting. Begin cutting at another part of the garment.
- H. If objects at the scene have been used (a towel, wash cloth, etc.), notify the investigating Sergeant at once.
- I. Do not litter the scene with expended dressings, papers, or other items.
- J. Do not:
  1. Go through the victim's personal effects.
  2. Cover the body with a sheet or other material.
  3. Move, take or handle any object at the scene.
  4. Touch or move any weapon. NOTE: if a weapon must be moved in order to treat a victim, pick it up by the wooded stock and lay it near the victim out of the blood or water. Report this action to the investigating Sergeant.
  5. Clean the body of blood, etc.
  6. Wander around the crime scene; return to the vehicle.
  7. Be pressured into moving the body if death is obvious.
  8. Litter the crime scene with medical equipment, paper, dressings, bandages, etc.
- K. If possible, transfer the victim from the scene to the vehicle expeditiously and stabilize the victim in the vehicle.
- L. If the patient relates any information pertaining to the crime while in transit to the medical facility, tell the investigating Sergeant at once.
- M. Use common sense and be aware of your surroundings. Remember, the less you do to destroy a crime scene, the less the likelihood you will spend your days off in court and the better chance there will be for a successful prosecution of any criminal wrongdoing.
- N. Under ordinary circumstances, emergency medical personnel will be allowed to assess the patient and perform all appropriate medical care necessary to maintain life, as so indicated. It should be noted that access to the patient should only occur when the crime scene is secured and indicated safe by law enforcement personnel.
- O. If the officer in charge chooses to accept the responsibility that the patient is beyond salvageability, and prohibits access to the patient by EMSA personnel, the ranking EMSA technician should do the following:



1. Utilizing the current 10-23 Release Form, a brief report should be noted that includes time, date, location number of patients and the name and rank of the officer that accepted the responsibility for releasing the crew from pursuing patient care and assessment.
2. Secure the signature of at least two witnesses.
3. All documentation as noted above should be properly secured and forwarded to Headquarters for permanent filing.

### **351.10 EMSA Patient Care Protocol**

As a routine procedure, exclusive of those patients displaying conclusive signs of death, the following steps should be followed in ALL suspected DOA cases (traumatic and non-traumatic):

- E. Attempt to secure vital signs including apical, carotid and femoral pulses; respiration and lung sounds; blood pressure; and pupillary reaction to light.
- F. If ALS is present or readily available, run an EKG strip.
- G. Report above findings to PMS for concurrence.
- H. Record findings on patient care record.

Use of cardiac monitor to determine death.

It is the policy of the Central Oklahoma Ambulance Trust to perform EKG rhythm strips to determine death, always bearing in mind to perform our medical procedures with a constant awareness for preserving crime scene evidence. The following guidelines have been established to enhance this goal. EKG documentation may be obtained by any of the following methods:

- E. "Quick look" through paddles.
- F. Chest lead placement.
- G. Paddles place on any two extremities.
- H. Leads of paddles place on back.

NOTE: These methods should eliminate the need to move the victim's body in most situations. Only two contact points are required to document a tracing. The site location should be selected to ensure placement of the heart between the two recording points if possible, although locations such as arms and legs will suffice.

### **352.0 Joint Police Department / Fire Department Homicide or Death Scene Investigations**

#### **352.10 Purpose**

The purpose of this procedure is to ensure an organized and professional approach to the protection, management, and investigation of fire scenes that have resulted in or led to the discovery of a death.

Revised 2/03; Revised 07/07

#### **352.20 Procedure**

Homicide Unit Investigators will investigate deaths when a body is discovered at the scene of a fire, whether the fire is intentionally set or not. Additionally, they will investigate when the cause of the fire is unknown, uncertain, deliberately set, or set to cover up, or to commit a homicide. The Fire Department Incident Commander (or designee) will contact dispatch to request Fire Investigators and the on-call Homicide Lieutenant providing the pertinent information surrounding the fire and discovery of the body. In all cases when OCPD and/or OCFD personnel are on a fire death scene, the scene will be secured and protected as required. All witnesses will be separated and secured with the assistance of police operations personnel. Public safety, crime scene investigation, and evidence preservation, are of paramount importance during the initial arrival of first responders.

Anytime a possibility exists that evidence may be lost during the initial stages of response, the first investigators to arrive at the scene, whether Police or Fire personnel, will take the necessary steps to preserve evidence. Once the



Homicide Unit arrives at the scene, the Homicide Unit Investigator(s) and or Lieutenant(s) will take charge of the crime scene investigation. Fire Department Investigators and the Police Department Homicide Unit will investigate the death conjointly.

After a fire has been extinguished, the fire or police personnel discovering a person's body will:

- A. Check for conclusive signs of death, and call for EMSA if appropriate.
- B. Secure the scene and maintain scene security until relieved by personnel from either the Fire Investigators or the OCPD Homicide Unit.

The Fire Department Incident Commander or designee will be required to complete the following tasks:

- A. Notify EMSA (if appropriate);
- B. Notify Police dispatcher, to request Homicide Units; and
- C. Notify Fire dispatcher, to request Fire Investigators.
- D. Once the area is secured, a complete list of persons who entered the scene prior to and after discovery of the death will be obtained.

Upon arrival of the Homicide/ Fire Investigators, they will be briefed concerning the fire circumstances (if known), information pertaining to possible witnesses, fire survivors, and the discovery of human remains. Additionally, a preliminary crime scene walk-through may be needed for a complete understanding of the event.

A Preliminary crime scene walk-through will consist of the following:

- A. An assigned Homicide and Fire Investigator will be allowed to walk through the crime scene for preliminary investigation ONLY. In most instances, there will be no need to have more than one Homicide Investigator and one Fire Investigator assigned to the walk-through unless otherwise determined by a Homicide supervisor. A Homicide Investigator may request a member of the assigned C.S.I. Unit to participate in the preliminary walk-through. If detailed information is learned during the walk-through that is important for other Homicide or Fire investigators to view, photographs will be taken at the time of the walk-through by CSI. The photos should be viewed outside the crime scene perimeter by other investigators assigned to the case. At the end of the initial scene investigation, those photographs will be downloaded and stored with the case file photographs.
- B. For the purpose of this procedure, a preliminary investigation will mean a walk-through of the crime scene only. No item will be moved, touched or processed.

In order to maintain proper crime scene control and investigation, the Homicide supervisor will be in charge of death scenes once the Homicide Unit becomes involved in the investigation.

- A. The Homicide supervisor shall be briefed by Homicide personnel and/or Fire Department personnel on the scene.
- B. The Homicide supervisor will be responsible for the assignment of an investigating team consisting of the necessary Fire Investigators, Homicide Investigators, and a Crime Scene Investigators to process the scene.
- C. Homicide investigator(s) or supervisor(s) shall have the authority to restrict access to the scene to only those necessary to the criminal investigation.
- D. Homicide Investigators will be responsible for interviewing all witnesses, suspects, and other involved parties.
- E. Anytime the Oklahoma City Police Department Homicide Unit is conducting an investigation into a fire death, all media releases pertaining to the case will be made through the Oklahoma City Police Department Office of Media Relations or designee.

Determination of the origin and cause of the fire will remain the responsibility of the Fire Investigators. While investigating the immediate area where the victim(s) body is located within the burned structure or area, the assigned Homicide supervisor is responsible for contacting the State Medical Examiner's Office and coordinating with them.



- A. Physical evidence surrounding the origin and cause of the fire is generally collected by Fire Investigators and will continue to be collected and stored by them. If requested, C.S.I. personnel are available to assist in the collection of fire related evidence.
- B. Physical evidence in the immediate area where the victim's body is located within the burned structure or area that may or may not be related to the death, will be the responsibility of Oklahoma City Police Department C.S.I. personnel as directed by the assigned Homicide Investigator(s).
- C. If it is determined the fire death is not a Homicide or related to a criminal act, the assigned Homicide investigators will provide their reports to the Fire Department's Investigation Unit for final disposition.

Revised 2/03; Revised 07/07; Revised 3/16

## **353.0 Sex Offenses**

Sex offenses are classified as either primary or secondary. Primary offenses involve physical contact between the victim and the offender. Rape, sodomy and child molestation is examples of primary sex offenses. Secondary sex offenses are crimes, which involve no physical contact between the victim and offender, for example, obscene calls, and indecent exposure and peeping Tom offenses.

Both primary and secondary sex offenses are "crimes against persons" and require thorough investigation and documentation. Victims of these offenses usually suffer psychologically and sometimes suffer physically. Fear and embarrassment are also common reactions. Consequently, all victims will be treated with respect and efforts will be made to conduct the investigation as professionally as possible.

### **353.10 Responsibilities of the First Officer at the Scene**

The first officer at the scene will provide for the immediate needs of the victim. If necessary, advise Communications to dispatch an ambulance to transport the victim to the hospital. After assessing and providing for medical needs, provide emotional support. Calm and reassure the victim while obtaining suspect information if the incident recently occurred and there is a chance of apprehending the suspect. Advise Communications of suspect information.

If a male officer is assigned to the call, he should not routinely request that the call be reassigned to a female officer. In some cases it is of greater benefit to the victim if a male officer is able to establish rapport with her and provide for her needs and emotional support. If a male officer is unable to establish such rapport, or if the victim requests a female officer, then the call should be reassigned.

Locate the site of the sexual assault and protect the crime scene. If the scene is located, start the crime scene log book and contact crime scene technicians to process the scene.

Officer notifies his supervisor. The supervisor will determine if a Sex Crimes Supervisor should be contacted.

Advise the victim to NOT bathe, change clothes or drink fluids until after the sexual assault examination. Medical personnel will collect clothing items and biological specimens from the victim at the hospital. It is extremely important for the medical examination to be conducted as soon as possible. However, before leaving for the hospital, the officer will brief the assisting officer assigned to stand by the scene. The officer who remains at the scene must be familiar with the case facts in order to assist the crime scene technicians.

When the victim of the sexual assault/abuse is a young child, or is mentally retarded, with the mental development of a young child, the assigned officer(s) should interview the victim sufficiently to establish the elements of the crime and take whatever action is appropriate. However, an in depth interview should be deferred to the Sergeant assigned to conduct the follow-up investigation, in the interest of protecting the child from as much emotional trauma as possible.

### **353.20 Transportation to the Hospital**



The victim's clothing will become evidence and will be held in most instances; therefore, the officer should advise the victim to take a change of clothing to the hospital.

If necessary, provide transportation to the hospital for the victim. The victim may prefer to ride with a friend or relative, which is permissible. However, discourage the victim from driving herself to the hospital. An officer must meet the victim at the hospital in order to sign the evidence collection form.

Females and males, 14 years of age or older, are generally treated at University of Oklahoma Health Sciences Center; females and males under 14 years of age are treated at The Children's Hospital of Oklahoma.

Revised 3/97

### **353.30 Forensic Evidence**

If the victim insists upon seeking treatment at another hospital, determine if the physician there is willing to collect the evidence and has a Sexual Assault Evidence Collection Kit. If no kit is available, one can be obtained from the Sex Crimes office, Forensic Lab or one of the participating hospitals.

In order to maintain the chain of custody, the officer who accompanies the victim to the hospital is responsible for ensuring the Sexual Assault Evidence Kit is properly booked. The officer will transport the Sexual Assault Kit to Police Headquarters, 2nd floor Serology drop box located around the corner from the drug drop box. Prior to placing the Sexual Assault Evidence Kit in the Serology drop box, the officer will ensure the kit has been placed in the plastic bag included in the Evidence Kit. The officer should also ensure the Sexual Assault Report, completed by the Sexual Assault Nurse or the treating physician is placed in the plastic bag, outside of the Evidence Kit. The submission of the evidence must be documented in a report.

If the officer who accompanies the victim to the hospital is unable to remain with the victim until the rape examination is complete, the officer's supervisor will ensure the Sexual Assault Evidence Kit is collected and transported to the Serology drop box. The officer or supervisor who submits this evidence must document it in a report.

The Crime Scene Investigator will ensure the victim's clothing and other evidence obtained from the examination at the hospital, are secured and submitted for analysis as specified in OCPD Procedure 184.50-184.59. The submission of the evidence must be documented in a report. If a Crime Scene Investigator is not available to respond to the call, the field supervisor will ensure the victim's clothing and other physical collected from the scene and the exam of the victim is submitted in accordance with OCPD Procedures 184.50-184.59.

In cases involving physical injury to the victim, request a Crime Scene Investigator to obtain photographs of the injuries under their guidelines. If a Crime Scene Investigator is not available to process the scene, the field supervisor shall contact the on-call Crime Scene Unit Supervisor. If the decision is made to not have a Crime Scene Investigator respond, the field supervisor shall take pictures of the victim with a digital camera. The disk containing the pictures shall be submitted to the Digital Imaging Lab of the Crime Scene Unit.

If the victim was bitten during the assault, advise Communications to contact the odontologist (forensic dentist) on call and have him/her proceed to the hospital. It is very important to request medical personnel not to disturb the bite wound area until after the odontologist examines the wounds.

When the officer transports the victim to the hospital, he/she should determine if the victim has a way home after the sexual assault examination is completed. The officer will transport the victim home if transportation cannot be arranged.

Conduct a preliminary interview of the victim and complete the Crime Incident Report. Most victims do not stay home alone after they have been sexually assaulted, so determine where the victim can be reached and include this information in the report for the follow-up investigators. A Victim's Rights Statement Card will be provided to the victim.





Revised 3/97; Revised 2/03

## **354.0 Kidnapping for the Purpose of Extortion**

In every case of kidnapping for the purpose of extortion (where a demand for ransom is made), the safe return of the hostage or victim is the primary concern; apprehension and prosecution of the suspect is the secondary objective. These cases should be handled as discreetly as possible, unless there are witnesses to the actual abduction and a suspect or vehicle description is available for dissemination. Abductions where the motive is unknown or where there are witnesses will be handled as specified in 354.10.

The dispatcher or other person who receives the initial call will obtain from the caller the following information:

- A. Name and address of the caller.
- B. Name and address of the victim.
- C. Telephone number of the caller and of the victim.
- D. Description of the suspect.
- E. Details of the incident.

The reporting person will be asked to stay by the telephone and await an immediate return call by a member of the Investigations Division. The Commander of the Robbery/Homicide/Missing Persons Unit (or secondly, the Homicide Supervisor on call) will be contacted immediately and given all information. The Communications Shift Supervisor will also be informed of the situation. Unless there is suspect or vehicle information to be broadcast, there will be no press releases and no remarks on the police radio, unless cleared by the Homicide Supervisor.

The Communications Supervisor will see that no uniformed personnel are dispatched to the scene, unless cleared by the Robbery or Homicide Supervisor.

The Robbery/Homicide Commander or Supervisor will immediately contact the reporting person for further information, including:

- A. Is the victim really missing?
- B. What are the alternative locations where the victim might be found?
- C. Is there any reason to believe the complaint may be a hoax?

The Communications Commander will be notified of the current state of the case and what communications activity is to be expected.

The Chief of Police and Investigations Division Chief will be notified, as well as the FBI. The Commander of the Special Projects Group will also be contacted for assistance in conducting a discreet investigation into the possible location of the victim. This assistance will include telephone recordings and other intelligence gathering functions.

The Robbery/Homicide Commander or Supervisor on-call will direct the investigation.

All other officers WILL NOT drive by or make contact with the reporting party, except as ordered by the supervisor directing the investigation. Special care should be taken to avoid the dissemination of information to unauthorized persons. The PIO should be contacted, briefed and kept updated as the case progresses. The release of case information to the news media should be postponed until such release will not jeopardize the hostage.

### **354.10 Kidnapping / Abduction Cases Where Motive is Unknown or Where the Abduction was Witnessed**

These cases where suspect/victim/vehicle information is present and ready for dissemination must be handled differently than a ransom case. These cases require the rapid dissemination of information by the Law Enforcement Communications Network, i.e., information bulletins, NCIC entry; Teletype messages (statewide, regional, national, etc.).



The first officer on the scene will contact the dispatcher or RACOM and request that a general broadcast be made on all frequencies of the available description of:

- A. Victims
- B. Suspects
- C. Vehicles
- D. Any other pertinent information.

This officer will immediately contact by telephone (or radio if a phone is not available) CIU Unit 800, and give them the same information for entry into the Police Communications Network.

CIU or Unit 800 will enter the available information into the Network:

- A. All pertinent information such as victim/suspect/vehicle descriptions, etc., will be sent by a Teletype all-points bulletin, Statewide or Nationwide as the situation warrants.
- B. The victim will be entered into NCIC as a Missing Person.
- C. If applicable, all vehicle descriptions will be entered into the NCIC Felony Vehicle File. This includes the victim's and/or the suspect's vehicle.

An Investigations Bureau supervisor will be notified to supervise the follow-up investigation. Investigators assigned to the case will monitor and update the Police Communication Network through Unit 800. The monitoring and updating will include, but not be limited to, additional information, upgrading of the broadcasts or canceling all or part of the information.

### **355.0 Wire Taps – Illegal**

When an illegal wiretap is suspected or detected, officers shall leave the device intact without disturbing it and contact a Criminal Intelligence supervisor, who will initiate an appropriate criminal investigation.

### **360.0 Probable Cause Affidavit**

The Oklahoma City Police Department has instituted a policy of completing a probable cause affidavit for each and every prisoner placed in the county jail on a state misdemeanor or state felony charge. A supervisor is responsible for reviewing the probable cause affidavit and authorizing the hold for state charge(s). The Probable Cause Affidavit prepared by the arresting officer shall be reviewed and signed by the supervisor when all elements of the crime are present.

The probable cause affidavit should include:

- A. Location of the arrest, including county;
- B. Actions of the arrested person;
- C. Circumstances of the arrest;
- D. All elements of the crime; and
- E. Arresting officer's commission number and signature.

Once the affidavit has been completed and signed by a supervisor, the arresting officer must present it to the Inmate Processing Unit data entry clerk upon booking the arrested person into the county jail. Any person(s) arrested on probable cause (without an arrest warrant) for a state misdemeanor or state felony crime will not be booked into the county jail without a completed probable cause affidavit and jail booking slip at the time of the booking procedure.

If a state charge(s) is to be added/changed by an officer or investigator after the initial booking, a separate probable cause affidavit and jail booking slip must be completed for the new state charge(s) to be added to the jail blotter under the arrested person's name.

In certain types of crimes, the arresting officer must include specific information on the probable cause affidavit in addition to the five (5) more generalized requirements listed above.



Revised 9/95; Revised 9/05; Revised 10/15

### **361.0 Probable Cause Affidavit(s) – Specific Charges**

#### **361.05 Probable Cause Affidavit – Drug Charges**

An officer, who arrests an individual for any drug violation, must perform a field test on the drug(s) and obtain a positive indication for the drug. The officer is responsible for including this information in the probable cause affidavit. The jail provides supplies used for field-testing cocaine, methamphetamine, amphetamines and heroin. Marijuana can be identified by an officer's observation and description. All other drugs should be identified by name in the probable cause affidavit.

Adopted 9/95; Revised 10/15

#### **361.06 Probable Cause Affidavit – After Former Conviction (AFC)**

Any charge involving an arrest with "After Former Conviction" must be documented by the arresting officer. The jurisdiction and date of the former conviction must be included in the probable cause affidavit.

Adopted 9/95; Revised 10/15

#### **361.07 Probable Cause Affidavit – Driving Under the Influence, After Former Conviction (DUI-AFC)**

An arrest for Driving Under the Influence with an "After Former Conviction" must be documented by the arresting officer. The jurisdiction and date of the former conviction must be included in the probable cause affidavit.

Adopted 9/95; Revised 10/15

#### **361.08 Probable Cause Affidavit – Violation of Victim Protection Order (VPO)**

If an officer arrests an individual for Violation of a Victim Protection Order, there must be documentation indicating the date the VPO was granted by the Court. In the event the VPO was issued from another county, the arresting officer should contact the Sheriff's Office in that county and obtain the date the VPO was granted. The information must be included in the probable cause affidavit.

Adopted 9/95; Revised 10/15

#### **361.09 Probable Cause Affidavit – OCPD Information Bulletin**

An officer who issues an information bulletin is responsible for listing the elements of the crime and enough information to establish probable cause for the arrest of the individual named in the bulletin. The arresting officer will obtain this information from the bulletin and include it in the probable cause affidavit prior to booking the person into jail.

Adopted 9/95; Revised 10/15

### **362.0 Probable Cause Hearing Procedure**

The Inmate Processing Unit is responsible for ensuring every probable cause affidavit presented by an arresting officer is notarized prior to the officer booking a person into jail on a state misdemeanor or state felony charge. The Inmate Processing Unit will temporarily retain notarized probable cause affidavits and make three copies of them. One copy goes to Records with the original booking sheet, one copy goes to Investigations, and one copy is retained at the Inmate Processing Unit for 30 days.



Once a day, the Inmate Processing Unit will prepare a docket containing the names of persons booked into jail on state charges within the previous twenty-four (24) hours. The docket should correspond, both by number and name, with the probable cause affidavits retained for the twenty-four (24) hour period.

The Inmate Processing Unit will provide the docket and original probable cause affidavits to the Oklahoma County Sheriff's Office. The Sheriff's Office will in turn present them to the assigned district judge for probable cause determination. The docket indicating the judge's probable cause determinations will be returned to the Inmate Processing Unit. The Inmate Processing Unit will then update JMIS to include the judge's probable cause determinations.

Adopted 9/95; Revised 10/15

## **370.0 Property Management Unit**

The purpose of this procedure is to ensure the proper collection, preservation, chain of custody and disposition of evidence in all criminal cases and to ensure the appropriate handling of property of a non-evidentiary nature that comes into the possession of the Oklahoma City Police Department.

Adopted 12/90; Revised 07/07

### **370.10 Property Management Unit Responsibilities**

Property Management Unit (PMU) personnel shall ensure compliance with proper procedures prior to accepting property for booking and storage.

The Property Management Unit reserves "a right of refusal" for any property not accurately documented at the time of initial booking or return from release. Property not booked in accordance with established department procedures will not be accepted for booking until the discrepancies are corrected. Items will be inventoried and stored, but not officially booked until all corrections are made.

PMU personnel shall enter all property into the computer by recording all pertinent information listed on the Property Booking Sheet by the original booking officer.

PMU personnel will inventory all property received except items secured with an evidence seal or a package which is commonly sealed with tape and initialed by the officer booking evidence.

PMU personnel will document the location where the property is stored on the Property Booking Sheet.

Revised 12/90; Revised 07/07; Revised 1/16

### **370.20 Security**

PMU personnel may only access those areas of the PMU facility they are authorized to enter.

Any other persons seeking or requesting access into the secured portions of the PMU must:

- A. have authorization from the PMU supervisor or designee before entering or being granted access;
- B. complete the Security Control Log Sheet to include:
  1. Full name
  2. Agency/employer
  3. Department/Unit (if applicable)
  4. Date
  5. Time In
  6. Purpose
  7. Time Out; and
- C. be escorted and accompanied by PMU personnel at all times.



Unauthorized access is strictly prohibited.

Property Room personnel shall be responsible for maintaining security of the property storage areas by keeping all doors locked and all alarms set on areas not occupied by PMU personnel. Keys to the PMU shall not be reproduced or made available to anyone other than assigned personnel without written authorization from the Property Management Unit supervisor.

Revised 07/07; Revised 1/16

### **370.30 Inspections and Audits**

The Property Management supervisor shall ensure a random inspection of property and records relating to the property is conducted at least semi-annually.

An audit of property and evidence will be conducted any time the Property Management supervisor is transferred, retires, or is otherwise replaced. The incoming supervisor and a designee of the Chief of Police will conduct this audit.

A supervisor who is not routinely or directly connected with the control of property and evidence will be appointed by the Chief of Police to conduct an annual audit of property and records. That person will report the findings directly to the Chief. In addition, an unannounced inspection will be conducted by the Staff Inspections Unit at least once a year.

Adopted 07/07; Revised 1/16



**RESERVED FOR FUTURE USE**



## **Inmate Processing Unit**

### **380.0 Introduction**

The Oklahoma City Police Department, in conjunction with the Oklahoma County Sheriff's Office, operates a jail facility as outlined and approved by the Oklahoma Crime Commission through legislative action.

The goal of the Oklahoma City Police Department is to provide training for Inmate Processing Unit employees; to maintain the authorized level of staffing; and to comply with 100% of the applicable State Jail Standards.

The Inmate Processing Unit (IPU) provides priority support to police line units. Support is also provided to the Courts, officers of the Court, rehabilitative services, and to the public.

The IPU administrator is a Police Captain, also known as the Jail Commander, who has overall responsibility for the operation, implementation and enforcement of these policies and procedures. The Jail Commander reports to the Laboratory and Support Services Division Commander.

Revised 8/99

### **381.0 Intake of Prisoners**

The goal is to provide for the effective and speedy intake of prisoners; to ensure an intake health screening of prisoners through inquiry and observation; and admit prisoners who do not require emergency treatment.

Adopted 8/99

#### **381.05 Identification Technicians**

Responsibilities include, but are not limited to, processing of prisoners for identification and the comparison of fingerprints through the use of the AFIS Computer and Digital Photo Lab. See SOP for further duties.

Adopted 1/06

#### **381.10 Police Officer**

Upon arrival, all weapons and contraband are secured in the lockers prior to entering the secured area of the facility. The officer places all personal property of the prisoner on the property counter and verifies by signature the collection of the property by an Oklahoma County Detention Officer. The property is sealed in a property bag. The prisoner is then thoroughly searched and secured in the holding area.

An officer shall not bring to the County Jail any prisoner who is obviously in need of immediate health care, but first takes the prisoner to an approved emergency health care institution for treatment. The IPU Lieutenant will be provided with a hospital release form at the time of booking.

If an arrested person is eligible to be released on bond, the arresting officer shall escort the person to the Public Counter of the Municipal Courts (or other designated location) and allow the person to post bond and then be released according to the restrictions of the bond. Booking and incarceration are not necessary so long as applicable bonding requirements are met.

An officer ensures that the paperwork regarding the arrest is completed prior to bringing the prisoner to the booking counter. Verify to the booking Lieutenant the identity of the arrested person and the officer's authority to make such arrest.

Adopted 8/99



### **381.11 Inmate Processing Unit Lieutenant**

The IPU Lieutenant does not accept into the intake process any prisoner who is in obvious need of emergency medical care. Arrested persons who are not conscious, semiconscious, bleeding, cannot answer questions concerning their health to the satisfaction of the IPU Lieutenant on duty, or otherwise in need of any emergency medical care, will be first taken to the hospital for treatment, before being accepted into the facility.

Adopted 8/99

### **381.12 Medical Screening Form**

A Medical Screening Form will be filled out on every inmate who is accepted into the facility for incarceration. All items should be filled out and asked of the inmate. If, for some reason, the inmate is unable to answer the questions due to alcohol or drug influence, and the inmate does not appear to be in need of immediate medical attention, refer the inmate to the Oklahoma County Jail Health Authority so the inmate can be medically evaluated.

Adopted 8/99

### **381.13 Computerized Booking**

IPU personnel will be familiar with manual booking as well as computerized booking, in case of emergency or power failure.

Adopted 8/99

### **381.14 Alcohol / Drug Charges**

Prisoners booked on alcohol or drug related charges will be held a minimum of four (4) hours to ensure that when the inmate is released, that person will not endanger the public or himself/herself.

Adopted 8/99

### **382.0 Intake of Property and Money**

At the property counter, an Oklahoma County Detention Officer will require the prisoner to place their property on the counter to be collected and secured. The only property, which will be accepted at the time of booking, will be the following items:

- A. Clothing worn by the prisoner at the time of arrest,
- B. Personal property with the prisoner at the time of arrest (watch, billfold, jewelry, purse); and
- C. Official documents (driver's license, birth certificates, social security cards, citations, etc.).

The prisoner will be searched thoroughly and the officer will witness the collection of property and initial the property receipt.

All collected property and money will be placed in a property bag, which will be securely sealed. A receipt for the property being held will be initialed by the Oklahoma County Detention Officer, the prisoner, and the arresting officer. The original property sheet will be attached to the original booking sheet. The property will then be considered to be in the custody of the Oklahoma County Jail.

All other property and/or evidence will be booked in to the OCPD property room and/or the appropriate OCPD laboratory.

Adopted 8/99

### **382.11 Prosthetic Devices**





Glasses, false teeth, hearing aids, artificial limbs, or any voice amplifying apparatus, may be retained by the inmate at the time of booking, provided the inmate's emotional and physical condition is considered stable, upon approval of the Oklahoma County Jail Receiving Supervisor.

Adopted 8/99

### **382.12 Tobacco Privileges**

The Oklahoma County Jail is a nonsmoking facility, and inmates will not be allowed to retain cigarettes or matches at the time of intake. Other tobacco products will not be allowed in the facility.

Adopted 8/99

### **382.13 Jewelry**

No jewelry will remain on the prisoner upon intake, except in a case where the removal of jewelry is impossible.

Adopted 8/99

### **382.14 Contraband**

Known items of contraband, such as narcotics or other controlled substances, narcotics paraphernalia, or gambling paraphernalia, which are found on a prisoner being booked, will be retained by the arresting officer and booked into either the OCPD Property Room or the Drug Locker according to departmental procedures. These items will be noted in the officer's arrest report.

Adopted 8/99

### **383.0 Intake of Juveniles**

No person under the age of 18 years will be placed into the Oklahoma County facility unless charged with a specific statutory provision, which allows such incarceration.

Special incarceration provisions for juveniles ages 13 through 17 are as follows:

- A. Murder I

Special incarceration provisions for juveniles ages 15, 16 and 17 are as follows:

- B. Murder in the 2nd Degree
- C. Manslaughter in the 1st Degree
- D. Kidnapping for the Purpose of Extortion
- E. Robbery with a Dangerous Weapon or Attempt Thereof
- F. Robbery with a Firearm or Attempt Thereof
- G. Rape in the 1st Degree or Attempt Thereof
- H. Rape by Instrumentation or Attempt Thereof
- I. Arson in the 1st Degree or Attempt Thereof
- J. Shooting with Intent to Kill
- K. Forcible Sodomy
- L. Lewd Molestation
- M. Discharging a Firearm, Crossbow, or any Other Weapon from a Vehicle pursuant to Subsection B of Title 21, Section 652 of the Oklahoma State Statutes

Special incarceration provisions for juveniles ages 16 and 17 are as follows:

- N. Maiming
- O. Rape in the 2nd Degree



- P. Assault or Assault and Battery with a Deadly Weapon
- Q. Aggravated Assault and Battery of a Police Officer
- R. Burglary in the 1st Degree or Attempted Burglary in the 1st Degree
- S. Residential Burglary in the 2nd Degree after 2 or more adjudications as a delinquent for committing Burglary in the 1st Degree or Residential Burglary in the 2nd Degree
- T. Intimidating a Witness
- U. Trafficking in or Manufacturing Illegal Drugs

**JUVENILE ADJUDICATION DEFINED AS:**

Juvenile adjudication for the purpose of incarceration, interrogation and/or detention is a formal disposition by a juvenile court wherein a child under the age of 18 is found delinquent for violating a federal or state law or municipal ordinances (excluding traffic ordinances unless the violations are habitual).

**\*\* Officers incarcerating juveniles into this facility under the charge of RESIDENTIAL BURGLARY IN THE 2ND DEGREE AFTER 2 OR MORE ADJUDICATIONS AS A DELINQUENT FOR COMMITTING EITHER BURGLARY IN THE 1ST DEGREE OR BURGLARY IN THE 2ND DEGREE must present a booking slip and adjudication documentation, faxed or other means, to the IPU Lieutenant. This information is retrieved from the Oklahoma County Juvenile District Attorney’s Office. The booking slip must reflect at least two (2) adjudicated dates for the enumerated crime of Burglary I or II; intake counselor’s name along with the date and time contact was made with the intake counselor.**

All juveniles arrested will be held separately from the general population within the Jail facility in a separate cell.

City charges shall not be added to any juvenile being held for the above listed crimes.

Adopted 8/99

**384.0 Prisoner Observation**

The on-duty IPU Lieutenant will be observant to a prisoner’s suicidal and/or withdrawal potential, upon intake into the facility.

The on-duty IPU Lieutenant will notify the Oklahoma County Receiving Supervisor of all persons who have been determined to be a danger to themselves or other inmates.

Revised 8/99

**385.0 Mental Patients**

In cases where a mental patient accused of a crime is under the care of the State, personal physician or counselor, arrangements may be made to dismiss or pend the misdemeanor charges.

Police Officers, or other peace officers, cannot book a person who is suspected of being a mental patient into the Inmate Processing facility. The officer must have a criminal charge or traffic charge for which the person will be adjudicated.

Revised 8/99

**386.0 Release of Property**

To provide for an orderly and accurate procedure for the release of personal property to inmates leaving the facility, the policies and procedures in effect by the Oklahoma County Jail will be followed.

Adopted 8/99



### **387.0 Security Procedures**

No employee will enter occupied cells without ensuring that they have a backup on hand in case help is needed. Only Detention Officers shall have direct contact with inmates.

Revised 8/99

#### **387.10 Tools and Utensils**

The Inmate Processing Unit maintains a limited amount of tools in the IPU supply room for the purpose of general maintenance of the Police Headquarters complex. All tools will be checked out to employees and those State Trustees who have maintenance assignments. All tools will be checked back in with the Shift Lieutenant or Trusty Coordinator (TC) after they have been used. The IPU supply room will be locked at all times when tools are not being used.

Revised 8/99

#### **387.11 Transportation of Inmates Outside the Facility**

Inmates requiring transportation outside the Oklahoma County Jail facility will be escorted by a Police Officer, IPU personnel, or authorized City Personnel.

Adopted 8/99

### **388.0 Emergency Procedures**

All IPU personnel will be issued and become familiar with emergency plans currently in effect within the Oklahoma County Jail, and shall follow these plans in cases of fire, man-made or natural disaster.

Adopted 8/99

#### **388.10 Jail Evacuation Plan**

The evacuation plan developed by the Oklahoma County Sheriff's Office and currently in effect shall be followed in all evacuation emergencies.

Adopted 8/99

### **389.0 Escapes**

IPU employees will work closely with Oklahoma County Detention personnel to maintain a high degree of awareness to escape attempts.

Adopted 8/99

#### **389.10 City Trustees**

In the event any City Trusty walks away from the facility, a Crime Incident report will be made for the Bureau of Records. An incident number will be assigned to each escape/walkaway. A City Municipal Citation will also be completed and sent to the City Court Clerk requesting that a warrant be issued. The IPU Commander will be notified.

Adopted 8/99

#### **389.11 State Trustees**



The Oklahoma City Police Department contracts with the Oklahoma State Department of Corrections for the services of State Trustees to provide housekeeping duties within the Police Department complex. These Trustees are prisoners under the care of the Oklahoma State Department of Corrections, and are serving varying sentences.

The Trustees are selected through personal interviews by the IPU personnel.

All trustees are assigned to a DOC Case Manager from the Oklahoma City Community Treatment Center. The Case Manager handles monthly evaluations and all paperwork concerning the trustees.

State Trustees must be familiar with both DOC guidelines and rules as well as the rules and regulations of the Oklahoma City Police Department Inmate Processing Unit.

Any State Trusty who has violated the rules of the IPU work program, or should be investigated for violation of the rules, will be placed in lockup until DOC can be notified and said Trusty can be picked up by DOC. State Trustees, who have walked away from the facility without permission, will be declared to have escaped, and the IPU Commander notified. The Department of Corrections, Oklahoma City Community Treatment Center, will also be notified immediately. DOC will be responsible for the filing of escape charges with the District Attorney's Office. The Lieutenant on duty will ensure that a Crime Incident report is made for Records and issue an Information Bulletin.

Adopted 8/99

### **390.0 Control of Contraband**

Inmate Processing Unit employees will work closely with Oklahoma County Detention personnel to provide for the detection of possession and movement of contraband coming in, going out, or within the facility. Contraband is any item not authorized for inmates to possess by the policies of the Oklahoma County Jail.

Adopted 8/99

### **391.0 Handling of Keys**

No person, other than IPU supervisors and personnel, will have access to or possession of keys. Keys will not be left unattended.

Missing keys, or any other problem with the handling of keys, will be immediately reported to the IPU Lieutenant.

No keys will be given to any trusty of the facility, State or City, with the limited exception of elevator keys, entry cards, or single keys to enter their place of duty. These will only be checked out on an as needed basis, and will be checked back in to the Trusty Coordinator upon completion of the assigned task.

Revised 8/99

### **392.0 Disposition Forms**

Disposition forms for each prisoner are forwarded to the IPU from the Investigations Bureau.

Adopted 8/99

#### **392.10 Hold for State Prisoner Dispositions**

Disposition forms are to be forwarded to the IPU Data Entry office at the Oklahoma County Detention Facility. The appropriate action will then be taken on each charge as directed by the investigator.

Adopted 8/99



### **392.11 24-Hour Release**

Prisoners jailed on new Jury Division Court of Record charges may be released after 24 hours after booking, provided there are no State charges pending, Failure to Appear Citations, or Outstanding Warrants. The appropriate Municipal Court Form must be completed fully, verifying a 24-hour release, using the JD Arraignment Schedule to assign the court date, by the releasing officer and signed by the defendant for proper execution of the 24-hour release. A copy must be given to the defendant and the original copy to the Municipal Court Clerk.

When State charges are dropped, Failure to Appear Citation or Warrant charges are taken care of, proceed with the 24-hour release as outlined on the new charges.

An OR shall be considered a privilege and is granted in lieu of a court arraignment.

Adopted 8/99

### **392.12 10-Hour Release**

Prisoners jailed on new Criminal Court of Record or Traffic Court of Record charges may be released after 10 hours after booking, provided there are no State charges pending, Failure to Appear Citations, or Outstanding Warrants. The appropriate Municipal Court Form must be completed fully verifying a 10-hour release using the CR/TR Arraignment Schedule to assign the court date by releasing officer and signed by the defendant for proper execution of the 10-hour release. A copy must be given to the defendant and the original copy to the Municipal Court Clerk.

When State Charges are dropped, Failure to Appear Citations or Warrant charges are taken care of, proceed with the 10-hour release as outlined on new charges.

An OR shall be considered a privilege and is granted in lieu of a court arraignment.

Adopted 8/99

### **392.13 City Charges**

Time served for City charges is determined by the Municipal Courts.

A check of all inmates will be made each day. Time will be counted from the court date. Any modification or adjustments shall be made by the Municipal Court. If the amount of the fine has been served, the inmate will be processed for release.

Adopted 8/99

### **392.14 Computer Updates**

Personnel on each shift will be responsible for all computer updates from transactions, which occurred on their shift.

Adopted 8/99

### **392.15 Inmate Records**

Inmate records are safeguarded in the Police Records Unit. Inmates and former inmates shall be allowed access to their records in accordance with the privacy statutes, and the policies of the Oklahoma City Police Records Unit.

Adopted 8/99

### **393.0 Use of Force**

The safety and well being of each employee of the Oklahoma City IPU is of prime importance in this procedure. No employee is expected to be physically abused; in fact, their right to defend themselves is recognized. At the same



time, employees are not to physically abuse or verbally intimidate or provoke any person being processed for intake, being processed for release, or residing within the Oklahoma County Jail.

Revised 8/99

### **393.10 Weapons / Contraband**

No contraband, defensive or offensive weapons, firearms, chemical agents of any kind, or other weapons will be brought into or stored within the Oklahoma County Jail facility.

No nightsticks, billies, slappers, or mace, will be part of the uniform of any IPU personnel; nor will they be carried into the secured area of the facility by any law enforcement officer.

No firearms of any kind will be allowed into the IPU receiving area. In extreme emergency situations, the Oklahoma County Jail Commander may order firearms, chemical agents, or other weapons into the jail.

Revised 8/99

### **393.11 Oleoresin Capsicum**

Any arresting officer who brings a prisoner into the Oklahoma County Jail will notify IPU personnel or any other officer/employee who may come in contact with the violator, that Oleoresin Capsicum agent was used on the subject. This will be documented on the MEDICAL SCREENING FORM.

Adopted 8/99

### **393.12 IPU Personnel**

In all other cases where the use of force is necessary by OCPD personnel, due to assaults on police officers or IPU personnel, resistance physically to incarceration or resistance to movement within the facility, control of violent mental patients, disturbances between inmates, or attempted escapes, the use of force will only be to a degree necessary to bring the prisoner under control, eliminating any danger to the IPU employee, Police Officer, or other inmate, as well as to the inmate.

Adopted 8/99

### **393.20 Responsibilities after a Use of Force Incident**

Revised 8/99

#### **393.21 IPU Employee's Responsibilities**

After any incident where force was required to subdue an inmate, the IPU employee is required to make a report.

Adopted 8/99

#### **393.22 Lieutenant's Responsibilities**

The on-duty IPU Lieutenant will be responsible for the completion of any and all reports the department may require, i.e. Crime Incident Report. The accompanying follow-up report by the shift supervisor will detail the incident, have interviews of suspects, participants, and witnesses, and make recommendations as to the necessity of that use of force. If the shift supervisor is involved in the incident as a participant, then just one report is required.

IPU Lieutenants are responsible for follow-up on the physical condition of employees ensuring that medical attention is given to employees. Necessary medical attention will be reported to the IPU Commander and all Department injury reports filled out.



IPU Lieutenants will notify the relieving shift of any follow-up action, which may be required.

The IPU Commander will be contacted reference any serious disturbance in which there was use of force by OCPD IPU personnel and an injury occurred. These incidents may require that the IPU Commander be present for a follow-up investigation.

Adopted 8/99

### **393.23 Injury to Employees**

If as the result of Use of Force, any employee is injured, the following procedures will be followed:

- A. Transport injured person to the hospital, filling out proper forms.
- B. The Lieutenant will obtain the names of all witnesses to the incident.
- C. The Lieutenant will make a complete follow-up and forward all information to the IPU Commander.

Adopted 8/99

### **393.24 Emergency Notification**

In emergency situations where major injury to employees occurs, emergency notification will be handled as follows:

- A. IPU Commander
- B. Division Major
- C. Deputy Chief of Police
- D. Chief of Police

If the emergency situation does not allow the shift Lieutenant to make this notification, contact the Communications Unit to make the notifications.

After all of the notifications of emergency situations are made, then the shift supervisor or the IPU Commander will notify the State Jail Inspector.

Adopted 8/99

## **394.0 Health Plan**

Adopted 8/99

### **394.01 Employee Testing**

Every IPU employee shall be tested for tuberculosis every six months as set forth by Risk Management.

Adopted 8/99

### **394.10 First Aid Kits**

An adequately stocked First-Aid kit will be kept available for IPU personnel.

Adopted 8/99

### **394.11 Training of Inmate Processing Personnel**

Detention Officers will be instructed in the techniques of CPR during their Basic/Annual Jail Training Course, and be certified.



All additional training will be in accordance with Oklahoma State Jail Standards and Oklahoma City Police Department policies and guidelines.

Adopted 8/99

### **394.12 Inmate Possession of Medication**

Prescription medication belonging to a prisoner, in their possession at the time of intake into the facility, will be forwarded to the Medical Unit at the Oklahoma County Jail by the arresting officer. The officer will reflect this information in the arrest report.

Adopted 8/99

### **394.13 Misdemeanor Prisoners**

If the inmate is charged only with City charges and must be taken to a hospital by EMSA or by an officer, the inmate may be left unattended, if in the opinion of Police Shift Supervisors, the inmate is not a danger to himself/herself or others and the attending physician has been consulted. The hospital will then contact the IPU or the Dispatcher when the inmate is ready to be picked up.

Adopted 8/99

### **394.14 Mental Illness**

All inmates who are being charged with Municipal charges only, and who are being detained for crimes where suspected mental disease is a contributing factor and who require emergency medical referral, will be guarded by the assigned police officer at all times while outside the Inmate Processing Unit.

Adopted 8/99

### **394.15 Detoxification**

Detoxification of inmates from alcohol or drug dependency will not be performed in the IPU. Alcohol detoxification will take place at the Oklahoma County supervised Detoxification Center. Drug withdrawal problems will be immediately referred to a hospital or the Oklahoma County Health Department social agency, which handles drug abuse problems. Felony prisoners booked out of custody by OCPD will be guarded at hospitals pending charges of criminal activity being filed.

Adopted 8/99

### **394.16 Health Appraisal Records**

The Oklahoma County Jail Health Authority will maintain health appraisal records of inmates examined and treated in the facility in accordance with Oklahoma State Jail Standards and procedures in effect in the Oklahoma County Jail.

The only medical records, which will be maintained by OCPD, will be the initial MEDICAL SCREENING FORM. A copy of this form will be forwarded to the Bureau of Records for filing.

Adopted 8/99

### **394.17 Refusal of Treatment**

Inmates have the right to refuse treatment of their medical problems. These refusals will be documented on the STANDARD JAIL MEDICAL FORM, which will be signed at the hospital by the attending physician. If, in the opinion of the IPU Commander, the on-duty IPU Lieutenant, or the Oklahoma County Jail Health Authority, the inmate's life is in danger due to the inmate's refusal to accept medical treatment, the appropriate City or District





Attorney will be contacted to petition a Court of competent jurisdiction for approval to proceed with medical treatment. No inmate will be restrained and medical treatment forced upon them without such authorization. In the event of Court ordered treatment, medical care will be performed at a hospital or other referral institution. Leather or canvas arm and leg restraints will be used to restrain inmates for medical treatment.

Adopted 8/99

## **395.0 Housekeeping Plan**

Maintenance of adequate cleanliness and sanitation procedures is of utmost importance to the Oklahoma City Police Department.

Adopted 8/99

### **395.10 Trusty Coordinator**

The Oklahoma City Police Department has established a Trusty Coordinator position to oversee the maintenance and sanitation of the Police Headquarters complex and satellite facilities.

The TC will supervise the Trusty Program for both City and State Trusties. All cleaning and maintenance tasks will be carried out at the direction of the TC.

Adopted 8/99

### **395.11 Cleaning Agents**

All flammable, caustic, or toxic cleaning agents or supplies will be controlled and issued by the TC. The use of any such material or substance within the Police Department complex will be supervised by the TC or other assigned Detention Officers. The TC will ensure secure storage of such material.

Adopted 8/99

### **395.12 General Housekeeping Plan**

The Housekeeping Program will be supervised at all times.

Adopted 8/99

### **395.13 Daily Assignments**

Daily assignments will include, but not be limited to the following:

- A. Sweep and mop floors; damp mop (using clean water) and buff the tile areas, including all offices;
- B. Clean elevators;
- C. Remove trash to receptacle; clean all smoking receptacles;
- D. Clean toilets, basins, sinks, commodes and other items in restrooms; and
- E. Vacuum all carpets.

Adopted 8/99

### **395.14 Rules of the Supply Room**

Supplies will be checked out between the hours of 0700 and 1500 each day to the State Trusties. Supplies will be returned before 1500 hours. The TC will issue these supplies, as will other IPU personnel in their absence.

No City Trusty will be allowed to pick up supplies unless authorized by the TC. Tools will be checked out as outlined above. No City Trusty will be allowed to check out tools.



The commode cleaner supplies are to be used by State Trustees only after they have been checked out as above.

State Trustees will be responsible for the wax and stripper used on floors.

Mop heads will be cleaned daily.

Stripping pads and buffing pads will be soaked in stripper only under supervision of the TC.

Paintbrushes, rollers, and pans will be turned in to the TC, clean after each use.

Ammonia will not be checked out or used for any reason.

THE SUPPLY ROOM WILL BE LOCKED AT ALL TIMES WHEN UNSUPERVISED.

ALL SUPPLIES WILL BE LOGGED IN AND OUT.

Adopted 8/99

### **395.15 Weekly Inventory of Supplies**

The TC will maintain and review a weekly inventory of all supplies received and issued from the supply room.

Adopted 8/99

### **396.0 Appointing an Inmate to Trusty Status**

It is the policy of the Oklahoma City Inmate Processing Unit, in cooperation with the Municipal Courts, to allow inmates to work off their fines as trustees within the IPU. Trustees work strictly on a voluntary basis.

Revised 8/99

### **396.05 Inmate Rules and Discipline**

Rules and regulations established by Oklahoma State Jail Standards and the Oklahoma County Jail will be in effect for all prisoners booked into the facility by officers of the Oklahoma City Police Department.

The Oklahoma County Jail Commander is responsible for all matters of discipline as outlined in the Oklahoma State Jail Standards. The only matters of discipline which will be handled by the Oklahoma City Inmate Processing will be those regarding State and City trustees under control of the Oklahoma City Inmate Processing Unit.

Adopted 8/99

### **396.06 Inmate Grievances**

Inmate grievances concerning their conditions of incarceration will be handled according to Oklahoma State Jail Standards, and in accordance with the currently established procedures of the Oklahoma County Jail.

Adopted 8/99

### **396.07 Inmates Ineligible for Trusty Status**

An inmate who has a pending court date will not be made a trusty until his/her case has been adjudicated.

Adopted 8/99



### **396.08 Requirements Placed on Trusties**

Male and female Trusties will not share work assignments. Nor will they have any contact, verbal or physical, with each other or any other inmates of the opposite sex.

When assigned to a work crew or assignment, at least one supervising employee of the same sex as the trusty will be assigned to the work crew or assignment.

Trusties may not work double shifts in any one day for additional credit.

Trusties will bathe daily.

Trusties are required to read and sign the OCPD INMATE PROCESSING RULES AND REGULATIONS FOR TRUSTIES before being allowed trusty status.

Adopted 8/99

### **396.09 Supervision of Trusties**

The TC will have supervising responsibility over trusties. Trusties assigned to a briefing station or other City facilities will be under that facility's supervision. State trusties will assist City trusties in the performance of their duties between the hours of 0700 and 1500 hours each day, only to the point of showing City Trusties their job, and do not have any direct supervision.

When a trusty violates the rules and regulations of his/her status, which has previously been signed and acknowledged, the TC will cancel the Trusty's privileges and adjust the inmate's records accordingly.

The Municipal Courts will be notified after an inmate has completed his/her time by working out the fine, and will be then processed for release.

Adopted 8/99

### **396.10 Escape / Walk-Away**

Trusties who walk off from the facility will be charged with Escaping Custody. The IPU Lieutenant will ensure that a Crime Incident report is made in reference to the escape and will forward a copy to the Investigations Bureau. If an Information Bulletin is necessary due to any unusual circumstances, the Jail Lieutenant will provide authorization for issuance.

Revised 8/99

### **396.15 Disciplinary Review Hearing**

The IPU will become involved only in instances where City or State trusties violate rules and regulations of the facility or commit criminal acts. All other discipline matters concerning inmates will be handled by Oklahoma County Jail personnel, according to Oklahoma State Jail Standards and current procedures in effect in the Oklahoma County Jail.

When charging an inmate with a violation of the rules, they shall be advised of the charge.

The TC shall provide DOC with a written report on the incident. City Trusties shall be removed from Trusty status.

Adopted 8/99

### **396.16 Responsibilities of Trusty Coordinator**

City trusties are assigned by the TC only.



Trusties are selected from those inmates who have been adjudicated through the Municipal Court process, and have received jail time and/or a fine, and who are unable to post sufficient money to effect their own release. Inmates who are serving jail time as a result of a "Commitment Order" from a Municipal Judge will not be given days off the "Commitment Order" by serving as trusty.

The TC will check all prospective trusties through Central Records to determine if the person has a history of assault and battery, escape or other violent crime; such inmates will not be selected as a trusty.

The TC will review trusty status and fines, updating the computer daily.

Adopted 8/99



## **Office of the Chief**

### **400.0 Office of the Chief**

The Chief of Police is the chief administrative officer for the Police Department. All members of the Police Department are subject to the orders of the Chief of Police. The Chief prepares and submits regulations and procedures relating to policy issues to the City Council for their review and approval. The Chief makes rules and regulations that may cover the conduct of members of the Police Department, uniform and equipment, hours of service and other matters necessary for the efficient performance of the Police Department.

The Chief of Police makes assignments and reassignments of officers to various Bureaus of the Department. Supervisors are directly responsible to the Chief for the efficient performance of the functions and duties of their respective Divisions and the official conduct of the personnel under them.

Revised 4th Edit., 2000

### **401.0 Office of Professional Standards**

The Office of Professional Standards is commanded by two captains who are organizationally assigned to the Office of the Chief of Police.

#### **Purpose**

The purpose of the Office of Professional Standards is to conduct investigations, as directed by the Chief of Police, concerning complaints and allegations of misconduct against employees of the Oklahoma City Police Department. The objective of these investigations will be the determination of facts as pertains to the conduct and/or adherence to departmental directives by employees.

The Office of Professional Standards will also conduct investigations as directed by the Chief of Police concerning complaints and allegations of criminal misconduct of City Officials and City employees. At the direction of the Chief of Police, the Office of Professional Standards will investigate actions by police employees.

#### **Responsibilities**

The Office of Professional Standards will conduct a thorough and objective investigation. The investigation will include, but is not limited to, interviewing the complainant, witnesses and employee and obtaining any evidence. The investigation will be conducted in accordance with City, State and Federal laws and in accordance with applicable bargaining agreements.

Employees will be afforded their constitutional rights as they relate to either a criminal investigation or an administrative investigation.

An Office of Professional Standards Commander may, with the approval of the Chief of Police, direct an employee to submit to a polygraph examination during an administrative investigation. The Office of Professional Standards Commanders shall have the responsibility for selection of a polygraph examiner and scheduling of the examination, and will be notified of any conflicts between and the employee and the polygraph examiner.

The Office of Professional Standards Commanders should attempt to complete the investigation within 90 days from the date the Office of Professional Standards is assigned to conduct the investigation. If necessary, an Office of Professional Standards Commander may request an extension from the Chief of Police.

#### **Reports**

Upon completion of the investigation, a confidential report will be made and submitted to the Chief of Police.

#### **Presentation of Evidence**



When directed by the Chief of Police, the Office of Professional Standards will present evidence to a Departmental Review Board.

## Records

An administrative file will be maintained by the Office of Professional Standards for the Chief of Police, including:

- A. Investigations conducted by the Office of Professional Standards.
- B. Bureau level investigations of alleged employee misconduct.
- C. Investigations pertaining to any discharge of a weapon by an employee.

This file will be kept confidential and secured by an Office of Professional Standards Commander. The contents of this file will be released only upon order of the Chief of Police.

The Office of Professional Standards will record statistical information on all complaints or allegations of misconduct in a Complaint Register and all discharges of weapons in a Discharge Weapons Log. These shall be prepared on a form approved by, and shall remain a permanent and confidential record of, the Chief of Police.

## Review

A periodic review of the administrative files in the Office of Professional Standards will be conducted by an Office of Professional Standards Commander. Administrative files will be purged in accordance with time limits directed by Oklahoma State Statute and the current Records Retention Policy of the City of Oklahoma City provided that:

- A. There is currently no pending litigation on the case.
- B. The grievance period has lapsed for any employee disciplined as a result of the investigation.

The destruction of these files shall commence upon approval of the Chief of Police and will follow procedures set forth by the current Records Retention Policy of the City of Oklahoma City.

Revised 2/98; Revised 9/05; Revised 6/16

## 404.0 Office of Media Relations

The primary duty of the Office of Media Relations is to assist members of the news media in gathering information about cases investigated by the Department.

The Public Information Officer:

- A. Serves as the central source of information about the Department and responds to such requests by members of the media.
- B. Conducts press briefings as necessary.
- C. Arranges press conferences when directed to do so by a member of the Command Staff.
- D. Writes formal press releases for review by the Chief of Police, and distributes them.
- E. Arranges interviews with investigators and other Department members at the request of the media.
- F. Initiates contact with the media for special announcements, for appeals for witnesses in difficult cases and for similar matters when requested to do so by Department members.
- G. Confers regularly with other Unit Commanders to keep abreast of cases, which may be of interest to the media.
- H. Assumes a proactive role in contacting the media with information that might not otherwise come to their attention.

Revised 2/98; Revised 3/16



## **405.0 Police Chaplain**

The Chaplain and staff interact and assist police department personnel under a wide variety of circumstances. The Chaplain, or designee, is called out each time the Tactical Unit is activated or an officer is injured and transported to the hospital. They perform weddings, conduct funerals, make hospital visits, assist officers with death notifications, instruct at the Oklahoma City Police Academy, conduct marriage and family workshops and serve as the point of contact for employees and their families during periods of military deployment. They also spend numerous hours riding with officers, responding to on-scene calls and attending many other police functions.

Revised 2/98; Revised 10/15

## **406.0 Crime Stoppers**

Crime Stoppers is designed to give citizens of Oklahoma City an avenue to provide information to the Police Department and remain anonymous. Crime Stoppers is funded through private donations. Crime Stoppers is not only a repository for criminal information but actively solicits media support in helping the Department solve crimes.

Adopted 2/98

## **407.0 Special Investigations Division**

Revised 4th Edit., 2000; Revised 07/07

### **407.10 Case Assignment Responsibilities**

Investigative responsibilities are described for the following details; they may change at the discretion of the Special Investigations Division Commander. In addition to these enumerated areas of responsibility, each unit will:

- A. Investigate incidents of contributing to the delinquency of a minor, when related to that unit's areas of responsibility.
- B. Handle teletypes and requests from other agencies requesting information or assistance concerning crimes in that unit's areas of responsibility.
- C. Process persons arrested on warrants for crimes, which fall within that unit's area of responsibility.
- D. Investigate incidents when a person is arrested for one of those crimes and escapes from City custody.
- E. Investigate incidents when a person is held as a Material Witness, for Harboring a Fugitive or Intimidating a State's Witness in a case within that unit's area of responsibility.

Revised 4th Edit., 2000

### **407.20 Special Projects Unit**

The Special Projects Unit is responsible for, but not limited to, the investigation of:

- A. Narcotics offenses.
- B. Compliance violation (Obtaining or Attempting to Obtain CDS by Forged Prescription/Fraud or Larceny of CDS).
- C. Narcotics seizure investigations.

Revised 4th Edit., 2000; Revised 07/07

### **407.30 Criminal Intelligence Unit**

The Criminal Intelligence Unit is responsible for, but not limited to, the investigation of:

- A. Criminal intelligence information.
- B. Organized criminal activity.
- C. Gang related activity.



- D. Dignitary protection.
- E. Vice related offenses
- F. Soliciting without a permit

Revised 4th Edit., 2000; Revised 07/07

#### **407.40 Chief Notifications**

The Division Commander of Special Investigations is required to stay informed and brief the Chief of Police on the status of vice, drug, and organized crime investigations on a regular basis.

Adopted 07/07

#### **408.0 Office of Finance and Personnel**

Provides fiscal and statistical services for the department. Prepares and executes the annual and capital budgets, coordinates purchasing, plans for future fiscal needs, and works closely with the Command Staff and City Budget Office to ensure the policy and procedures of the City are met.

Revised 4th Edit., 2000

#### **408.05 Department Business Manager**

The Department's Business Manager serves within the Budget Office as its director and is a primary source of information regarding the interpretation of departmental and City policies and procedures regarding financial matters. The Budget Manager conducts Budget Office operations and/or other assignments at the direction and discretion of the Chief of Police.

Adopted 2/98

#### **408.10 Budgeting**

The budgetary process is an essential planning tool, which enables the Department to organize its financial resources in an objective directed effort to derive the maximum return for the tax dollars expended.

The Department budget represents an evaluation of relative needs within the Department based upon quantitative and qualitative data. It involves a decision regarding objective priorities with consideration given to the volume and type of work required and the costs involved.

Budgeting is a continuous process, which is the responsibility of each commanding officer. It involves the identification of objectives and the determination of organizational needs based upon a reasonable evaluation of future requirements.

Commanding officers communicate their organizational needs by means of budget requests. Such requests should be limited to those items, which are necessary to continue the present standards of service, materially improve the standard of service, or reduce the cost of service. It is the responsibility of commanding officers to weigh their needs carefully and to present budget estimates, which incorporate reasonable and economically sound requests.

If an item is requested on the basis that it will improve the standard of service, the justification should show conclusively that this objective will be reached and that the cost of the item will be returned in some concrete manner, such as the rendering of decidedly superior service to the public, or by an actual saving of money over a period of time.

Adopted 2/98

#### **408.11 Annual Budget Preparation**





The City of Oklahoma City operates on a fiscal year annual budget from July 1 to June 30.

Bureau and Division Commanders will prepare and coordinate requests for capital and operating budget items with appropriate justification.

The Police Budget Office and Planning and Research will consolidate these requests and present them to the Chief and/or Staff for evaluation and priority status.

The Department's approved budget will be finalized by the Department's Business Manager and presented to the Chief and then the City for appropriate action.

Adopted 2/98

#### **408.12 Petty Cash**

A petty cash fund is maintained to enable personnel to purchase items costing \$25.00 or less if they are not available in the Supply Room and are needed immediately. Prior approval must be received from the Budget Office, along with Divisional and Bureau approval before the purchase can be made.

Adopted 2/98

#### **408.13 Purchase Requests**

A Purchase Request Form will be completed in order to obtain merchandise, services or equipment. The quantity, description (to include model, type, etc.), cost and suggested vendor are all necessary to enable the Budget Office to process a request. All Purchase Requests must have the approval and initials/signature of the Division Commander or a designee and the Bureau Chief or a designee.

Adopted 2/98

#### **408.14 Travel / Training**

All travel/training requests shall be completed on the Department "Request for Travel/Training" Form by the employee(s) that is to attend the training. The form is forwarded by the employee through their chain-of-command to the Bureau Chief. The Bureau Chief completes the required information and may approve or deny the request. If approved, the Travel/Training Form is forwarded to the Assistant Chief, who completes the required budget information and approves the funds for the request. The Chief of Police or a designee receives the Travel/Training Form and may either approve or disapprove the request.

Adopted 2/98

#### **410.0 Human Resources Unit**

Provides personnel services for the Oklahoma City Police Department payroll. Personnel transfers, terminations, promotions, new hires and other employment procedures are administered. The unit maintains files and records for all employees and works closely with City Personnel to ensure all City Policies and Procedures are followed.

Revised 2/98

#### **410.10 Payroll**

Payroll input information is obtained from records maintained by supervisors or commanders of other organizational entities within the Police Department, including authorized overtime and court forms. Overtime will not be paid unless properly authorized. Payroll checks are distributed by the Police Human Resources Unit on a bi-weekly basis.

Revised 2/98



## **412.0 Civilian Employee Hiring Process**

The Police Human Resources Unit and City Personnel share responsibility for the screening and hiring of civilian employees in a full-time capacity. The Department shall be in compliance with the governing City Personnel Policies, labor contracts, Personnel Services Bulletins, etc. The Oklahoma City Police Department is an equal opportunity employer and complies with all federal, state and local regulations.

Revised 2/98; Revised 06/09

### **412.10 Minimum Qualifications**

To be eligible for employment in any full-time civilian position, applicants must be at least 18 years of age, unless a higher minimum age is required by the nature of the work performed as specified by Federal and/or State law. All applicants must have a legal right to live and work in the United States, be a resident of the State of Oklahoma or shall be moving to the State to establish residence. The applicant must possess the minimum skills, abilities and knowledge required by the position description as approved by City Personnel.

Adopted 11/95; Revised 06/09

### **412.11 Additional Qualifications**

Periodically, Departmental preferences may be added to any management position as well as the restrictions a state or federal grant might impose when using state or federal grant funds for salaries. Departmental preferences are not allowed for general pay plan positions. General pay plan preferences are restricted to the Department/Division preference specifically stated in the AFSCME contract.

Adopted 11/95

### **412.12 Applicant Defined**

An applicant is any person who applies or makes formal application for employment and completes the pre-hiring stage identified in Procedure 412.30.

Adopted 06/09

### **412.13 Candidate Defined**

A candidate is any person who has met the minimum requirements of the pre-hiring stage and placed on the candidate eligibility list provided to the hiring supervisor.

Adopted 06/09

### **412.20 Vacant Positions**

The affected Bureau Staff (Deputy Chief or Division Commander) will notify Police Human Resources that a vacant civilian position in the Bureau should be filled.

Police Human Resources will obtain approval from the Chief of Police to fill the vacancy and request a fill date from the HRIS Unit (Human Resources Information System) located in City Personnel.

Adopted 11/95

### **412.30 Pre-Hiring Stage**

Police Human Resources will initiate the hiring process by contacting City Personnel. City Personnel will in turn advertise the vacancy, screen the applicant(s), conduct the selection procedures and prepare a candidate eligibility list to be forwarded to the hiring supervisor.



Documented contact with applicants will be maintained throughout the selection process.

Adopted 11/95; Revised 06/09

#### **412.40 Background Investigation**

Once the hiring supervisor receives the candidate eligibility list from City Personnel, the hiring supervisor will forward the list to the Police Recruiting Unit to begin the background investigation including:

- A. Records check
- B. Schedule polygraph examination
- C. Schedule fingerprinting and photograph
- D. Background investigation
- E. Identify any disqualifying criteria as listed in the Recruiting Unit S.O.P. for civilian employees.

Once the background investigation has been completed, the investigator will prepare and submit a report to the Recruiting Unit Lieutenant for review. The Recruiting Unit Lieutenant will forward the completed report to the appropriate hiring supervisor.

This procedure will apply to all persons applying for a full-time civilian position with the Oklahoma City Police Department. This procedure will also include all City of Oklahoma City employees that work for other City Departments wanting to transfer to the Police Department.

Revised 2/98; Revised 06/09

#### **412.45 Hiring Supervisor**

The hiring supervisor will review the summary report on each candidate. The hiring supervisor will notify the Bureau Commander or designee of the results of the background investigation(s). The Bureau Commander or designee will direct the hiring supervisor to notify City Personnel with final recommendations for hire from the candidate eligibility list.

Adopted 06/09

#### **412.50 Civilian Selection Procedure**

The employment interview method may vary depending on the classification of the position to be filled. The hiring supervisor and City Personnel will determine the appropriate method to be used prior to advertising a vacant position.

The recommended candidate, if approved by City Personnel, will proceed to the final step, which is the employment physical, including drug screen, and orientation. The candidate shall be given a conditional offer of employment before being required to provide medical information or take a physical examination. Should information be revealed resulting in a potential withdrawal of the employment offer, City Personnel will advise the Police Department of the withdrawal in compliance with Federal and State law. The employer must show the candidate cannot perform the essential functions of the job, with or without reasonable accommodation, and must demonstrate there is no reasonable accommodation available to enable the candidate to perform the essential functions of the job. If a situation arises in which a determination is reached to withdraw the offer of employment, the candidate eligibility list will be reviewed again and a replacement will be recommended to City Personnel. The Police Human Resources Unit will notify a candidate, in writing, that they are no longer eligible for the position.

The candidate eligibility list will be in effect for the time period listed on the vacancy announcement. Once a candidate has expired from the candidate eligibility list, the candidate will be notified in writing.

Adopted 11/95; Revised 06/09



**RESERVED FOR FUTURE USE**



## **Administration Bureau**

### **421.0 Fleet Management Unit**

Coordinates maintenance of all vehicles assigned to the Police Department. Monitors the overall fleet conditions and secures repairs for those vehicles out of commission.

Revised 2/98

### **422.0 Planning and Research Unit**

The Planning and Research Unit supports Command Staff by performing functions listed in Planning and Research Standard Operating Procedures, Section 300.00.

Revised 2/98; Revised 9/05

### **423.0 Staff Inspections Unit**

The Staff Inspections Unit is established in order to assure that the policies of the Chief of Police are complete, current and objective and further, to assure that compliance with directives is prevalent throughout the Oklahoma City Police Department. The Staff Inspections Unit is organizationally assigned to the Office of Administration and will function as a unit to improve the overall performance of the Department.

The purpose of the Staff Inspections Unit is to provide a management tool to the Chief of Police by conducting comprehensive review and analysis of departmental operations, procedures, personnel and facilities. The primary objective of the Unit is to enhance maximum efficiency and utilization of departmental resources. Further, the Staff Inspections Unit will assist in recognizing commendable performance by units of our Department and will assist the various operational units in more effectively communicating and interfacing with one another. The focus of this unit is to attempt to identify potential problems throughout the Police Department before they occur and to make recommendations for improvements and/or to prevent the occurrence of problems.

The Staff Inspections Unit will, upon the charge of the Chief of Police and the City Manager, conduct special examinations and investigations within areas of the government of the City of Oklahoma City outside the Police Department. Reviews of this nature may be either administrative or criminal in nature, and will be reported through the Office of the Chief of Police to the City Manager. It is anticipated that through the discharge of this function, the Staff Inspections Unit will contribute to the maintenance of the highest possible levels of integrity and efficiency within all governmental units of The City of Oklahoma City.

Revised 2/98

#### **423.10 Authority and Independence**

The scope of inquiries performed by the Staff Inspections Unit includes all areas of Police Department operations and administration. Therefore, the Inspectors assigned to this Unit will from time to time find the need to review various departmental records and interview Departmental personnel during the performance of an inspection or audit. The Office of Administration Commander and the Staff Inspections Unit will have full, free, and unrestricted access to all Departmental functions, records, property and personnel. Inspectors will be permitted to review and appraise policies, plans, procedures, and records of the Department. The complete cooperation of all affected personnel will lend itself to a more complete, accurate and expeditious inspection.

None of the functions of the Staff Inspections Unit will serve to relieve the various supervisors and administrators of the Oklahoma City Police Department from the performance of line of staff inspections. Indeed, the most comprehensive inspections must be conducted at the operational level, where the primary responsibility for control rests. Inspection and quality control are not and cannot be performed by a single unit within our Department. They must, of necessity, permeate the entire organization.



#### **423.20 Responsibilities of the Staff Inspections Unit**

The Staff Inspections Unit will be responsible for the following activities:

- A. Establishing policies for the inspection activity and directing its technical and administrative function.
- B. Developing and executing a comprehensive inspection program for the evaluation of management control for all Department activities.
- C. Performing the inspection in a professional manner and in accordance with the approved inspection program guide.
- D. Examining the effectiveness of all levels of management in their stewardship of departmental resources and their compliance with established policies and procedures.
- E. Surveying functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of controls to achieve established objectives.
- F. Recommending improvements of management controls designed to safeguard departmental resources, improve operational systems and methods.
- G. Reviewing procedures and records for their adequacy to accomplish intended objectives, and appraising policies and plans relating to the activity or function under review.
- H. Publishing and distributing reports on the results of inspections and audits, including recommendations for improvements, as directed by the Chief of Police.
- I. Appraising the adequacy of the action taken by operating management to correct reported deficient conditions; accepting adequate correction; continuing reviews with appropriate management personnel or action considered inadequate until there has been a satisfactory resolution of the matter.
- J. Assisting operating line units in the planning and analysis of their formal reports of line inspections to note deficiencies and strengths.
- K. Conducting special examinations and investigations within the Department and within other areas of the government of the City at the direction of the Chief of Police.

#### **423.30 Inspection Methodologies**

Since all operations relative to the Police Department must be subject to managerial control, inspections should be conducted to include everything in the Department's range of operation. The wide diversity of operational functions within this Department mandates different types of inspection formats to adequately measure varying unit's effectiveness. The Staff Inspections Unit will employ the following methodologies of inspection.

#### **423.32 Staff Inspections**

Staff Inspections will focus upon a single entity (Unit, Detail, Division, or Bureau) within this Department. During such as inspection, areas of examination would include:

“Is this unit in compliance with the applicable departmental policies and procedures?”

“Does this unit have written internal procedures in place?”

“Does this unit follow their own written procedures?”

“How can this units performance regarding their compliance with policies and procedures be improved?”

When in this format, answers to these questions will be sought through examination of the entity's internal records, interviews with personnel within the unit, and direct observation of the operation of the Departmental entity.

Revised 2/98

#### **423.34 Internal Audits**

The Internal Audit format will be employed to analyze a particular departmental entity much as a Staff Inspection would. The audit will be used in areas, which lend themselves to quantified numerical analysis. Such an audit might



be performed on an entity dealing heavily with fiscal and financial matters, but need not be limited to such entities. Operational audits can be conducted for all Departmental elements to determine if management controls are effective and are in compliance with written policies, procedures and directives, so as to achieve that element's goals and the goals of the Department. The audit format seeks voluntary compliance with Departmental policies and procedures and takes note of noncompliance, but also recommends means of improvement which have been mutually arrived at by the auditor and the element being audited.

When performing an internal audit, the Staff Inspections Unit is concerned with any phase of departmental activity where it can be of service to the Chief of Police. This involves going beyond the accounting and financial records to obtain a full understanding of the operations under review. The attainment of this overall objective involves such activities as:

- A. Reviewing and appraising the soundness, adequacy, and applications of accounting, financial, and other operating controls, and promoting effective control at reasonable cost.
- B. Ascertaining the extent to which assets are accounted for and safeguarded from losses of all kinds.
- C. Ascertaining the reliability of management data developed within the Department.
- D. Appraising the quality of performance in carrying out assigned responsibilities.
- E. Recommending operating improvements.

### **423.36 Trace Inspections**

A Trace Inspection attempts to follow a particular law enforcement event or occurrence through the entire police "system" with the objective of determining where and why the system breaks down and fails to accomplish its goals. For instance, this type inspection might examine a major kidnapping from the inception of the call for police into communications through the uniformed officer's participation, through the Investigative Bureau's activities, etc. All components of the Police Department, which participated in any manner in the particular case under review, would have their actions analyzed, including Technical Investigations, Detention, Property Room, Records, etc. By its design, the Trace Inspection is then a systems analysis of the entire police operation, which focuses upon the points of interface among the various units of the Department and attempts to locate weak points or areas of risk.

At the direction of the Chief of Police, a Trace Inspection can be conducted regarding a specific, high-profile police case, or can be conducted under a randomly selected call for police service. A partial Trace Inspection can also be conducted to review a limited area of police involvement. For example, a partial Trace Inspection could be performed relating to a piece of evidence taken into custody by an officer in the field. The trace might seek to analyze the handling of that evidence by the field officer, the property management facility, and the assigned investigating officer.

Revised 2/98

### **423.38 Compliance Inspections**

Compliance Inspections will be conducted only at the direction of the Chief of Police. When, in the Chief's judgment, some significant deficiencies have been identified within an entity of the Department by a previous inspection or audit, the Chief will direct the Staff Inspections Unit to conduct another inspection or audit of that entity. The purpose of the Compliance Inspection is to determine whether or not the deficiencies previously identified have been addressed and/or corrected.

Revised 2/98

### **423.40 Inspection Process**

#### **423.42 Scheduling of Inspections**

It is the goal of the Staff Inspections Unit to inspect or audit each operating unit of the Department. Such inspections will normally be conducted on a rotating basis. Additionally, certain cash handling operations will be audited more frequently, such as petty cash, evidence money, etc. In addition to the normal rotation process, special inspections



and examinations will be conducted at any time at the specific direction of the Chief of Police. Any supervisor, upon identifying a specific area of need or deficiency, can request through the chain-of-command that the Staff Inspections Unit conduct a special audit or inspection. Such requests will be reviewed by the Chief of Police and upon the Chief's discretion; such a special examination will be conducted.

Revised 2/98

#### **423.44 Notification of Upcoming Inspection**

Regular inspections and audits will be announced two weeks prior to their initiation by engagement letter to the Commander of the unit to be inspected. This letter will set forth the scope of the inspection/audit, the date upon which an on-sight review will be initiated, and the anticipated completion date of the inspection. At that time of the receipt of the engagement letter, a series of questions or interrogatories may be delivered to the Commander of the affected unit. The purpose of such interrogatories is to allow the affected unit time to collect data and records to be reviewed by the Staff Inspections personnel prior to their arrival in order to minimize disruption of the unit's normal business during the on-site inspection or audit.

Unannounced or "surprise" inspections and audits will not normally be conducted unless specifically directed by the Chief of Police.

Revised 2/98

#### **423.46 On-Site Inspections**

Upon the arrival of the Staff Inspections personnel in the work place to be inspected or audited, a pre-inspection interview with the Commander of the affected work unit will be conducted. The Commander will be given details of the scope of the inspection or audit and will be advised of the methodologies to be employed. Every effort will be made not to disrupt the normal course of business of the unit; however, Inspectors will be given access to all records requested and will be afforded the opportunity to privately interview any employee upon request.

Since it is imperative that the Unit Supervisor and/or Commander be aware of any irregularities and deficiencies detected during an inspection, every effort will be made to keep them informed during the course of the inspection. This should normally occur during the inspection process by virtue of the fact that the Unit Supervisor/Commander will be assisting in that process for clarification purposes. Additionally, every effort will be made to discuss the findings of the inspection with the Unit Supervisor or Commander at the conclusion of the on-site inspection. Such exit interviews will be conducted in the normal course of an inspection/audit whenever feasible.

Revised 2/98

#### **423.48 Inspection Reports**

Upon completion of the inspection, an Inspection/Audit report will be prepared by the Staff Inspections Unit and submitted to the Chief of Police within two weeks of the completion date.

#### **424.0 Recruiting and Employment of Sworn Personnel**

The purpose of this procedure is to establish uniform and standardized procedures for the recruitment and selections of Police Officers for the Oklahoma City Police Department.

The Police Recruiting Unit of the Oklahoma City Police Department is responsible for recruiting and screening applicants for Police Officer positions.

Recruitment of sworn personnel will be for entry-level positions only. Other positions will be filled by promotion, except for the ranks of Major and above, which are filled by appointment.

Revised 12/93





#### **424.10 Recruiting Incentive for Officers**

Sworn personnel are important resources for a successful recruiting program. Officers are encouraged to participate in the recruiting effort by recommending qualified individuals and initiating an employment application.

A recruiting incentive has been established to stimulate officer participation in the employment process. To be eligible for the one day off with pay incentive, an officer must be directly responsible for an individual applying to become an Oklahoma City Police Officer. In addition, the applicant must graduate from the Police Academy before the incentive is awarded.

A recruiter will ask each applicant if the decision to apply as a police officer was a direct result of encouragement from an Oklahoma City Police Officer. The name of the recommending officer will become a part of the applicant's file. If hired, and upon graduation of the applicant, the training staff will generate to the officer's Division Commander a memo recommending a day off with pay.

Revised 2/98

#### **424.20 Minimum Hiring Qualifications for Police Officer**

Employment Qualifications:

- A. Be a citizen of the United States (or have declared intent to become a citizen)
- B. Be 21- 45 years of age
- C. Possess a high school diploma or GED certificate
- D. Possess a valid drivers license
- E. Good moral character
- F. Must have suitable emotional stability
- G. Meet the requirements of the Oklahoma Police Pension and Retirement System.
- H. Must be able to safely perform essential functions of the position of Police Officer with or without reasonable accommodation.
- I. Must be able to safely perform essential functions without posing a direct threat to the safety of the Police Officer, fellow Police Officers or the public.

Revised 2/98

#### **424.30 Vacant Positions**

The Chief of Police or a designee will notify Police Human Resources of intent to fill vacant positions.

Human Resources will request a fill date from City Personnel.

Revised 2/98

#### **424.40 Recruiting Unit Responsibilities**

The Recruiting Unit has the responsibility to interview, test, and evaluate police applicants.

After completion of an employment application, a Police Recruiter will review the application to determine if the applicant meets the minimum requirements for the position of Police Officer. In addition, the Police Recruiter will evaluate the applicant's suitability for proceeding to successive selection steps.

Applicant screening may include the following progressive steps:

- A. Job related tests
- B. Background investigation book
- C. Stability rating procedure



- D. Polygraph
- E. Physical fitness evaluation
- F. Personal history questionnaire
- G. Psychological evaluation
- H. Background investigation
- I. Employment assessment board
- J. Medical examination
- K. Academy induction

Revised 2/98

#### **424.50 Employment Assessment Board**

Recruiting investigators will provide board members with results of background investigations. Candidates will be interviewed by board members, who will make an employment recommendation to the Chief of Police.

Revised 12/93

#### **425.0 Polygraph Examiner**

Revised 2/98

##### **425.10 Conduct of the Polygraph Examination**

The Polygraph Examiner is a professional technician whose purpose is to ascertain truthfulness and or deception on the part of persons seeking employment with the Oklahoma City Police Department or individuals accused of crimes or wrongdoing by the Oklahoma City Police Department.

Revised 12/93

##### **425.20 Testing Police Officer Applicants**

The Polygraph Examiner conducts the interview and polygraph examination to reveal areas for the background investigator to explore as to veracity, deception, and character of applicant. The Polygraph Examiner instructs the applicant that the Recruiting Unit will contact them and advise them of the next step in the application process.

Revised 2/98

##### **425.30 Testing Applicants for Civilian Positions**

The Polygraph Examiner conducts the interview and polygraph examination to reveal areas for the designated Bureau to explore as to veracity, deception, and character of applicant. The Polygraph Examiner informs the applicant that the designated Bureau will contact them and advise them of the next step in the application process.

Revised 2/98

##### **425.40 Testing Related to Criminal Investigations**

The Polygraph Examiner receives requests through police investigators for polygraph examination of criminal suspect and/or victim. The Polygraph Examiner conducts interview and polygraph examination of concerned party. Examiner then reports results to police investigator.

Revised 2/98

##### **425.50 Complaints against Department Employees**



The selected Polygraph Examiner administers all polygraph examinations relating to the same investigation and reports results to the investigating supervisor or the Commander of the Office of Professional Standards.

Revised 2/98; Revised 6/16

## **430.0 Training Unit**

To provide effective training of all departmental personnel so that they may efficiently perform the tasks required to accomplish the goals of the Police Department.

## **431.0 Recruit Academy**

The OCPD Academy requires that recruits pass all tests. Both written and skill tests will be given. This performance standard applies to each major test/grade given; including State mandated tests and certification requirements.

The minimum passing score indicated below is applicable after adjustments are made to compensate for high miss rates on individual questions. A question will be thrown out if there is a high miss rate and after evaluation of the material covered, the significance of the question, etc. Test scores will be computed with appropriate consideration given for questions thrown out.

Any recruit who fails a specific block examination will be permitted to retake that block examination a second time within five (5) working days of the examination. If the recruit fails the block examination a second time, they will appear before the Director of Training. Based on all information, the Director of Training will determine what course of disciplinary action will be taken.

Revised 2/98

## **431.10 Major Grades**

### **Orientation/Communication/Legal Matters (Criminal Law)**

This block of instruction is designed to acquaint the recruit with their role in the criminal justice field. Some topics covered in the block are history of law enforcement, report writing, departmental structure and chain of command, laws of arrest, and Search & Seizure laws. Oklahoma City Police Department Policy and Procedure will also be covered in this block of instruction; however, a separate written examination will be given.

Written test: 70% minimum

### **Criminal Investigations**

Investigating criminal offenses is a major part of the police officer's job. The recruit will become familiar with the intricacies and unique characteristics associated with each of the major offenses such as assaults, auto theft, homicide, etc.

Written test: 70% minimum

### **Firearms**

A police officers very life may depend on the ability to use a firearm proficiently. The recruit will become proficient with both a pistol and a shotgun. Instruction will include safety, basic and advanced techniques, and night fire. In addition to written exams, the recruit must fire qualifying scores on numerous courses of fire.

Written test: 70% minimum

Performance tests: Modified PPC; OCPD In-Service Course; Shotgun; CLEET - 70% minimums.



## **First Aid**

Police officers are often the first person at the scene of an accident, a shooting or other event where serious injury has taken place. It is incumbent on the officer to provide suitable aid until more qualified help arrives.

Written test: 75% minimum

Performance test: Recruit demonstration of techniques taught.

## **CPR (Cardiopulmonary Resuscitation)**

A person's life may very well depend on an officer knowing how to perform CPR. The recruit will complete a course as prescribed by the American Heart Association.

Written test: 85% minimum

Performance test: Recruit demonstration of techniques taught.

## **Patrol Tactics**

This block of instruction is designed to teach the recruit techniques to use while performing their daily function as an officer in the field. Techniques for building searches, domestic intervention, vehicle stops, etc. will be taught.

Written test: 70% minimum

Performance test: Recruit demonstration of skills learned.

## **Self Defense**

Recruits will learn methods and techniques of defending themselves from violent attacks. They will learn handcuffing techniques, police baton, vehicle extractions, etc.

Written test: 70% minimum

Performance tests: Recruit demonstration of methods taught.

## **Traffic**

Traffic enforcement and investigation play an important role in law enforcement. Recruits will learn Oklahoma City Traffic Ordinances, how to investigate vehicle accidents, write traffic tickets, etc.

Written test: 70% minimum

Performance tests: Recruit demonstration of skills learned.

## **Emergency Vehicle Operations**

Driving a police vehicle under both routine and emergency conditions is a part of a police officer's daily routine. Learning to avoid accidents and pursuit methods are some of the techniques the recruit will learn.

Written test: 70% minimum

Performance tests: Recruit demonstration of skill taught.

## **Physical Fitness/Wellness Concepts**



During the academy, the recruit will undergo extensive physical training. Cardiovascular and strength training, body composition and flexibility will be stressed.

Grade based on performance; fitness level must meet established goals.

## **Quizzes**

Throughout the academy, the recruit will be subject to scheduled and unscheduled quizzes over any material presented. It is the recruit's responsibility to be prepared. Approximately 20 quizzes will be given. The 70% minimum standard does not apply to each pop quiz; however, the average of all quizzes given during the academy must be no less than the 70% minimum.

## **Inspections**

Each recruit begins the academy with 100 inspection points. Points can be lost for dirty uniforms, improper behavior, etc. More details about this section can be found in the recruit school rules and procedures section. The recruit must have 70 points remaining at the end of the academy.

## **Comprehensive Final**

At the conclusion of the academy, a comprehensive examination will be given covering all areas of instruction covered during the academy.

Written test: 70% minimum

At the conclusion of the academy, all scores will be averaged together and an overall score given. This overall score will be used to determine class ranking.

Revised 2/98

## **431.20 Discipline**

Recruit school rules and regulations will be enforced. The following will be used as general guidelines in respect to the assessment of penalties for violations.

In determining what penalties to assess, the following criteria will be used as a basis for evaluation:

- A. The severity of the violation
- B. The attitude of the violator
- C. Past infractions by the violator
- D. Whether or not the assessment of a penalty will contribute to the operation of the class
- E. Whether the assessed penalty will tend to interfere with the learning process or motivate the recruit in that process.

Penalties for violations of the rules can take the form of the following:

- A. A warning or admonishment
- B. Penalty points assessed against the recruit
- C. A written reprimand placed in the recruits file
- D. Academy disciplinary probation
- E. Appearance before the Director of Training
- F. Dismissal from the Department.

A supervisor will take whatever steps and/or issue whatever orders are necessary to alleviate a difficult or dangerous situation, pending official action.



More than one form of discipline may be employed at the same time for the same incident. For example, a recruit may have penalty points assessed and have a written reprimand placed in their file.

Repeat offenses of a minor nature may be addressed by imposing a disciplinary action of a more severe nature.

A police recruit is on probation and continues to be for one year from the date of graduation from the Police Academy.

Probationary employees do not have tenure and may be terminated without cause at any time during the probationary period.

Probationary employees may not grieve disciplinary action or dismissal.

### **431.30 General Rules of Conduct**

Recruits will comply with all rules directing their behavior. Exceptions must be previously approved.

- A. Messages, schedules, bulletins, seating charts, and other information will be placed on the recruit bulletin board. It is the responsibility of the recruit to check the board daily and comply with all instructions posted.
- B. Horseplay in the classroom, the gym, or during any other training will not be allowed. All unnecessary noise will be kept to a minimum while on breaks, during lunch, etc.
- C. Recruits are not allowed in the reception area of the Training Center except on official business and only with permission.
- D. The use of telephones is not permitted. Messages for recruits will be relayed in emergency cases only. Telephones can be used only with permission from a Training Staff member.
- E. No personal items will be left unattended in the locker room, the classrooms, the gymnasium, or other training facility at the completion of the day's training activities.
- F. Chewing gum, eating and drinking are not allowed in the classrooms or during training activities.
- G. Visitors for recruits are not permitted on the Academy premises or at training sites except for scheduled special events.
- H. Recruits will park their vehicles in the fenced parking lot directly south of the Academy building. All vehicles will be neatly aligned and will face south.
- I. Recruits requiring rides may have their ride park in the south, fenced parking lot. Lounging during lunch breaks or at the end of the day with girlfriends/boyfriends or spouses is not allowed.
- J. If a recruit is involved in a traffic accident, a crime, or any incident causing the recruit to come into contact with police officers, the recruit will notify the Training Staff immediately.
- K. Any recruit who is injured off-duty will contact the Training Staff immediately.
- L. The recruit's name will be inconspicuously marked on all issued items: books, clothing, shoes, etc.
- M. Recruits are not permitted to work extra jobs involving law enforcement or security guard activities.
- N. Breaks are allowed to be taken in the break room or the classroom only. Tobacco use is permitted in the courtyard only. Cigarette butts will be placed in an appropriate receptacle.
- O. Beeper watches and pagers are not allowed.
- P. All people encountered by recruits will be afforded the utmost courtesy and respect.
  1. All members of the Department, other than recruits, will be addressed by their rank. Civilian personnel will be addressed as "Mr." or "Ms."; "Sir" or "Ma'am" is acceptable forms of address.
  2. When going to or from classrooms, break rooms, and other areas of the Training Center, recruits will walk single file and keep right. There will be no loitering or grouping in the hallways. There will be no talking in the hallways unless addressed or greeted. If addressed, the recruit will fall out of the column to answer. When the conversation has been completed, the recruit will fall in at the end of the line.
  3. When passing people (other than recruits) in the halls, in the gym, on the grounds, etc., the recruit will speak to that individual by saying "Good morning, Sir," "Good afternoon, Ma'am" as is appropriate.
  4. Recruits will always speak when spoken to.



#### **431.40 Uniform and Grooming Standards**

All recruits will maintain a neat and professional appearance. The standards as outlined will be conformed to without exception. Both formal and informal inspections will be conducted to ensure compliance.

- A. Personnel will keep a neat and clean appearance while on duty and at all times while in uniform.
- B. Recruits will only wear the designated, issued uniform during training, unless otherwise specified by the Training Staff. Uniforms may be worn to and from the training site but at no other times.
- C. All uniform items will be maintained in good condition. Clothing will be clean and pressed. Leather goods and metal items will be polished and buffed. Small tears in clothing will be neatly mended.
- D. No insignia, pens, or other devices of any type will be worn on the uniform. No devices, pagers, etc. will be worn with the uniform. Pencils, pens, combs, and other such items will not be visible.
- E. Males will be clean-shaven. Hair and sideburns will be neatly trimmed. Sideburns shall not extend below the bottom of the earlobe and will end with a clean-shaven horizontal line. Hair will not touch the collar except for closely cut hair on the back of the neck. Hair will not protrude higher than 1-1/4 inch above the top of the head. Neck hair may be blocked or tapered. Side hair will be trimmed to conform to the contour of the head. Hair will not touch the ear. Mustaches, beards, goatees, or other facial hair is not permitted.
- F. Female recruits' hair will be clean, trimmed and will present a groomed appearance. While in uniform, hair will be worn so that it does not extend beyond the collar. Hairstyles that preclude the wearing of the uniform cap are not permitted. No decoration will be worn in the hair. Hair clips or pins that match the color of the hair may be worn except during physical training. Hair will not be so long as to interfere with physical training.
- G. Weapons, chemical agents, or other police equipment will not be worn or carried at any time either on or off-duty, except as required during regular training sessions.
- H. Hats will be worn with the uniform when outside of the building at all times, except during physical training or when otherwise directed. Hats are to be worn inside the building only during inspections.

Revised 2/98

#### **431.50 Physical Training Rules**

Physical training and self-defense training are an integral part of the academy. The following general guidelines are necessary for safe and productive training:

- A. Recruits are not to enter the gymnasium or weight room, nor are they to use any of the gym equipment without permission of the Training Staff.
- B. Recruits will use the locker assigned for their personal use to the exclusion of any other locker. All personal items not in use will be placed in the assigned locker. No items will be left on the floor while the recruit is participating in a training class or showering. The locker will remain locked whenever the recruit is not present. Lockers will not be shared.
- C. Rings, watches, chains, earrings, and other jewelry will not be worn while participating in physical training or self-defense training. Instructors may allow watches to be worn while the recruits are participating in running exercises. Upon completion of the run, watches will be taken off and placed in the locker.
- D. Fingernails and toenails will be clean and neatly trimmed. Nails will not extend beyond the tips of the fingers. They will be cut so as to conform with the shape of the fingertips.
- E. Street shoes will not be worn in the gym during physical training.
- F. Recruits will use their own physical training clothes to the exclusion of all others. Only authorized training clothing may be worn except that other clothing may be authorized by the instructor because of weather conditions, i.e., severe cold.
- G. Any injuries incurred during physical, self-defense or any other training will be brought to the attention of the instructor as soon as possible. The recruit is responsible for preparing a report within 24 hours of the injury. The report will give the details of how the injury was incurred.

Revised 2/98



## 431.60 Classroom Demeanor

All recruits will conduct themselves in a professional, dignified manner, conducive to the learning environment.

- A. All speakers and instructors will be accorded the utmost respect. They will be addressed as Mr., Mrs. or by rank, as appropriate.
- B. All talking, moving around, and other distracting actions will cease prior to the start of each class. Recruits will stand at ease, directly behind their chairs prior to the start of the class. The class commander will call the class to attention when the instructor enters. Recruits will remain at attention until told to sit.
- C. Recruits do not have to sit at attention during class. Recruits will position themselves in such a manner that affords them comfort, yet maintains an upright position in the chair. Slouching or placing the feet on a desk, table or the wall will not be permitted.
- D. Recruits wishing to ask a question of an instructor will raise their hands and await recognition. Prior to asking the question, the recruit will identify himself by saying "Recruit\_\_\_\_", and then will ask the question, then thank the instructor after the answer. When called on in class, the recruit will again identify themselves before answering.
- E. Sleeping and dozing during class hours is forbidden and will be dealt with harshly.
- F. Recruits are responsible for performing their duties and assignments on time and to the very best of their abilities. Failure to turn in assignments and/or turning in assignments late or in an incomplete manner is a serious violation of the rules. Unless otherwise directed, assignments are to be completed by the recruit; copying is not allowed. Group study sessions are encouraged.
- G. Cheating on tests or assignments will not be tolerated and will result in termination. The honor system is in effect. Each recruit is expected to do their own work. Any copying of test answers, assignments, reports, etc., is strictly forbidden. Any recruit who sees or learns of another recruit cheating is responsible for reporting the incident immediately. Failure to do so will result in disciplinary action, including termination, being taken against that recruit as well.
- H. Black ink will be used for the completion of all assignments and tests, unless otherwise instructed. Pencils may be used for note taking.
- I. All assignments, work sheets, tests, quizzes, and written material will have the recruit's name (last, first, middle initial), their social security number, class number, and date written on them.

Revised 2/98

## 431.70 Absences

It is the responsibility of the recruit to be on time and to attend all training functions.

- A. Recruits will not be absent from any training without first obtaining permission from a training officer. Recruits will not leave the training facility or grounds without first obtaining permission, except for regularly scheduled lunch times. Absences because of illness, death in the family, or because of subpoena are the only absences that will not result in immediate termination. Each absence will be considered on a case-by-case basis.
- B. Any recruit who must be excused from training due to illness or injury will submit a certificate from an attending physician indicating that the physician has examined the recruit and found them unable to attend classes. The certificate will describe the illness or injury and will be presented to the Training Staff when the recruit reports for work immediately following the excused absence. No recruit will be admitted back to class without the physician's certificate. Absences of more than three days will be cause for termination, whether or not those three days are incurred at the same time or different times. For the purpose of this rule, an accumulation of 8 hours absence is equal to one day. Any injuries incurred, as the result of a training exercise will be brought to the attention of a training officer immediately.
- C. Should any recruit realize that they will be late or absent prior to the scheduled start of a training session, immediate notification will be made to the Training Staff. It is the recruit's responsibility to be on time for all functions. Excuses are not accepted. Recruits shall not be tardy for roll call, classes, or any other recruit school function. All recruits will be in formation or in the classroom prior to the scheduled time.
- D. Any necessary medical and dental appointments will be made at a time that does not interfere with recruit training.





- E. Any absences or tardiness, for any reason, will be the subject of a memo from the recruit to the Training Staff, clearly stating the reason for the tardiness or absence.
- F. The report will be submitted as soon as possible after the incident (the next day or at class break).
- G. Any recruit late for formation more than three times will be considered as having committed a serious infraction of the rules.

Revised 2/98

#### **431.80 Recruit School Rules**

Recruits will receive orders from those police officers appointed over them and from instructors. Recruits will comply with all orders issued, either written or verbal.

Recruits will comply with all recruit school rules and regulations. Deviation from these rules shall be unacceptable, and penalties for violations will be assessed. Recruit rules and procedures are designed to attain the following:

- A. The effective and efficient operation of the training process.
- B. Create a structured, positive academic and physical learning environment.
- C. The development of the following characteristics in the individual recruit:
  - 1. Compliance with instructions, orders and standards.
  - 2. Self-reliance and confidence.
  - 3. Personal neatness and cleanliness.
  - 4. Respect for established authority.
  - 5. Self-discipline.

#### **432.0 Firearms Range**

##### **432.10 Use of the Range**

The firearms range is open from 8:00 AM to 4:00 PM weekdays and is available for use by sworn personnel of the Oklahoma City Police Department. Use of the range by other agencies must be requested in advance. The Range Master may approve such requests based on availability. The range safety rules are posted and shall be followed at all times. A member of the Firearms Training Unit staff must be present anytime the range is in use.

Revised 6/14

##### **432.20 Ammunition and Targets**

The Firearms Training Unit orders and maintains practice ammunition, duty ammunition, targets and supplies.

In order to maintain firearms skills, officers may be issued practice ammunition on a monthly basis to be used at the OCPD Range. The number of rounds an officer may be issued for practice is set out in the Firearms Training Unit SOP. Any practice ammunition that is not expended on the date issued will be returned to the Firearms Training Unit staff before officers leave the range.

The Range Master or his designee may issue additional practice ammunition to an officer as needed for training and qualification. When such ammunition is issued, the Range staff shall document which officer received the ammunition, the type and quantity of the ammunition, and the reason for issuing additional ammunition.

Officers using the trap or skeet range must supply their own targets and ammunition.

Officers will be issued duty ammunition annually and upon qualification with an approved firearm.

The Range will provide ammunition for recruit training, in-service training and qualification, and remedial training.



Officers who choose to carry an approved backup or off-duty firearm must provide their own ammunition if the Firearms Training Unit does not maintain ammunition of that caliber.

The Firearms Training Unit staff shall be responsible for tracking all ammunition issued. Officers must sign for all ammunition received.

The Director of Training may limit the amount of ammunition issued when inventory levels fall below target.

Revised 1/96; Revised 6/14

### **432.30 Firearms Instructors**

All firearms instructors who participate in firearms training must be instructors certified by a federal law enforcement agency or CLEET. All firearms instructors must keep abreast of current developments. Firearms instructors who assist the range officers must be available to assist with all aspects of firearms training.

Revised 1/96

### **432.40 Use by other Agencies**

Listed below are the requirements with which visiting agencies must comply in order to use the OCPD range for firearms training. The policies will be strictly enforced, and those agencies who fail to abide by any of the policies will be subject to losing the privilege of using the range.

- A. The chief firearms instructor must be certified by (CLEET) or a federal law enforcement agency.
- B. The agency must have at least one Oklahoma State or Federal certified firearms instructor for every five shooters firing on the firing line at one time.
- C. The agency must instruct all shooters on the OCPD range safety rules before any firing.
- D. All shooters must be full-time law enforcement officers of that visiting agency, and must have successfully completed the firearms portion of the Oklahoma State certified basic school or a Federal certified school that is of equivalence.
- E. Courses of fire must be submitted to OCPD range officers, prior to firing, for approval.
- F. Visiting agencies must furnish all range materials: target frames, staples, brass buckets, etc.
- G. Agencies using OCPD range must have completed the day's training and have the range clean before 4:00 P.M.
- H. OCPD range officers will not be allowed to work any overtime with visiting agency.
- I. An OCPD range officer must be present during all firearms training by a visiting agency.
- J. OCPD range officers are in ultimate authority at all times.

Revised 1/96

### **432.50 OCPD Qualification**

All OCPD officers must qualify with any department approved firearm carried on or off duty as mandated by the Director of Training. The Director of Training will determine the course of fire and the minimum qualifying score. Each officer will be allowed to shoot the required courses two times on qualification days.

Revised 3/97; Revised 08/05; Revised 07/07

### **432.60 Safety Rules**

In order to prevent accidents and injuries, the strictest discipline will be maintained on the range at all times. Carelessness and thoughtlessness CANNOT and WILL NOT be tolerated. The following safety precautions and rules will be followed at all times:



1. All weapons brought to the range will be unloaded before entering the range area. Shotguns and rifles will be carried at port arms with the actions open. Carrying a loaded firearm onto the range property can result in disciplinary action.
2. All weapons will be inspected by the Range Master, his/her assistant or designee before any firing. Even a new handgun can malfunction and an officer should not attempt to fire it until it has been inspected.
3. Snapping or dry firing behind the firing line is strictly prohibited except in the designated dry fire area and with permission of the Range Master or his/her assistant.
4. Blank ammunition or ammunition of uncertain origin will not be allowed on the range unless authorized by the Range Master or designee.
5. Officers not on the firing line will not speak to anyone on the firing line other than a Range Officer or a coach, except to call attention to immediately hazardous situation. Conversation behind the firing line will be kept to a minimum. Those not shooting must remain at a safe distance behind the firing line.
6. If you are spoken to while on the firing line, listen, but do not turn around. If you do not understand a command, raise your off gun hand.
7. In case of a misfire with a revolver: Continue firing until that round has been struck again. If it does not fire a second time, the cylinder may be safely opened and the misfired cartridge removed. In case of a misfire with a semi-auto: Tap the magazine base, Rack the slide to the rear, and Fire.
8. In case of a light recoil, or squib load, cease firing immediately and have the barrel checked for obstructions by the Range Officer.
9. No firearm will be laid down without first unloading it.
10. Upon picking up a firearm, you must immediately determine if it is loaded.
11. If a firearm is dropped or damaged, it must be brought to the range for inspection before returning to duty. Even a drop from a short distance can make a weapon inoperable.
12. All weapons having fired wadcutter ammunition must be cleaned before firing magnum ammunition or returning to duty. Cleaning equipment should be brought to the range by each individual officer. Never leave patches or rags in the barrel or cylinder. If the shooter forgets they are there, injury to the shooter and damage to the gun may occur if the gun is fired.
13. All weapons will remain holstered and secured, or slung, behind the firing line.
14. When drawing the weapon, the trigger finger or any finger, WILL NOT be inserted into the trigger guard and/or on the trigger until the weapon is pointed down range and is ready to be fired. Speed is not as important as first shot accuracy when drawing and firing the gun in a rapid manner.
15. No one will proceed from the firing line to the targets until all firearms are holstered and the command to go forward has been given by the tower or the principle line officer. NO ONE is to bend down on the line or turn away from the line until the command is given.
16. All shooters and observers will wear hearing and eye protection during any firing.
17. Upon hearing anyone other than the tower operator during normal firing commands shout "CEASE FIRE", everyone will repeat the command loudly and immediately holster their weapons. It is the responsibility of anyone who observes anyone entering the line of fire or sees some other condition, which is immediately hazardous to life or property to call out the command.
18. During any course of fire, if a round/ magazine falls out of reach, do not go in front or behind the firing line to retrieve it. Let the round/ magazine remain on the ground until the command to go forward is given. Never bend down on the line with the weapon out of the holster.
19. Pick up all brass after firing and return all range equipment to the appropriate location.
20. Transfer a revolver by opening the cylinder, unloading it and presenting it grip first.
21. Transfer a semi-auto by removing the magazine, unloading the chamber, placing the weapon on safe, locking the slide open and presenting it grip first.
22. Transfer a rifle or shotgun by removing or unloading the magazine, unloading the chamber, placing the weapon on safe, opening the action and presenting it port arms.
23. When loading or unloading any firearm, all fingers will remain off the trigger and the weapon will be pointed in a safe direction.
24. No alcoholic beverages will be allowed on the range.
25. It is the duty of any shooter to notify the Range Master, before shooting, of any personal impairment, which might prevent him/ her from carrying out safety rules or instructions. This could include impairments caused by broken bones, vision problems, hearing problems, effects of medication.
26. All officers must check in with Range Officers before any firing.



27. No unsupervised minors will be allowed on the range. Only certified law enforcement officers will be allowed to shoot on the OCPD Range unless they have permission from the Chief or Range Master to be exempt.
28. No unauthorized persons in marked restricted areas of the range. This includes the arms room.
29. The use of tobacco products is prohibited inside all range buildings. Smoking is permitted only in the parking area. Any person smoking tobacco must be at least 25 feet from all range buildings.
30. All firing on the same range will be done at the same distance.
31. Ammunition on the firing line shall be kept in its box, or otherwise covered, to prevent primers from being exposed.
32. Officers from other agencies are welcome to use the OCPD Range. All safety rules apply and OCPD training takes precedence. Other agencies must provide their own ammunition, targets, staples, etc.
33. ANY VIOLATION OF ANY SAFETY RULE CAN RESULT IN EXPULSION FROM THE RANGE.

Revised 2/98; Revised 07/10

#### **432.70 Recruit Training**

Scheduling of firearms training for recruits is the responsibility of the Director of Training. The range officers will be responsible for providing recruits complete firearms instruction and firearms safety.

Recruits are required to qualify on all courses of fire with a minimum score of 70% on each course. Recruits must also take a written firearms safety test prior to firing a weapon and pass the test with a score of at least 70%.

Revised 2/98

#### **432.80 Repair and Maintenance of Weapons**

Repairs or modifications to City owned firearms will be made ONLY by the Range Master or a designee.

The Range Master or a designee will inspect and/or repair officers' weapons each year during in-service firearms qualification. The Range Master or a designee will also be available during regular working hours to make repairs on officers' city owned duty weapons.

The Range Master or a designee may perform necessary repairs on officers' privately owned weapons IF the weapon is carried on duty. Any parts required will be at the officer's expense; no such cost will be incurred if the firearm was damaged in the line of duty.

Any custom work on privately owned weapons will be performed off-duty and shall not be done with parts or tools purchased by the City or Department.

Complete records of all inspections and/or repairs on firearms carried on duty will be kept by the Range Officers (armorers).

Revised 2/98

#### **434.0 Field Training Evaluation Unit**

Administrates and coordinates the Field Training and Evaluation Program. Monitors the progress of recruit officers assigned to the program and insure that each recruit is receiving consistent training.

#### **434.10 Field Training and Evaluation Program**

The Oklahoma City Police Department Field Training and Evaluation Program combines field training with ongoing evaluation to assure the highest degree of training of Police Academy graduates.



The Field Training and Evaluation Program, operating in the Operations Bureau, under the administrative direction of the Director of Training, is designed to achieve this goal through the use of comprehensive and standardized guidelines.

All aspects of the Field Training and Evaluation Program are outlined in the Field Training Manual.

## **436.0 In-Service Training**

Adopted 10/04

### **436.05 Attendance**

It is the responsibility of supervisors to ensure their employees are scheduled to attend mandatory in-service training. Unexcused absences may result in disciplinary action.

Adopted 10/04

### **436.10 Absences**

Employees may be unable to attend regularly scheduled In-Service training due to an excused absence.

Examples of excused absences may include, but are not limited to:

- A. Sick Leave
- B. FMLA Leave
- C. Military Leave
- D. Administrative Leave
- E. Attending other approved training.

Employees who have been notified and fail to attend scheduled training without proper authorization may be subject to disciplinary action. Authorizing a subordinate to be absent from scheduled training should only be granted under appropriate circumstances.

The Training Staff will provide a make-up class for each training session. Supervisors should utilize the make-up class for employees who did not attend during the regular session.

Upon completion of In-Service training, the Chief of Police will be provided with a list, identifying employees who failed to attend or meet the training requirement.

The Bureau Commander will be notified of their employees' training status and take appropriate action.

Adopted 10/04

### **436.20 Remedial Training**

An employee in need of improvement in any aspect of job performance may be required to successfully complete appropriate remedial training.

Remedial training shall be completed as soon as practical. Failure of the affected employee to successfully complete the mandated training may result in disciplinary action. The authorized instructor shall provide proof of the successful completion of the required training to the Director of Training.

Adopted 10/04

### **436.30 Specialized Training**



Division Commanders are responsible for identifying the specialized training needs of their assigned personnel. Specialized training should enhance the employee's knowledge, skills and abilities relative to his/her assignment. Specialized training may also be provided for career development purposes.

Upon completion of specialized training, the appropriate documentation will be forwarded to the Director of Training. The Training Center is responsible for maintaining training records.

Adopted 10/04

### **436.35 Training for Specialty Units**

Specialized training may be provided to employees assigned to specialized units. Examples of such units include, but are not limited to, the Tactical Team, Hostage Negotiations Team, Solo Motorcycle Unit and the Emergency Response Team. The Division Commander in charge of each specialized unit is responsible for identifying training needs.

Upon completion of specialized training, the appropriate documentation will be forwarded to the Director of Training. The Training Center will be responsible for maintaining training records.

Adopted 10/04

## **440.0 Records Information Unit**

### **440.01 Responsibilities**

The Records and Information Unit is a work section of the Administration Bureau and is staffed 24 hours a day, 365 day a year. The Records Information Unit is responsible for maintaining all records of police related acts, which are supported by Crime Incident reports, arrest reports, follow-up reports, and other miscellaneous reports.

The Unit Commander of the Records Information Unit functions as the Superintendent of Records for the Department. All records requests will be referred to him/her.

Revised 4th Edit., 2000; Revised 9/05

### **440.02 Security**

Visitors will be allowed into the unit file area when it is necessary to meet with Records Unit supervisory personnel, or with supervisory approval.

All visitors and/or departmental personnel not assigned to the Administration Bureau must sign in and out.

Departmental personnel assigned to the Administration Bureau may enter without signing in and out; however, they are not to have access to any files unless they are employed in the Records Unit.

Revised 4th Edit., 2000

### **440.10 Requests for Records**

#### **440.11 Definition**

RECORD: (according to the Oklahoma Open Records Act OSS 51-24A):

All documents including, but not limited to any book, paper, photograph, microfilm, computer tape, disk, and record sound recording, film recording, video record, or other material regardless of physical form or characteristic, created by, received by, under the authority of, or coming into custody, control or possession of public officials, public bodies, or their representatives, in connection with the transaction of public business, the expenditure of public funds or the administering of public property.



Revised 4th Edit., 2000

## **440.12 Requests by OCPD Personnel and other Law Enforcement Agency Personnel**

The requesting person will come to the Records counter and complete the “Dissemination Log” prior to receiving information or the report requested.

When the requestor completes the Dissemination Log at the counter, the Counter Clerk will retrieve the BR microfiche, conduct an Oracle search and/or when needed, make copies to be released to the requestor from the archived reports or the scanned information.

OCPD personnel and other law enforcement agencies have access to all reports kept in the Central Records Unit except homicides and/or questionable deaths. The initial Crime Incident Report, any arrest report or reports made by the requesting officer will be released on homicides and/or questionable deaths. Additional reports and information will be released by court order or through the Homicide Unit.

All reports released to OCPD personnel and/or other law enforcement personnel will be stamped appropriately.

Revised 4th Edit., 2000

## **440.13 Requests for Incident Reports by Civilians**

The requestor will complete an application request for records inspection or copy request with reasonable information and signature.

The Counter Clerk will insure that the request form has proper information for identification of incident request. The requestor will be informed of the fee charges as per schedule for copies of police documents.

The Counter Clerk will collect fees as per the fee schedule and fill out a receipt.

\* Information of confidential nature, i.e., informants, witness, suspect name, suspect vehicle, unusual MOs, or information that may jeopardize a pending investigation or place witnesses, officers or other person’s personal safety in jeopardy WILL NOT be released. Other reports may be released as requested by a Division Commander, with the approval of the Deputy Chief or Major of the Administration Bureau, or the Logistical Support Division Commander.

Revised 4th Edit., 2000

## **440.14 Requests for Criminal Records by Civilians**

The requestor will complete an application request form with all available information.

The Counter Clerk insures that the request form has correct information, i.e., full name, DOB, race/sex, and Social Security number if available of the person being checked.

The Counter Clerk checks through the computer system and the Manix fiche by given information. When necessary, the clerk verifies the actual charge by checking the arrest report. OCPD final disposition must be verified through MCI or by locating a disposition on file.

The Counter Clerk then collects fees as per the fee schedule and fills out a receipt.

City employment applications will be processed, stamped and returned to the requestor. A copy of the request and all arrest and conviction information will be given to a Records Unit supervisor.



Suspect information will not be released, nor will any information such as records whose reliability OCPD cannot attest to (i.e., information given by other law enforcement agencies).

Revised 4th Edit., 2000

### **440.15 Requests for Transcripts by Civilians**

The requestor will complete an application request form with all available information.

The Counter Clerk insures that the request form has correct information, i.e., full name, DOB, race/sex, and Social Security number if available of the person being checked. The name and address of the requestor is also included on the form.

The Clerk then advises requestor of fee charges as per the fee schedule for official transcript, then checks the computer system by given information.

ONLY arrest information on OCPD charges is typed on an official transcript form.

The fees are then collected as per schedule and a receipt is given to the requestor.

Revised 4th Edit., 2000

### **440.16 Requests by Civilians to View Jail Blotter**

The blotter is a computer print out (record) of all arrestees booked into jail by OCPD. This is received daily in the Records Unit.

The requestor asks for the jail blotter by date and completes the blotter request log.

Upon request the jail blotter is presented to the requestor, who may view the jail blotter at the Records counter.

Revised 4th Edit., 2000

### **440.17 Juvenile Records**

All records pertaining to juveniles are subject to release ONLY as prescribed by state and federal laws.

A juvenile arrest for felony charges can be released to the general public. Any misdemeanor arrest is available to law enforcement personnel ONLY.

Revised 4th Edit., 2000

### **440.18 Requests by Civilians for Copies of Audio Recordings**

The Requestor will be directed to Central Records where an application request form with all available information will be completed. The request form will be forwarded to where the requested information will be copied from the master tape. The time taken to accomplish the task will be documented so that Central Records can assess the proper fee to charge the requestor.

After reviewing the copied tape, the Communications supervisor will forward the tape, requestor's application and the written recommendation concerning the release of the tape to the Superintendent of Records. The Superintendent of Records will review all information and make the final decision concerning the release of the requested information.

If the request is approved, Central Records notifies the requestor that the tape is ready for release and furnishes the requestor with a bill for the proper amount.





If the Superintendent of Records determines that the tape cannot be released, it will be the responsibility of Central Records to notify the requestor of the decision not to release the tape. In all instances, the release of audiotape will conform to the Oklahoma State Open Records Act.

Revised 4th Edit., 2000

#### **440.19 Requests by Civilians for a Computer Name History Printout**

The Requestor will complete an application request form with all available information.

The Counter Clerk insures that the request form has correct information, i.e., full name, DOB, race/sex, and Social Security number if available of the person being checked. The name and address of the requestor must also be included on this form.

The Clerk then advises the requestor of the fee charges as per the fee schedule for the Record Check and Name History printout. The requestor will also be advised that this printout will be for the current computer system ONLY.

The name will then be checked through the system. A printout will be made and the required actions completed. A copy will then be made of the edited printout and the appropriate stamps placed on the form. The clerk will fill out a receipt and collect fees as per the fee schedule.

Adopted 4th Edit., 2000

#### **440.20 Requests for Accidents**

The requestor will complete an application request for an accident report with reasonable information and signature. The Motor Vehicle Accident Report Affidavit, on the reverse side of the request form is to also be completed by the requestor.

The clerk will then insure that the request form has proper information for identification of accident request. The requestor will be advised of the fee charges as per scheduled for copies of police documents.

A copy will then be made of the requested accident form. All reports released will be stamped appropriately.

The clerk will then have the Motor Vehicle Accident Report Affidavit completed by a Notary, fill out a receipt and collect fees as per the fee schedule.

Adopted 4th Edit., 2000

#### **440.30 Maintenance / Storage of Records**

##### **440.31 Criminal Records**

The Records Unit will maintain the paper record (BR jacket) until it is scanned/microfilmed. The paper records can be destroyed after ten years by order of the Chief of Police.

The Oracle microfilm, microfiche and/or the computer-scanned information are kept indefinitely.

Revised 4th Edit., 2000

##### **440.32 Crime Incident Reports**

Crime Incident Reports (paper) may be destroyed after five years. All incident reports must be maintained on microfilm or computer indefinitely.

Revised 4th Edit., 2000



## **440.33 Accident Reports**

After entry, the paper forms will be scanned into the computer system. The paper accident forms are to be maintained for ten years. Those accident reports resulting in a fatality will have the paper forms maintained indefinitely. The computer records will be maintained indefinitely.

Revised 4th Edit., 2000

## **440.40 Current Reports**

Occasionally, reports are needed for investigative purposes, which have not been entered onto the Records Management System. Commissioned supervisory personnel may obtain a copy of these reports from the specific Division responsible for generating the report.

Revised 4th Edit., 2000

## **440.45 Priority of Requests**

Records Unit personnel receive numerous requests for information and/or reports. The priority for answering these requests will be as follows:

- A. Telephone requests from CIU, when made for field officers, will always be treated as the highest priority.
- B. Counter Service
- C. Telephone requests
- D. Mail requests

Revised 4th Edit., 2000

## **440.46 Telephone Requests by Law Enforcement Personnel**

“Telephone Requests” will also be handled by Counter Clerk personnel, but will be processed on a “time available” basis after persons at the counter have been assisted in the order listed. The clerk will verify the caller’s identification by name and commission number with OCPD, by calling back the agency involved or by requesting written verification by teletype or fax on Departmental letterhead.

It is the responsibility of all personnel in the Records Unit to answer the telephone.

If the information is for CIU due to a field officer’s request, the information will be obtained immediately and relayed by telephone to CIU personnel.

Revised 4th Edit., 2000

## **440.47 Telephone Requests by Civilians**

- A. The person receiving the request will check the computer through Case Inquiry for report availability.
- B. Records’ personnel will advise the requesting party if the report is on file, the Incident number, the reporting Officer, the date and time, and the location appearing on the computer screen regarding the specific incident.
- C. If copies or additional information is requested, the requestor will be advised to come to the Records counter to request this material as directed in 440.13.
- D. Information regarding a specific individual’s arrest record made by a civilian will not be made by telephone. The requestor will be advised that a record check must be made in writing in person or by mail. A fee will be required before a record check can be completed.

Adopted 4th Edit., 2000



#### **440.48 Counter Requests**

The “Counter Service” will always be treated on a priority basis, in the order listed by 440.45.

Revised 4th Edit., 2000

#### **440.49 Mail Requests**

“Requests by Mail” will be processed, in the order listed by the Counter Clerk responsible for handling the mail.

- A. Counter Clerks are responsible for the opening of and checking for reports, which have been requested by the mail. Reports are released as outlined in 440.13.
- B. The mail is opened daily and a turnaround time of two (2) working days is estimated.

Revised 4th Edit., 2000

#### **440.50 Expunging of Records**

This procedure is to insure compliance with orders from a court of competent jurisdiction directing the Department to expunge, destroy or obliterate specific records or documents from official files kept by this Department. Due to the critical nature of proper compliance with a valid court order, the Police Records supervisors or designee will handle such matters.

Each court order for expunging of records will be reviewed by the Department’s legal advisor.

Revised 4th Edit., 2000

#### **440.51 Supervisor’s Responsibility**

The supervisor or designee assigned to execute an individual court order will remove all reports and references to the specific case from the files as follows:

- A. Information contained in all computer files
- B. All microfiche documents
- C. All microfilmed and/or scanned documents
- D. Case cards, master index cards and master fingerprint cards
- E. All other manual backup files Compliance will be completed within 24 hours of the receipt of the court order by a Records Unit supervisor.
- F. Any records and/or evidence maintained by other units, and
- G. All paperwork remaining within the Department.

Revised 4th Edit., 2000

#### **440.60 Document Processing**

The Records Unit receives reports daily. These are sorted, then entered and/or verified on computer as soon as possible.

Revised 4th Edit., 2000

#### **440.61 Entry of Original Reports**

The following original reports are entered into the computer:

- A. Crime Incidents
- B. Telephone Reports
- C. Accident Reports



After all information has been entered, including all information under alias names, the paper incident reports are placed in the tray to be filed numerically. All other paperwork, including but not limited to, accidents, booking information, Stolen Vehicle Affidavits, any paperwork with the original signature of an Involved Party, etc., will be lined and scanned into the system. All reports involving a death will also be scanned.

After scanning, the paper reports are then stamped "FILMED", filed numerically and stored in the Records archives for the required time period.

Revised 4th Edit., 2000

#### **440.62 Reports to Be Checked**

For verification purposes, the following original reports are checked on computer as soon as possible:

- A. Disposition reports
- B. Stolen Vehicle Affidavits
- C. Decline to Prosecute Forms
- D. Protective or Emergency Detention Forms

After verification the paper reports are numerically filed prior to being scanned.

Upon completion of scanning, the paper reports are stamped "FILMED", filed numerically and stored in the Records Archives for the required period.

Revised 4th Edit., 2000

#### **440.70 Uniform Crime Report**

The Uniform Crime Report (UCR) is a statistical report of crimes. The Department will complete monthly and quarterly reports to be submitted to OSBI and the Department. All information is collected by a Records Unit Police Report Clerk who is responsible for the final preparation of these reports.

On a daily basis the following information must be obtained:

- A. Copies of Crime Incidents are sorted and the dollar amounts of property stolen/recovered are recorded.
- B. PD16 forms are checked on computer to insure that entry has been made from a Crime Incident.

At the end of each month all figures collected will be totaled.

Monthly activities from the Investigative Bureau are received; the figures on these reports are then compared with other collected information. If there are any discrepancies the detail involved is contacted and corrections made.

The completed figures are then typed onto the Chief's UCR for his signature, & the state forms are completed to be mailed to OSBI.

Revised 4th Edit., 2000

#### **440.80 Switchboard Operation**

The Switchboard operators are responsible for all incoming calls on the non-emergency line. They will transfer the calls to the requested units and/or people. The operators also serve as the source of general information to assist people in contacting the correct units, personnel or other agencies.

#### **441.0 Records Unit Police Report Clerks**



The Records Unit Police Report Clerk performs a wide variety of functions that are of vital importance to the overall operating efficiency of this department and its personnel.

Revised 4th Edit., 2000; Revised 8/16

## **441.01 Responsibilities**

The Records Unit Police Report Clerks are responsible for:

- A. Typing reports and routing information into the department's Record Management System.
- B. Preparing information bulletins at officer's request and deliver to CIU for entry.
- C. Printing, redacting and releasing of crime incident and collision reports within the guidelines of the Oklahoma Open Records Act.
- D. Answering inquiries both in person and over the telephone from citizens, officers and/or other city personnel.

The Records Unit Police Report Clerks also perform other duties as required.

Revised 4th Edit., 2000; Revised 8/16

## **441.10 Typed / Phone Reports**

### **441.11 Priority Reports**

Priority reports (telephone reports) are typed by the Records Unit Police Report Clerks. Priority reports are typed before any Supplemental Reports. Priority reports consist of:

- A. All arrest reports. No supplemental reports unless another arrest or recovered vehicle is involved which pertains to the original arrest.
- B. All stolen and recovered vehicle reports.
- C. All reports involving an impounded vehicle with a "HOLD" placed on them for investigative purposes.
- D. All rape reports. Supplementals will only be accepted if an arrest is made.
- E. Drive by shooting reports. Supplementals will only be accepted if an arrest is made.
- F. Any child taken into protective custody.
- G. All reports on the physical and/or sexual abuse of a child.
- H. All robbery reports including supplemental reports.
- I. All missing persons regardless of age and/or runaway juveniles. The report clerk will complete the information bulletin (radiogram) and deliver the bulletin immediately to the Crime Information Unit for entry into NCIC.
- J. All reports when a radiogram has been issued.
- K. All bomb threats, suspicious packages, post blast events or calls requiring a Bomb Squad response.
- L. All mental health transports outside of Oklahoma, Canadian, Cleveland or Pottawatomie Counties.
- M. All Suspicious Activity Reporting (SAR) reports and related supplemental reports.

Revised 4th Edit., 2000; Revised 10/04; Revised 9/05; Revised 10/08; Revised 6/12; Revised 5/13; Revised 8/16

### **441.12 Non-Priority Reports**

Non-priority reports are typed into the system after all priority reports have been completed. Non-priority reports are entered in the order listed below:

- A. Homicide, Assault, Robbery, Sex Crimes, Missing Person, Runaway Juvenile
- B. CIU (Stolen/Recovered vehicles)
- C. Burglary, White Collar
- D. Larceny, Arson, Misc. Report
- E. PD16s



Revised 4th Edit., 2000; Revised 8/16

## **441.13 Confidential Reports**

Confidential reports shall be utilized when the information is of such a sensitive nature that it should not be communicated through normal channels.

When an employee determines the need to make a confidential report, he/she may choose from the following options:

- A. The report may be made in person, with the typing being done by a Police Report Clerk or other clerical personnel in a private office. The report will NOT be entered into the mainframe computer; the Police Report Clerk will type the report on a PC, but will not save the report. Only one copy will be printed, and this original will be given to the employee making the report.
- B. The employee may elect to type or hand write the report himself or herself.

The employee may make a copy of the report to retain for his/her own records. The employee will normally deliver the report to the appropriate command personnel. In unusual cases, the employee may direct that the Police Report Clerk deliver the report. Under normal circumstances, the appropriate command personnel would be the employee's Division Commander. Unusual circumstances may dictate that the report be delivered to other command personnel.

Revised 4th Edit., 2000; Revised 8/16

## **441.20 Victim Protection Orders**

Victim protection orders can be permanent, temporary, emergency ex-parte, or emergency-temporary ex-parte. Regardless of the type of order involved, the order must be verified prior to enforcement action. Each protection order is defined as:

- A. Permanent or Final Protective Orders - Are considered to be in effect until modified or rescinded by the courts. Protective orders issued on or before November 1, 1999, will have no expiration.
- B. Temporary Orders - Orders that remain in effect until a specific date, which is listed on the order. On that date, a hearing is scheduled with both the plaintiff and defendant present. Once the judge has heard the petition, he/she may extend, modify, or rescind the temporary order, or the judge may issue a permanent order.
- C. Emergency Ex-Parte Orders - These orders are issued when the plaintiff petitions the court during normal court hours, and the judge hearing the petition issues a temporary order, which is based upon only the plaintiff's statements and whatever supporting evidence, witnesses, or documentation are available.
- D. Emergency Temporary Ex-Parte Orders - Orders that may also be referred to as emergency-temporary orders, which may be granted during the hours the court is not open for business. These orders are only valid until the close of business on the next business day for the court offices.

When copies of victim protection orders (permanent, temporary or emergency ex-parte) are delivered to Records, they shall be date stamped.

Permanent, temporary and emergency ex-parte victim protection orders shall be entered into the alert field under each party's name which will contain the VPO number assigned by the court and the other parties' name for cross referencing purposes. No conditions will be entered.

Emergency temporary ex-parte victim protection orders shall not be entered into the mainframe computer alert field.

The VPOs are then taken to the Crime Information Unit (CIU) and filed for future reference. Permanent, temporary and emergency ex-parte victim protection orders shall be maintained indefinitely or until an order from the Court rescinding or modifying the VPO is received. If the VPO has been rescinded by a judge, it shall be removed.



Revised 6/96; Revised 8/16

### **441.30 First Responder Teletypes**

Since speed is of the essence in first responder situations to major crimes and incidents, and because of the need for CIU personnel to continually monitor the radio during the early stages of such situations, the following procedures will be utilized:

- A. When Police Report Clerks are advised by CIU of a "First Responder Teletype", a Police Report Clerk will go to CIU and pick up a copy of the Teletype, complete an information bulletin and enter it into the computer.
- B. When CIU brings updated information and/or cancellation, Police Report Clerks will issue the new Information Bulletin and enter it into the computer.

Revised 4th Edit., 2000

### **441.50 Entering Stolen Vehicles**

Stolen vehicle reports originate in CIU when a vehicle is reported to have been stolen. Personnel in CIU fill out a stolen vehicle report form and a copy of this form is brought to the Records Police Report Clerk area. Once the form is received, the Records Unit Police Report Clerks enter the information from this form into the computer, using the proper format.

Revised 4th Edit., 2000

### **441.70 Copied Reports**

Crime incident reports are initiated by officers and/or investigators and brought to Records to be processed. Each shift in Records is responsible for the processing of the crime incident reports which arrive in the area during their respective shifts.

Revised 4th Edit., 2000; Revised 8/16

### **441.71 Crime Incident Reports**

The Records Unit Police Report Clerks initial and date stamp the original crime incident report and supplemental report. The original reports are maintained by Records.

Revised 4th Edit., 2000; Revised 8/16

### **441.72 Collision Reports**

All collision reports are submitted into and processed by the Police Automated Reporting and Information System (PARIS).

Adopted 4th Edit., 2000; Revised 8/16

### **441.73 Citations Attached to Reports**

Citations should not be attached to Crime Incident reports for any reason. If there are citations attached to the Crime/Incident report, the Records Unit Police Report Clerk checks to make sure the citation number is listed on the Crime/Incident report and then places the citation in an envelope to be returned to Operations Bureau through interoffice mail.

Revised 4th Edit., 2000; Revised 8/16



#### **441.75 Processing Hate-Bias Crime Reports**

In the event a report is being dictated, officers will advise the data entry clerk the crime may involve hate or bias in addition to the applicable criminal charge(s). The data entry clerk will type "Hate-Bias Crime" on the report at the beginning of the narrative section.

Data entry will route reports with the "Hate-Bias" notation to the appropriate investigative detail and to the department's collection officer for review. The Missing Persons Unit supervisor will serve as the department's collection officer.

Adopted 10/08

#### **442.0 Fixed Asset Inventory Control**

Fixed assets are items having a cost in excess of \$1000 and a life expectancy of one (1) year or more. All fixed asset items inventoried will be the responsibility of the Property Management Unit Supervisor, EXCEPT firearms and motor vehicles. Firearms inventory will be the responsibility of the Police Pistol Range Supervisor. The motor vehicle inventory will be the responsibility of the Transportation Unit Supervisor.

##### **442.10 Responsibilities**

- A. A computerized Departmental Master File will be maintained by the Property Control Lieutenant.
- B. A computerized Bureau file will be maintained by each Bureau Staff Secretary.
- C. Each Division Commander should appoint one Divisional Property Officer to be responsible for the inventory procedures for his Division.

##### **442.20 Addition of New Assets**

When a unit receives a new fixed asset, it will sign a copy of the claim voucher sent to it by the Budget Office. The claim voucher will be forwarded to the Bureau Staff Secretary with a complete description of the item including brand name, model number, and serial number. The Bureau Staff Secretary updates the Bureau file and forwards the claim voucher to the Budget Office.

The Budget Office signs the claim voucher and sends it to the Procurement Office authorizing payment to the vendor. The Budget Office then sends a copy of the Claim Voucher to the Property Management Lieutenant, who creates an initial record in the Master file. All available information will be entered into the Master File, including the unit purchasing; the unit's account code, room, and building number. The asset number section will be listed as "Z" until an assigned number is received from Accounting Services.

Accounting Services will send a City Asset Number Decal to the Property Management Supervisor. He then enters the number into the Master File and sends the City Asset Number Decal and the Inventory Control Sheet to the Bureau Staff Secretary. The Secretary will update her file and send the asset number and control sheet to the affected unit. The unit will be responsible for affixing the asset number to the property and forwarding the completed paper work to Accounting Services. The Property Management Supervisor periodically checks the Master File for assets that do not have a decal number and contacts the unit responsible to obtain a number.

##### **442.30 Periodic Update Inventory of Assets**

When the Administration determines a need to update the inventory the Divisional Property Officer will obtain a printout of his Division's inventory from the Bureau Staff Secretary and an inventory form from the Property Control Supervisor. The Divisional Property Officer then conducts an item-by-item inventory and compares it to the printout. Should any property deletions, surplus, transfer, and/or additions be necessary, the Divisional Property Officer will complete the necessary paperwork. He will then forward copies to the Bureau Staff Secretary and Property Control Supervisor. They will be responsible for updating their respective files. The paperwork and/or inventory changes will be forwarded to Accounting Services by the Property Control Supervisor.





The forms and the printout are forwarded to the Property Control Lieutenant for updating of the Master File.

## **443.0 RMS/JMIS System Security**

The Network Analyst assigned to the Records Unit is the designated RMS/JMIS System Manager. The System Manager will have the primary responsibility for ensuring the security of RMS and JMIS.

- A. The System Manager will maintain a standard operating procedure, which outlines the steps necessary to be granted access to, or termination of RMS/JMIS access.
- B. The Standard Operating Procedure will apply to all personnel requesting access to the system, both inside and outside the Department.
- C. The Unit Commander of the Records Information Unit will maintain a current copy of the Standard Operating Procedure in the unit for reference.

Adopted 9/01

## **444.0 Card-Entry Cards**

The Police Network Analyst, assigned to the Records Unit, will issue only one card for each authorized employee. The Network Analyst in the Card-Entry logbook will record each card issued.

Should a card be lost, another will not be issued until the Network Analyst or designee is given a copy of the Crime/Incident report, which indicates that the loss of the card has been properly reported.

Adopted 9/01

## **450.0 Crime Information Unit**

### **450.01 Description**

The Crime Information Unit (Unit 800) is a 24 hour a day operation that responds to queries from department personnel and other law enforcement agencies regarding missing and wanted persons, stolen property and stolen vehicles.

### **450.02 Responsibilities**

The Crime Information Unit is responsible for entering and checking persons, vehicles and articles against NCIC, NLETS, OLETS, County warrants, other available databases and the Department's mainframe computer.

Revised 8/99; Revised 6/12

### **450.10 Request Log Sheet**

The "Log Sheet" used at each work position was designed as a method by which a record could be maintained on all requests made via the radio, telephone, and the service window.

Log sheets are frequently used to verify a query was actually completed, and in compliance with existing policy and/or procedure.

Each page used during every shift will contain the following information.

- A. The number of the shift during which the information was logged.
- B. The current date.
- C. The time the inquiry was made.
- D. The unit number of the person making the request. The name or commission number of the requestor may be used if they do not have a unit number assigned to them.



- E. The type of request(s).
- F. The exact information requested.
- G. The disposition on each request.

Revised 10/08; Revised 6/12

#### **450.15 Security**

The door, allowing access to the Crime Information Unit will be locked at all times.

Only authorized personnel and/or those assigned to the Crime Information Unit will be allowed entry.

Business to be conducted by departmental and/or City personnel, will be conducted from the window.

Revised 10/08

#### **450.20 Supplementary Property Loss Report (PD-16)**

Initial Crime Incident Reports taken as a result of a property crime may contain a partial list of the missing/stolen property. Additional information, descriptors, or property obtained by the reporting party is placed on a Supplementary Property Loss Report (PD-16). These reports are received in the Records Unit and a copy is made to be picked up by personnel in CIU.

The processing of these reports by CIU personnel will be as follows:

- A. Will review each report for items, containing the information, required for NCIC entry.
- B. Make inquiries on these items, to avoid duplicate entries.
- C. Once the required information is available, enter the item into NCIC.
- D. For items having serial numbers listed on the PD-16, but lacking other required information for NCIC entry, CIU personnel shall contact the victim to obtain the information to complete the entry. If there are items on the property list that cannot be entered for any reason, those items will be noted as “not entered”. If the information on the list of items cannot be verified or completed, these items are noted on the copy of the PD-16 and forwarded to the unit assigned the case.
- E. If none of the items have the required information, the copy is then destroyed.
- F. Logs item entered into NCIC in the OCA Logbook.
- G. If items are entered into NCIC, files report.

Revised 10/08; Revised 6/12

#### **450.25 NCIC Hit Confirmation**

NCIC confirmation hits will be handled as per NCIC policy. All NCIC hits require documentation. Hit confirmations on wanted persons should contain “Will Extradite” within the message. NCIC hit confirmations on wanted persons will be forwarded to the Jail Lieutenant’s desk if there are local charges. All other hit confirmations on wanted persons will be forwarded to Oklahoma County Receiving. In emergency situations when an agency cannot respond by message or fax, CIU personnel will:

- A. Accept NCIC hit confirmations by phone. In these instances a fax or follow up message will be required of the agency involved as soon as they or a neighboring agency are capable of complying.
- B. Forward the documentation to the Jail.

Revised 8/99; Revised 10/08

#### **450.30 Routine Messages / Sent**

A “routine” message does not involve the initial NCIC Hit, etc.



Only OCPD commissioned departmental personnel are authorized to send a message through CIU.

Except for those involving an ongoing “Major Incident”, all messages should be prepared in advance and be presented to CIU for transmitting.

Radio and/or telephone routine message requests not involving an ongoing “Major Incident” will be DENIED.

- A. Requesting party brings a written request to CIU.
- B. CIU dispatcher transmits a message. Each message must contain information as to whom the reply is to be forwarded, by unit name, officer’s name, and unit number.
- C. Attaches original message to the original request
- D. Forwards original request and original message to the requesting party, unless the message is pending reply from another agency.

NOTE: When a message is received with attention directed to a specific officer, the CIU dispatcher will attempt to notify the officer directly. If the officer cannot be located, the message will be directed to the appropriate officer through department mail.

Revised 8/99; Revised 10/08; Revised 6/12

### **450.31 Accepting and Delivering Emergency Messages**

At times the Department receives requests for delivery of emergency messages. The criteria for accepting and delivering emergency messages are as follows:

- A. The request for the delivery of emergency messages is to be considered as a call for service whether it comes in the form of a telephone call or message. The call will be handled as soon as possible.
- B. The criteria for accepting requests include but are not limited to the following:
  1. Death notification;
  2. Serious injury or illness; and
  3. Check the welfare.

Adopted 9/05; Revised 10/08; Revised 6/12

### **450.40 Stolen Vehicle Reports**

For NCIC purposes, a vehicle is any motor driven conveyance designed to carry its operator with the exception of boats. In addition to conveyances meeting this definition, aircraft and trailers are to be entered in the “Vehicle File”.

The purpose of the Stolen Vehicle File is to provide assistance in the recovery of a stolen vehicle, a vehicle involved in the commission of a crime (felony vehicle) and in the recovery of a stolen part.

All Stolen Vehicle Reports are first called into Data Entry. Officers are then required to contact CIU personnel to request the vehicle be entered NCIC. If Data Entry is out of service, CIU personnel will complete a hand written report to initiate NCIC entry.

CIU personnel will:

- A. Print the officer’s Larceny of Motor Vehicle Crime Incident Report.
- B. Run the registration by tag and / or VIN to verify vehicle information.
- C. Check to see if vehicle has been repossessed or impounded.
- D. Handle the report as Recovered Vehicle if it has been impounded or repossessed.
- E. Place initials, date, and current time at the base of the report to reflect the vehicle has been checked for both impound and repossession.
- F. Enter the stolen vehicle into NCIC.



- G. The report along with the registration and NCIC entry will be placed into the CIU active stolen file. A copy of the report along with the registration and NCIC hit will be forwarded to Data Entry.

Revised 8/99; Revised 10/08; Revised 6/12

#### **450.41 Incomplete Stolen Vehicle Reports**

The term “Incomplete Stolen Vehicle Report” refers to any stolen vehicle report for which the reporting party fails to supply all the information requested for entry into the NCIC Stolen Vehicle File.

CIU personnel will:

- A. Print the “Larceny of Motor Vehicle” report.
- B. Contact the victim to obtain correct information. If accurate information is not obtainable, attach an “Incomplete Report” form listing the information needed. Place the report in the incomplete file pending further investigation.
- C. Hold the report in the incomplete file for 10 business days, excluding weekends and holidays. CIU dispatchers will make repeated attempts by phone to contact the reporting party for information for entry. If the information is obtained by CIU or the reporting party phones in the needed information, process as a routine Stolen Vehicle Report. If the required information for NCIC entry is not obtained within the 10 business days, the original report will be processed out of CIU and forwarded to Auto Theft Investigators.

Revised 8/99; Revised 10/08; Revised 6/12

#### **450.42 Stolen Vehicle Not Entered Into NCIC**

Stolen vehicle reports that cannot be entered into NCIC due to a lack of information, will be forwarded to the Auto Theft Unit with a copy sent to the Records Unit. The “Incomplete Report” form will remain attached to the Crime Incident report.

CIU personnel will:

- A. Complete the “Recovery Information” form, entering the current date and time. Stamp the report “Not Entered NCIC, Incomplete Report”. Place their initials next to the stamp.
- B. Log pertinent information into the OCA book then type the log entry “Incomplete”.

Revised 8/99; Revised 10/08; Revised 6/12

#### **450.43 Owner Notification of Recovered Stolen Vehicle**

The initial responsibility for owner notification is that of the CIU dispatcher. All phone numbers listed on the report will be called at least once, regardless of the time of day or night, whether local or long distance, in order to fulfill our obligation for owner notification.

CIU personnel will:

- A. Attempt to notify the reporting party immediately upon recovery. If contacted, advise the reporting party as to location and condition. Note on the recovery form that the reporting party was notified and disposition requested, indicating the time notified and the notifying dispatcher initials.
- B. If no contact is made, note on recovery report that the reporting party was not notified, and the reason for no contact, then record storage information on Recovery Form.
- C. If no contact was made, CIU personnel will send a certified letter to the reporting party AND registered owner.
- D. Clear NCIC entry.
- E. Records clear in OCA book.
- F. Forward the original report and all attachments to Auto Theft.



G. Forward Recovery Information Form to Data Entry

Revised 8/99; Revised 10/08; Revised 6/12

**450.45 Leased / Rented / Loaned Vehicles**

The White Collar Crime unit will process these reports as per their established policies and procedures. A vehicle taken under these circumstances will only be entered NCIC by authority of a White Collar Investigator after they have established the District Attorney will prosecute.

Revised 8/99; Revised 10/08

**450.47 Stolen Vehicle / Registration Inquiry**

All 10-28 and 10-29 inquiries will be made according to the following procedure:

- A. The officer will give inquiry information to the CIU dispatcher.
- B. CIU dispatcher will make inquiry based on available information:
  - 1. If inquiry information is TAG ONLY, dispatcher will check 10-28 and 10-29 by tag only.
  - 2. If inquiry information is TAG and VIN, the dispatcher will run 10-28 and 10-29 by both tag and VIN.
  - 3. If inquiry information is VIN ONLY, the dispatcher will run 10-28 and 10-29 by VIN. Upon request from the officer, a 10-29 on the tag information received from the registration inquiry will be run.

CIU will advise the officer of the information received on the reply based on the original request.

Revised 8/99; Revised 10/08; Revised 6/12

**450.50 Impounded Vehicle / Registration Information**

PRIOR TO IMPOUNDMENT, officers will obtain vehicle registration information (10-28). This information will be compared to the vehicle being impounded to ensure the information placed on the Tow-In report is accurate and up to date. In addition, the vehicle will be checked for stolen (10-29) through NCIC by tag and VIN.

If requested, CIU personnel will make a registration and a stolen vehicle inquiry through the proper motor vehicle database and NCIC. Upon request the registration and NCIC reply will be printed off and held for the officer. The officer's unit number will be written on the reply. The reply will be placed in the officer's tray at the CIU window.

The 10-28 & 10-29 information must be retrieved from CIU and provided to the Information desk along with the Tow-In report.

Revised 8/99; Revised 06/08; Revised 10/08; Revised 6/12

**450.60 Repossessed Vehicles**

To create a more effective method of control so repossessed vehicles are not mistakenly entered into the NCIC Stolen Vehicle file, the following procedure will be utilized. Each oncoming shift will make a stolen inquiry on all vehicles reported as repossessed during the previous shift through NCIC. The person making the inquiry will note the status of the inquiry on the bottom of the repossession entry, date and initial it. (I.e.; Clear/120107/TE or Stolen/Cleared/120107/TE)

Revised 10/08; Revised 6/12

**450.65 Stolen License Plates / Decals**



Stolen license plates/decals may be entered into NCIC if a theft report has been filed with this Department. If the license plate was issued by a two-plate state and only one plate is taken, the entry will be made only if the remaining plate is removed from the vehicle.

Dealer or temporary license plates (metal or paper) will not be entered NCIC.

Revised 8/99; Revised 10/08; Revised 6/12

#### **450.71 Wanted Inquiries on Juveniles**

Often times a field officer will make inquiries on a juvenile beyond that of an Information Bulletin and/or NCIC. These inquiries will be made only when specifically requested.

To inquire on a pick up order, the inquiry will be made through the appropriate juvenile detention center.

Revised 8/99; Revised 6/12

#### **450.72 Major Crimes and Incidents**

To allow for a coordinated effort between field units, 911 Communications, CIU, Records Unit and Investigations Bureau personnel, the following procedure will be utilized for major crimes and incidents:

- A. Upon being informed by a field officer of a major crime or incident, CIU will obtain the necessary information for transmittal of messages to surrounding agencies.
- B. Upon receiving updated information from the field officer, CIU will transmit updated messages addressing all corrections and updated information.

Revised 8/99; Revised 10/08; Revised 6/12

#### **450.73 Missing Persons / Runaways**

When CIU receives an Information Bulletin regarding missing persons (regardless of age) or runaways, the document will be time stamped and entry will be made into NCIC. As additional information is obtained, the type of entry will be modified accordingly. Following NCIC entry, a broadcast message will be sent to metro Oklahoma City agencies. The message will also be sent to other agencies depending on the circumstances and information supplied as to destination of the person in question.

The National Child Search Assistance Act of 1990 requires entries of missing persons less than 21 years of age be updated no later than 60 days from the original entry with additional information including, where available, medical and dental records. As additional information is received, the entry will be modified or supplemented accordingly.

Revised 8/99; Revised 10/08; Revised 6/12

#### **450.74 Victim Protection Orders**

When field officers contact CIU to confirm Victim Protection Order status, CIU shall consult the Departmental Record's system for verification. CIU will also query the Oklahoma State Supreme Court website and/or other available electronic databases. Hard copies forwarded to our Department from various agencies can also be researched within CIU. CIU shall then advise the officer of the type and conditions of the VPO (Permanent, Temporary, or Emergency Ex-Parte).

Adopted 6/96; Revised 10/08; Revised 6/12

#### **450.75 NCIC Operations**

All NCIC inquiries, entries and messages will conform to NCIC operating regulations.



#### **450.80 Interstate Identification Index Inquiries**

All inquiries made to III must include the purpose code for which the information is to be used.

- A. Criminal Justice (Purpose Code “C”) - must be used when the III transaction is for official duties in connection with the administration of criminal justice.
- B. Criminal Justice Employment (Purpose Code “J”) - must be used when the III transaction involves employment with authorized law enforcement agencies.
- C. Firearms (Purpose Code “F”) - must be used for firearm related checks.
- D. Housing (Purpose Code “H”) - must be used when the III transaction involves an application with the Oklahoma City Housing Authority.
- E. Domestic Violence / Stalking (Purpose Code “D”) - must be used when III transaction involves subjects being checked for domestic violence stalking crimes.
- F. Exigent Procedures (purpose code X) - must be used when the III transactions involves the emergency placement of a juvenile.

Revised 8/99; Revised 10/08; Revised 6/12

#### **460.0 Supply Room**

The Supply Room provides an orderly and efficient method for dispensing of departmental supplies.

Adopted 11/95

##### **460.10 Responsibilities**

Supply Room personnel are responsible for keeping accurate records on all supplies on hand.

They are also responsible for the ordering of all supplies utilized by the Oklahoma City Police Department.

Adopted 11/95

##### **460.20 Dispensing Supplies**

Supply Room personnel will dispense supplies only to employees of the Oklahoma City Police Department.

Prior to issuing of these supplies, the requestor will complete the proper request form.

Supply Room personnel will issue supplies only in the amount requested and will report excessive requests to the Logistical Support Unit supervisor.

Requests for large quantities of supplies (such as supplies for an entire unit) must be approved and signed by the unit Division Commander. Requests for items not found in the Supply Room’s catalog must be submitted on a separate form and signed by the requestor’s Division Commander.

Revised 8/99

##### **460.40 Signs and Name Plates**

Signs and nameplates will be made only after receiving a written request, and provided that request has been approved by the Logistical Support Unit supervisor.

Revised 8/99

##### **460.50 Departmental Mail**



Supply Room personnel will be responsible for distributing all incoming mail as well as processing and delivering all Departmental and/or interdepartmental/city mail.

Adopted 11/95

## **460.60 Security**

All supply room areas will be locked at all times.

Only authorized personnel will be allowed entrance into the Supply Room areas.

Adopted 11/95

## **470.0 Information Desk**

### **470.05 Description**

The Police Information Desk is a 24-hour a day function and serves as a vital part in the daily operations of the Police Department. Its proper operation relieves the Police Communications Unit of the responsibility of handling non-emergency telephone calls, thereby lowering the response time in answering these calls for service. It also serves as a central location for assisting and directing citizens.

### **470.10 Responsibilities**

The Police Information Desk is responsible for:

- A. Keeping files on and releasing impounded vehicles.
- B. Completing Crime Incident reports for citizens coming into the Police Station.
- C. Giving information and direction to persons calling on the telephone or entering the building.
- D. Handling all non-emergency phone calls when the switchboard is closed.
- E. Ensuring building security outside normal business hours.
- F. Monitoring fire, hold up, and intrusion alarms for the Police/Court complex.
- G. Maintaining security of property placed in the temporary property holding area.
- H. Maintaining a logbook and keys to authorized personnel for special vehicles, offices and the Police Department building.

Computer Operations: The vehicle file on the computer is used to track impounded vehicles, run vehicle registration, check vehicles for stolen against NCIC, and check jail records.

For instruction in the use of the computer, refer to the computer Vehicle File instruction book located at the Information Desk.

Revised 1/96

### **470.15 Special Instructions for Civilian Employees**

Civilian personnel assigned to the Information Desk will not make arrests, but will instead call for a Police Officer when confronted with an incident, which would necessitate an arrest.

Civilian personnel will not physically respond to intrusion or hold up alarms within the police facility. If an officer is not on duty at the Desk when an alarm is activated, civilian personnel will notify Communications of the alarm (and that no one from the Information Desk will be responding) so that a unit may be assigned to respond to that alarm.

Revised 1/96





## **470.20 Public Contacts**

Information Desk personnel should maintain and display a professional attitude and a neat appearance. Many contacts by telephone or in person will be with citizens who because of recent problems might understandably be short tempered, confused, suicidal or apprehensive about talking to a police officer.

The desk personnel should take these things into consideration and remain calm and professional. Telephones should be answered without undue delay and never “blocked off” or placed on hold without authorization of unit supervisory personnel. When answering the telephone, personnel should state the unit name and their name (i.e. Police Information and their last name).

Revised 1/96

## **470.25 Telephone**

Use of the telephones at the Information Desk will be restricted to Information Desk personnel, Departmental Supervisory personnel, on-duty commissioned personnel and/or other City personnel, from outside the Desk. All calls made by personnel not assigned to the Information Desk will be limited to “Official Business” only. All calls, except for emergencies, made by citizens of Oklahoma City will be made from a public telephone.

## **470.27 Officer / Employer Personnel Roster**

The Information Desk will maintain a list of all Department employees containing current home address and telephone numbers. Department officers and their commission numbers with their current assigned Division and detail are also included in this list.

When an officer calls the Information Desk for another officer’s address and/or telephone number, Information Desk personnel will ask for the calling officer’s telephone number to verify their identification. If verification is made, only then will Information Desk personnel release the requested information.

If a citizen calls for an officer’s address and/or telephone number, the Information Desk personnel will not release that information under any circumstances. If the citizen states it has to do with a current felony case being investigated by the officer requested and cannot be handled by a field officer, or a family member is calling to notify of an illness or death in the family, the calling party’s name and telephone number will be taken. Desk personnel will then notify the officer and relay the message. All other messages will be routed through inter-departmental mail to the officer’s Division or detail.

Adopted 1/96

## **470.30 Crime Incident Reports**

Information desk officers are responsible for completing Crime Incident reports for the walk-in public if no on-scene investigation report is required (i.e., residence or business burglary, assaults requiring follow-up at the hospital). A supply of report forms for dissemination to the citizens will be maintained at the Information Desk, to include supplemental property loss forms and State and City Accident report forms.

Revised 1/96

## **470.31 Child Seat Checkout**

The Information Desk will maintain two (2) child safety seats and a logout book for checkout and check-in to officers. The car seats will be stored in the property holding area. When an officer requests checkout of a car seat, Desk personnel will have an officer sign the logout book listing the date, time, officer’s name and commission number. Information Desk personnel will then enter the property holding area to obtain the car seat for the officer.



When the officer returns the car seat, the logout book will be given to the officer to list the date, time and the officer's name returning the seat. Desk personnel will then secure the car seat in the property holding area.

Adopted 1/96

### **470.33 Equipment Checkout**

The Information Desk will maintain an emergency door-lock opener (slim-jim) for law enforcement personnel to check out. An employee from our Department or any other requesting law enforcement agency may check out the emergency door-lock opener from Desk personnel by leaving their name and agency name with the desk.

Citizens will not be able to obtain the emergency door-lock opener due to liability reasons.

Adopted 1/96

### **470.35 Criminal Complaint / Citation Distribution**

All Information Desk personnel will make proper distribution of the Criminal Complaint Citations they issue.

The "HARD COPY" must be signed by the defendant if he is present at the time that the citation is issued. If the defendant is not present, the "HARD COPY" will be forwarded to the Operations Bureau distribution box, in the Municipal Court slot at the end of each shift. If the defendant is not present, that portion of the citation (signature block area) will be left blank.

The "YELLOW COPY", officers court copy, must be retained by the officer who issued the citation.

The "PINK COPY" will be attached to the Crime Incident Report if that report is to be routed to the Assault Detail for follow-up investigation; if not, this copy can be destroyed.

All Crime Incident reports will be forwarded to the unit supervisor for review after distribution of the citation has been made.

Reports and/or citations not initiated by Information Desk personnel should not be accepted for distribution by Information Desk personnel. However, if any reports and/or citations are accepted at the Desk, they become the responsibility of the accepting employee for proper distribution.

Revised 1/96

### **470.40 Information Desk Security**

The door, which allows access to the files and work area on the horseshoe at the Information Desk will be locked at all times. Only Department Supervisory personnel and/or those assigned to the Information Desk will be allowed entry. Exceptions may be approved by the Unit Supervisor on duty. Business to be conducted by other Departmental and/or City personnel and the citizens of Oklahoma City will be conducted from the front of the horseshoe. Department and other City personnel will be given priority service.

Only persons who are assigned to the Information Desk, a part of their Chain of Command and Police supervisors will be allowed access to any of the files, logs, etc., maintained by Unit personnel.

Revised 1/96

### **470.45 Building Security**

Information Desk personnel will be responsible for first line security of the building and occupants during weekends, holidays and when the building is closed to the public.



Desk personnel should not allow the public to wander through the building during weekends or while the building is closed. The public should be limited to the area of the information desk unless they have a valid reason to visit the restricted areas.

Department personnel bringing citizens into the building (i.e. witnesses, parents picking up juveniles, etc.) are responsible for the adherence of citizens not wandering the building.

Employees entering the building anytime should be able to show or should be wearing an employee badge issued by this department.

Any person attempting to enter the restricted areas of the building after normal business hours should be required to wear/or produce Department ID.

No person carrying any type weapon should be allowed upstairs until it can be determined that the person is a law enforcement agent.

All doors, except the revolving front door should remain locked during those hours when the building is closed to the general public. A key is available at the desk.

Revised 1/96

## **470.50 Building and Special Vehicle Key Log**

Keys to Police Headquarters, Municipal Court Building, other City buildings, special vehicles and offices with the Police Headquarters are maintained at the desk for general and emergency use and may be checked out by police personnel under the following conditions:

- A. A log shall be maintained by Information Desk personnel in reference to use of vehicle, office and building keys.
- B. Persons wanting to use a key kept by the desk will be required to sign the key check-out log before obtaining the key and note time of return in the log when returning the key.
- C. Keys to the City Hall building will only be checked out to supervisors having the rank of Lieutenant or above, in person.
- D. Key box should be locked when not in use.
- E. A key to the alarm panel is maintained at the desk along with instructions in case of fire, hold ups or intrusion alarm.
- F. Any unit supervisor may designate restrictions on sign-out of their respective offices' keys, such as only to a supervisor, etc.

Revised 1/96

## **472.0 Documentation of Impounded Vehicles**

All Information Desk personnel are responsible for receiving Tow-In reports and entering the information into the IMPOUND program in the Record Management System (RMS). Once entered, personnel will be responsible for updating any changes and the release of the impounded vehicles once notified of the release by the wrecker company.

Revised 1/96; Revised 6/12

### **472.02 Required Impound Information**

When accepting Tow-In reports from the field, the Information Desk officer will verify that all required information is available on the sheet and is legible. The Tow-In report is then initialed and entered into the computer, and filed under the appropriate wrecker company. Tow-In reports will be entered and filed immediately.

Revised 1/96; Revised 6/12



#### **472.04 Holds on Vehicles**

Impounds with the hold box marked “YES” will be stamped before being entered and placed in the file. The “Released By” section at the bottom of the Tow-In report must be signed by the assigned investigator before the vehicle may be released. After entering the vehicle in the computer “Impound File”, a mail message will be posted on the SharePoint site under the Impounds section.

Revised 1/96; Revised 6/12

#### **472.06 Vehicles Released in the Field**

Tow-In reports on vehicles released in the field will be checked for release information, properly documented and the computer IMPOUND program in RMS updated. The Tow-In report is then filed in the appropriate wrecker company file at the Information Desk

Revised 1/96; Revised 6/12

#### **472.14 State Impounds**

When State Impound Forms are faxed to the Information Desk by a wrecker company will check for 10-28 and 10-29. After obtaining this information, personnel will note on the form whether the vehicle has been reported stolen and the registered owner’s name and address. If the vehicle has been reported as stolen, the form will be delivered to the Crime Information Unit so a recovery report can be completed by a field unit. State Impounds will be maintained for a period of not more than thirty days after which they may be disposed.

Revised 1/96; Revised 6/12

#### **472.30 Definitions**

- A. OCPD IMPOUNDS - are vehicles, which have been impounded by OCPD Officers, which have not been released to the registered owner or a designee.
- B. OCPD IMPOUNDS\RELEASED - are OCPD impounds which have been released to the registered owner or a designee.
- C. STATE IMPOUNDS - are vehicles, which have been impounded by a citizen of the City of Oklahoma City.

Revised 1/96

#### **472.32 Impound Records**

The original OCPD Tow-In report will be maintained and disposed of according to current City of Oklahoma City Records Retention Policy. Impounds will not be purged from the computer system.

Revised 1/96; Revised 6/12

#### **474.0 Alarm Response**

##### **474.10 Municipal Courts Building**

A hold up alarm is located at the Municipal Court Public counter. Information Desk officers will respond to each alarm except in those instances where there is only one (1) officer on duty at the Information Desk. Whenever possible the Information Desk officer will respond to the alarm through the back entrance; assigned units will cover and/or enter through the front. Information Desk officer will maintain contact with the Communications Center and the assigned units at all times utilizing the portable police radio assigned to the Information Desk. The Information Desk officer will remain on call until the alarm is determined to be false or the officer is relieved by the field unit, which was assigned by the Communications Center.



In the event that there is only one (1) officer on duty or a PST with no officer on duty at the Information Desk and an alarm is activated, the Information Desk officer will immediately notify the Communications Center so a back-up unit may be assigned to the unit on call.

Revised 1/96

#### **474.20 Panic Alarms**

Panic alarms are located at the Information Desk for all Courtrooms and the Probation Office. These alarms will be activated only in cases of extreme emergency where imminent threat of great bodily harm is apparent. The panic alarm at the Information Desk when activated will result in a Field Unit being assigned by the Communication Center to assist the officers on duty. Should the danger dissipate prior to the field officer's arrival, Information Desk personnel will notify the Communications Center. All other panic alarms will be responded to by Information Desk personnel unless there is only one (1) officer on duty. In this event, the Information Desk officer will notify the Communications Center so a unit can be assigned to the call.

Revised 1/96

#### **474.30 Police Headquarters Alarms**

Intrusion alarms have been installed in various areas of the Police Headquarters building. The Information Desk personnel will respond to these alarms in the following manner, except in those instances where there is only one (1) officer on duty at the time of the alarm. The Information Desk officer will notify the Communications Center for a back-up unit to be assigned. The officer will check all points of possible entry of the alarm location.

If no entry has been made, the Communications Center will be notified immediately and the alarm will be reset. In cases of entry or attempted entry, documentation will be made on a Crime Incident Report and forwarded to the Information Desk supervisor.

Revised 1/96

#### **474.40 Re-Setting Alarms**

In the event that the alarms will not reset, or if the area cannot be secured properly, the immediate supervisor of the area where the alarm was activated will be notified immediately. It will be the responsibility of the immediate supervisor to make arrangements for the area to be secured.

Revised 1/96

#### **474.50 Fire Alarms**

The Police Headquarters building's fire alarm system is monitored at the Information Desk and the Jail's at the Jail control desk. When a fire alarm has been activated, the Fire Department must be notified IMMEDIATELY. The Information Desk officer, after notifying the Fire Department, will check the area in which the alarm was activated. If there is a fire, which implies imminent danger to persons within the building, the Information Desk officer will attempt to evacuate that area or the entire building if necessary. The Information Desk officer will immediately notify the Communications Center and request any assistance that may be required. Information Desk personnel will request that the Communications Center notify the Property Management and/or Municipal Court supervisor on all actual fires within either complex. A Crime Incident report will be completed by Information Desk personnel and a copy forwarded to the Property Management or Municipal Court supervisor. In the event that only one (1) officer is on duty at the Information Desk at the time of alarm activation, the Communications Center will be notified so that a unit may be assigned to check the alarm.

**AT NO TIME IS THE INFORMATION DESK TO BE LEFT UNATTENDED.**



## **475.0 Municipal Court**

Adopted 1/96

### **475.05 Bonds Collected by Information Desk Personnel**

During the hours of 1900-0300 the Information Desk personnel will assist the Municipal Court by accepting bonds for individuals that have been arrested by OCPD or Oklahoma City Marshals. Information Desk personnel will maintain a current list of approved bonding companies and their employees and attorneys.

Adopted 1/96; Revised 6/12

## **480.0 Permit and ID Section**

### **480.10 Taxi, Vehicles for Hire, and Wrecker Services**

The Permit and ID Section will ensure that all taxi, vehicles-for-hire and wrecker personnel and their vehicles comply with the City Ordinances. It is the responsibility of this section to investigate complaints against these companies or their personnel.

Revised 1/95

### **480.20 Vehicle Inspections**

Vehicles used by licensed companies are inspected for compliance with minimum equipment and safety standards, and at periods established by City Ordinance. The Inspector maintains accurate records of these inspections and spot checks vehicles as needed to confirm continued compliance with minimum standards. Vehicles successfully passing inspection are awarded an inspection sticker that verifies that fact. Those that fail are ordered removed from service until they come back into compliance.

Revised 1/95

### **480.30 Processing of Driver Applications**

Taxi, vehicles-for-hire and wrecker driver applications are submitted to the Inspector on forms provided by the Department. Taxi, vehicles-for-hire and wrecker drivers pay the appropriate fee in cash and are issued a receipt.

Revised 1/95

### **480.32 Background Check**

A background check is performed on each applicant to determine eligibility for the applied position as required by City Ordinance. When this process is completed and the required training met, the applicant then returns to the Inspector's office to have a permit issued. All applicants are given a photo ID and issued a card on which the ID is affixed. All taxi and vehicles-for-hire drivers, excluding wrecker drivers, are issued temporary permits for three (3) months until training is completed. A second temporary permit may be issued for three (3) months if the person has not yet attended training. Each temporary permit will utilize twenty-five percent (25%) of the permanent fee.

Revised 1/95

### **480.34 Disapproval**

Applicants who are not approved are so notified in writing and, if requested, given information on how to effect an appeal of this denial. If the applicant requests an appeal, the Inspector takes the required steps to start the appeal process. The Inspector then abides by whatever decisions the appeal hearing officer reaches.



## **480.36 Records**

The Inspector maintains accurate records of all applicants and each training school attended.

Records 1/95

## **480.40 Processing of Complaints**

The Inspector investigates all complaints filed by either citizens or officers against any of those companies or personnel regulated by the Inspector and reports findings to the Oklahoma City Traffic Commission. Complaints of a criminal nature are referred to the proper agency within the Department for investigation. The Inspector monitors these investigations for record keeping purposes and notes the findings in the appropriate file.

## **480.50 Fees Collected**

The Inspector will collect fees in accordance with the City Ordinances.

## **481.0 Alarm Enforcement**

### **481.10 Purpose**

To reduce the number of false alarms answered by the Police and Fire Departments. This is accomplished by registering alarm sites and keeping records on the number of alarms activated on each site, requiring those with an excessive number of false activation to be repaired.

### **481.20 Processing of False Alarm Reports**

Alarm incidents are obtained from the Operations Bureau through the Police Communications Unit. A daily report is extracted from the CAD system along with copies of false alarm crime incident reports from field officers. Reports that show the alarm site to be secure, caused by employees or owner, disposition unknown, and duplicates are processed. Reports that show the alarm site to be a valid alarm, canceled (10-22'd) and unfounded are not processed.

Each alarm report processed is checked through the Computer for a valid permit number. Alarm sites without a valid permit number are mailed an application form and a cover letter explaining the City Ordinance governing the registration of alarm sites. As these sites purchase alarm permits, the alarm reports are processed. A log is kept of all locations that have not come into compliance with the ordinance.

Alarm reports with permit numbers are entered into the Computer. An alarm site that has more than the allowed number of false alarms is mailed a letter advising the user to repair the system and report, in writing, what action was taken to prevent future false alarms. If the alarm site does not respond, in writing, a certified letter is mailed advising that their alarm permit is suspended and they must disconnect or remove their alarm system. If an alarm incident is received after the suspension of the permit, a citation may be issued. Suspended alarm sites are reinstated when a written statement is received that corrective action has taken place and the reinstatement fees paid.

Revised 1/95

### **481.30 Processing Applications for Permits**

Applications for alarm permits are received through walk in traffic and the US Mail. Each application received is reviewed to ensure the information is complete and that a twenty-dollar fee accompanies the application. A cash receipt is written for each application. The applicant is given an alarm permit to post at the site, the receipt, and a cover letter explaining the alarm ordinance. The information on the application is entered into the Computer.

## **482.0 Fingerprints**



#### **482.10 Purpose**

To assist the public in obtaining classifiable fingerprints.

#### **482.20 Procedure**

An applicant must provide a fingerprint card from the submitting agency, identification and \$10.00 cash. A receipt is written and the applicant signs the fingerprint card. Prints are taken and the card is returned to applicant. A copy of the fingerprint card taken of City employees is forwarded to the Technical Investigations Unit of the OSBI.

Revised 1/95

#### **483.0 Precious Metals and Gem Dealers and Employees**

##### **483.10 Purpose**

To assist City Hall in issuing photo ID and background checks.

##### **483.20 Application**

The Permit & Identification Section submits request to CIU for a check through Alias Warrants, NCIC & other states where applicant has lived. Also, the applicant is checked for outstanding warrants and criminal convictions through Oklahoma County and the OCPD computer.

Revised 1/95

##### **483.30 Issuance of Photo Identification**

The Permit and Identification Section types an employment card for an applicant to sign. The employee has two photos taken, attaching one to the employment card, and laminating the other and giving it to the applicant. One copy of the application is forwarded to the City Hall License Division, and the second is maintained in the Permits and ID Unit.

Revised 1/95

#### **484.0 Massage Parlor Applicants**

##### **484.10 Purpose**

To assist City Hall License Division in issuing licenses to massage parlor applicants.

##### **484.20 Applications**

The Permit and Identification Section reviews the completed application and checks the applicant through the OCPD computer and Oklahoma County for outstanding warrants and criminal convictions.

Revised 1/95

##### **484.30 Fingerprints**

The Permit and Identification Unit takes one set of fingerprints and returns it to the applicant.

Revised 1/95

#### **485.0 Peddlers and Solicitors**





## **485.10 Purpose**

To assist City Hall License Division in the issuance of photo identification.

## **485.20 Procedure**

Each applicant is checked through the OCPD computer and Oklahoma County for outstanding warrants and criminal convictions. The applicant is fingerprinted and two photos are taken for identification purposes. One photo is attached to the employment card, and the second photo is laminated and given to the applicant. One copy of the application is forwarded to the City Hall License Division and the second record is maintained in the Permits and ID Unit.

Revised 1/95

## **490.0 Communications Unit**

### **490.10 Responsibility of the Communications Unit**

The emergency communications system is a vital part of any Police, Fire and Emergency Medical operation. It is the first link between the person with the problem and the field personnel who can help resolve it most effectively. It also offers field personnel a degree of security through contact with headquarters and other field units. A dispatcher's ability to meet the rigid demands of reliability and attention to duties is a requisite that demands an above average individual. Strict attention to radio traffic is of critical importance in order to ensure safety and consistency of operation.

### **490.20 Assigning Calls for Service**

Dispatchers are responsible for assigning and deploying field units to calls for police service during normal operations and within the guidelines of the Standard Operating Procedures. Field officers will carry out the assignments received from Communications personnel as if they were received directly from a superior officer. There are three exceptions to the rule:

- A. Assignments from dispatchers may be altered or countermanded by a field supervisor or other superior officer. It is important to note that the Field Supervisor has overall authority and responsibility for all field activity.
- B. Field officers, who have good reason to believe that a dispatcher directive entails a potential violation of law or Department policy, or an unnecessary risk to the safety of officers or the public, may so advise the dispatcher. The dispatcher's supervisor and the field officer's supervisor will handle the resolution. Non-urgent field officer complaints about a dispatcher must be handled through the appropriate chain of command.
- C. During tactical situations (i.e., high priority occurrences requiring the concerted and coordinated effort of two or more units) supervisory or command personnel in the field will assume direct responsibility for the assignment and deployment of police resources. If supervisory or command personnel are not readily available, the first field officer at the scene will assume control with assistance of the dispatcher. The dispatcher's responsibility during the tactical operation is to monitor closely and assist where needed.

Field supervisors who believe that the performance of a dispatcher is not adequate to a given situation will contact a Communications supervisor, not the individual dispatcher, for remedy.

### **490.30 Demeanor**

The Public Safety Communications System is for official traffic only. Messages shall be brief and impersonal.

Use of first names or nicknames is not allowed. When necessary to refer to another person by name, use their title and last name.



Words or voice inflections that reflect irritation, disgust, sarcasm, or jokes are prohibited.

Courtesy is better expressed on the air by the tone of voice and manner of message presentation than by using the words “thank you”, “you are welcome”, or “please”.

#### **491.0 Personnel Duties and Responsibilities**

The Communications Unit is located with the Emergency Management Unit in the Logistical Support Division of the Support Services Bureau. The unit is staffed by personnel of the following ranks:

- A. Captain - E911/EOC Commander
- B. Lieutenant - E911/EOC Coordinator
- C. Sergeant - Records Officer and MDT Coordinator
- D. Shift Supervisors / Assistant Supervisors
- E. Civilian Dispatchers
- F. Field Officers on temporary assignment.

##### **491.10 Shift Supervisor**

The Shift Supervisor has authority to make changes within the unit dealing with the organization of work assignment function to subordinates.

The Shift Supervisor is responsible for workload adjustments, which involve more than day to day changes, for planning to meet changes, and for proposing needed revisions in staffing levels in work priorities.

He must be able to identify problem areas, and prepare alternative plans of action. He prepares a monthly forecast of manpower in order to plan for unit needs and makes oral and written recommendations for resource needs and applications of the unit.

Shift Supervisors are responsible for assigning, distributing and balancing the workload of subordinates. He makes available necessary written instructions and reference materials, and answers subordinate’s questions.

He is responsible for subordinates’ attendance and attention to the work and for ensuring that they perform a satisfactory amount and quality of work. He schedules days off, vacations, daily areas or work assignments and makes adjustments as necessary. He coordinates subordinates’ activities on all major crimes or incidents and normal duty assignments.

Shift Supervisors have authority to approve leave for his subordinates as set forth in the guidelines of the City Personnel Policy and the AFSCME contract.

The supervisor makes work assignments and arranges for and assists in the training of new personnel. He conducts investigations of complaints against subordinates; makes recommendations concerning re-assignments, recognition of outstanding performance, disciplinary problems and personnel needs.

##### **491.30 Lieutenant**

Lieutenants assigned to the unit must have knowledge of and perform a wide variety of law enforcement activities. The activities are related to Department policies, procedures and regulations, state and federal laws and city ordinances. Duties contained within this function generally consist of tasks requiring a high degree of decision making ability and good judgment.

Lieutenants are held accountable for the outcome of all actions taken by self and subordinates acting under their instruction.

##### **491.40 Sergeant**



Sergeants assigned to the communications unit are primarily responsible for the impoundment and safekeeping of recording tapes when requested by investigators, Municipal Counselors, or other interested parties. He assists the Lieutenant and Shift Supervisor with citizen complaints, work planning and organization, and review of work assignments. The sergeant assists other communications personnel whenever needed.

## **491.60 Security of Communications**

The Communications area is designed and designated as a limited access area. Background noise in the Communications area hampers the dispatcher's ability to do his job.

Only the following will be freely admitted to the operations area:

- A. City Manager
- B. OCPD Police command & supervisory personnel
- C. OCPD Public Safety Communications personnel
- D. OCFD Fire command personnel
- E. Equipment repair and installation personnel
- F. Persons temporarily assigned to these functions by police command

Any breach of security in the Communications Unit will be reported immediately in writing to the Division Commander. The report will contain the date, time, name of the individual committing the breach, Department for which the individual works and the name of the reporting party and witnesses.

The on-duty supervisor or his designee will be held accountable for any unauthorized entry allowed.

Exceptions to this procedure may be made in any justifiable emergency situation.

The outer gate and doors to the Public Safety Communications Facility (EOC) will remain locked at all times.

## **492.0 Federal Communications Commission (FCC) Regulations**

### **492.10 Operating Procedure**

All communications, regardless of their nature, shall be restricted to the minimum practicable transmission time.

### **492.14 Prohibitions**

It is unlawful, under Attachment "C" of the FCC Code:

- A. To transmit superfluous signals, personal messages or communications of any kind on a radio transmitter.
- B. To use profane, indecent or obscene language.
- C. To willfully damage or permit radio apparatus to be damaged.
- D. To cause unlawful or malicious interference with any other radio communications.
- E. To intercept and use or publish the contents of any radio message without the express permission of the proper authorities of the Department.
- F. To make unnecessary or unidentified transmissions.
- G. To transmit without first making sure that the intended transmission will not cause harmful interference.
- H. To make any adjustments, repairs or alterations whatsoever to a radio transmitter. It is required by law that only a professional radio technician, holding a second-class license or higher, may make adjustments and repairs.
- I. To deny access to your radio equipment if a properly identified representative of the FCC asks to inspect it. The equipment must be made available for inspection at any reasonable hour.
- J. To transmit a call signal, letter or numeral which has not been assigned to a station or unit.

Revised 10/12



**492.41 Radio Call Signs**

Refer to document in Communications Unit labeled "Radio Call Signs".

**492.42 Phonetic Alphabet**

A - Adam            B - Baker  
C - Charlie        D - David  
E - Edward        F - Frank  
G - George        H - Henry  
I - Ida              J - John  
K - King            L - Lincoln  
M - Mary           N - Nora  
O - Ocean          P - Paul  
Q - Queen          R - Robert  
S - Sam             T - Tom  
U - Union          V - Victor  
W - William        X - X-Ray  
Y - Young          Z - Zebra

**492.43 10 Codes**

10-1    Receiving Signals Poorly  
10-2    Receiving Signals Well  
10-3    Stop Transmitting  
10-4    Ok, Affirmative  
10-5    Relay  
10-6    Busy  
10-7    Out Of Service  
10-8    In Service  
10-9    Repeat  
10-10   Out Of Service, Subject To Call  
10-11   Dispatching Too Rapidly  
10-12   Officials Or Visitors Present  
10-13   Weather And Road Conditions  
10-14   Escort  
10-15   Prisoner In Custody  
10-16   Pick Up Prisoner At  
10-17   Pick Up Papers At  
10-18   Complete Present Assignment As Quickly As Possible  
10-19   Return To Station  
10-20   What Is Your Location  
10-21   Call By Telephone, Number  
10-22   Take No Further Action Last Information



- 10-23 Officer On Trouble, Location
- 10-24 Trouble At Station, Units In Vicinity Report At Once
- 10-25 Do You Have Contact With?
- 10-26 Motorist Assist, Location
- 10-27 Any Answer Our Message
- 10-28 Check Full Vehicle Registration Information
- 10-29 Check For Stolen Or Wanted
- 10-30 Does Not Conform To Rules And Regulations
- 10-31 Breathalyzer Operator To Report To
- 10-32 Is Breathalyzer Available
- 10-33 Emergency Traffic
- 10-35 Confidential Information
- 10-36 Correct Time?
- 10-37 Operator On Duty?
- 10-39 Your Message Delivered
- 10-40 Advise If Officer Available For Radio Call
- 10-42 Complete Driver License Record
- 10-43 Driver License Status Check
- 10-44 Check For Record / Wanted With
- 10-45 Meet For Coffee
- 10-46 Meet For Vehicle of DL Check
- 10-47 Subject In Question Possible Armed And Dangerous Or Wanted
- 10-48 NCIC Hit, Is It Safe To Copy Information
- 10-49 10-28 With Amount Of Registration And Weight Paid
- 10-50 No Calls
- 10-51 Pick Up A Partner For Roadblock Assignment At
- 10-52 Set Up A Roadblock At
- 10-53 Discontinue Roadblock, Authority
- 10-54 Estimated Time Of Arrival
- 10-60 Traffic Stop, Location
- 10-61 Clear Traffic
- 10-63 This Frequency Directed To
- 10-64 This Channel / Frequency Clear For Normal Use
- 10-69 Any Traffic For This Unit
- 10-70 Stopping Vehicle, May Be Dangerous. Location, Vehicle, Description and License Information
- 10-71 Officer Is Clear From 10-70
- 10-72 Information Is Incomplete - No Action Will Be Taken Until Further Information Is Furnished
- 10-73 Information Not In Proper Form, Rewrite Information And Re-transmit
- 10-80 Private Vehicle Making Emergency Run
- 10-83 Am I Clear For Dinner - Away From The Radio (Will Call In With Phone Number)
- 10-84 Am I Clear For Dinner - In Car Or Near Radio
- 10-85 Keep Vehicle Under Surveillance, Do Not Stop
- 10-86 Pick Up Partner
- 10-87 Aircraft Assignment, Location and Time
- 10-88 Advise Phone Number For Station To Station Call For Officer
- 10-90 Officer Welfare Contact
- 10-97 Arriving At Scene
- 10-98 Last Assignment Completed

**492.44 Signal Codes**

- 7 DOA
- 8 Mental Patient
- 9 Bomb Threat
- 10 PD Response To 911 Hangup
- 11 Call Spouse At Home



- 12 Call Spouse At Work
- 30 Fatality Accident
- 31 Drowning
- 76 Non-injury Accident
- 82 Injury Accident
- 83 Department Vehicle Involved In Accident. State Number Of Vehicles, Any Injuries And Location
- 87 Intoxicated Pedestrian (Reported)
- 88 Intoxicated Driver (Reported)
- 89 Hit And Run Accident - State Whether Property Damage Or Personal Injury
- 93 Report To Garage For Repairs

#### **492.45 Activity Types and Codes**

- 50 1st Degree Burglary
- 51 2nd Degree Burglary
- 911F Abandoned 911 Call (Fire)
- 911P Abandoned 911 Call (Police)
- 911L 911 Language Line Call
- 911WP 911 Wireless/ PD Response
- 162 Abandoned / Abused Child
- 82 Accident With Injury
- 74 Agency Assist
- CRASH Airplane Crash
- 33 Armed Robbery
- 43 Assault
- 73 Assist a Citizen
- 13 Attempt Suicide
- 53 Auto Burglary
- 40 ADW
- 303 Officer Assist - Priority
- 72 Check Welfare
- 21 Child Molesting
- 93 Defrauding an Innkeeper
- 75 Deliver Emergency Message
- 182 Disturbance
- 181 Domestic
- 31 Drowning
- 88 Drunk Driver
- EM Emergency Medical
- 81 Explosive Device Found
- 34 Extortion
- 200 Extra Patrol
- 30 Fatal Vehicle Accident
- 183 Fireworks
- FIRE Fire
- 161 Found Child
- 60 Grand Larceny
- 23 Harassing / Obscene Calls
- 120 Kidnapping
- 62 Stolen Vehicle
- 174 Littering Complaint
- 102 Lost Property
- 164 Lost / Missing Adult
- 160 Lost / Missing Juvenile
- 192 Loud Alarm
- 140 Morals Violation



- 76 Non-Injury Accident
- 300 Officer Assist
- 55 Other Type Calls
- 65 Petty Larceny
- 100 Pick Up Property
- 152 Prowler
- 132 Public Drunk
- 20 Rape
- 63 Recover Stolen Vehicle
- 32 Robbery By Force / Fear
- 163 Runaway Juvenile Report
- NWS Severe Weather
- 22 Sex Offenses
- 61 Shoplifter
- 7 Signal 7 DOA
- 8 Signal 8 Mental Patient
- 9 Signal 9 Bomb
- 10 Signal 10 PD Response To 911 Hang Up
- 190 Silent Holdup Alarm
- 191 Silent Intrusion Alarm
- 150 Suspicious Act
- 205 Traffic Arrest
- 175 Traffic Trouble
- 70 Transport Prisoner
- 184 Trouble Unknown
- 166 Truancy Violation
- 110 Vandalism
- 90 White Collar Crime

ACTIVITY CODES MAY BE FOLLOWED BY:

- EM Emergency Medical
- IM Important
- IP In Progress
- JO Just Occurred
- R Report Taker

Revised 10/12

**492.46 Radio Console Phone Numbers**

The following numbers provide direct access to the radio dispatcher. These numbers are for business related calls only. Calls to these numbers should be brief and concise to allow the dispatcher to devote full time and attention to radio transmissions.

- Hefner 316-6821
- Springlake 316-6823
- Santa Fe 316-6826
- Southwest 316-6824
- Bricktown 316-6825
- RACOM 316-6832
- Supervisor 316-6831
- Future Console 316-6822

Revised 10/12; Revised 2/15



#### **492.50 VESTA Address Lookup Function**

The VESTA 911 telephone has a feature allowing for a manual address lookup using a telephone number. This feature accesses 911 Automatic Location Identification computers, and should only be used for law enforcement purposes to determine a valid address. Address information obtained by manual lookup is considered confidential and will not be released without the appropriate legal authority to do so.

Revised 10/12

#### **492.60 Emergency Radio Alert Tones**

The radio consoles are equipped with “Alert Tones” used in the event of an emergency. These tones are activated by the dispatcher and should alert officers of an emergency broadcast or situation. The tones are described as:

- A. EMERGENCY TRAFFIC TONE - This tone is used in the event of emergency traffic (10-33) or when requested by a field officer. The tone is a “short beep” and will activate once every eleven seconds. Officers should refrain from unnecessary transmissions during the time the tone is activated.
- B. ALERT TONE - This tone will precede the broadcast of an armed robbery or silent holdup alarm. The tone is a three to four second continuous high-pitched sound.
- C. OFFICER NEEDS ASSISTANCE TONE - This tone will precede the broadcast of an officer down or officer needs assistance call. The tone is a three to four second “high-low” sound.

Revised 10/12

#### **493.0 Incident Assignment Priority**

Event priorities are pre-programmed into the Computer Aided Dispatch System (CAD). These priorities are based upon the average call for a common set of circumstances. The dispatcher has the ability to override the pre-programmed priority and raise or lower the priority depending upon the circumstances or using their best judgment. The following are the dispatch priorities to be used in the Police Communications operation.

Revised 5/15

#### **493.10 Priority 1 Calls**

Criteria:

- A. There is immediate danger to a person’s life or safety.
- B. A crime is in progress in which a person’s life or safety may be in danger.
- C. There is a possibility of extreme or major property loss.

Priority 1 calls will normally require one or more back-up officers and possibly the notification of other divisions or field supervisors.

Priority 1 call types include but are not limited to:

- A. Abused Child IP
- B. Armed Robbery IP
- C. Assault IP
- D. ADW JO/IP
- E. Burglary, 1st Degree IP
- F. Burglary, 2nd Degree IP
- G. Check Officer Welfare
- H. Child Molested JO/IP
- I. Defrauding An Innkeeper IP
- J. Disturbance IP





- K. Domestic IP
- L. Explosive Device Found IM
- M. Grand Larceny IP
- N. Kidnapping JO/IP
- O. Mental Patient IP
- P. 911 Hangups IM
- Q. Officer or Agency Assists IP
- R. Prowler IM/JO/IP
- S. Rape or Attempt Rape JO/IP
- T. Robbery By Force or Fear IP
- U. Shoplifter IP
- V. Silent Hold-Up Alarm
- W. Trouble Unknown IM

Time Limits: All Priority 1 calls will be dispatched immediately. If not possible, it will be brought to the immediate attention of a 911 supervisor and a field supervisor.

Call Assignment: Priority 1 calls will be assigned in the following manner:

- A. District officer
- B. Adjacent district officer
- C. Closest district officer within the division
- D. Division supervisor
- E. Officer from an adjoining division

Revised 5/15

#### **493.20 Priority 2 Calls**

Criteria:

- A. An emergency response MAY BE necessary to protect life or property.
- B. A crime is in progress (those not priority 1).
- C. The suspects may still be in the area of a crime.
- D. A crime has just occurred in which a persons life, safety, or property was placed in jeopardy.

Priority 2 calls will normally require one or more back up officers.

Priority 2 call types include but are not limited to:

- A. Abused Child IM/JO
- B. Accident W/Injury/Fatality IM
- C. ADW IM
- D. Agency Assist IM
- E. Armed Robbery IM/JO
- F. Assault IM/JO
- G. Assist Citizen IM
- H. Auto Burglary IP
- I. Burglary, First Degree IM/JO
- J. Burglary, 2nd Degree IM/JO
- K. Child Molested IM
- L. Defrauding an Innkeeper JO
- M. Disturbance IM
- N. Domestic IM
- O. DOA IM
- P. Found Child IM



- Q. Kidnapping
- R. Larceny of Auto IP
- S. Lost or Missing Juvenile IM
- T. Mental Patient IM
- U. Petty Larceny IP
- V. Rape or Attempt Rape IM
- W. Robbery By Force or Fear JO
- X. Runaway Report IM/IP
- Y. Sex Offense IP
- Z. Shoplifter IM/JO
- AA. Silent Intrusion Alarms
- BB. Suicide JO
- CC. Suspicious Act IP
- DD. Transport Prisoner IM
- EE. Trouble Unknown
- FF. Vandalism IP

Time Limits: All Priority 2 calls will be assigned within 3 minutes. If unassigned after that period of time, they will be brought to the immediate attention of a 911 supervisor and a field supervisor.

Call Assignment: Priority 2 calls will be assigned in the following manner.

- A. District officer
- B. Adjacent district officer
- C. Closest district officer within the division
- D. Division supervisor
- E. Officer from an adjoining division

Revised 5/15

### **493.30 Priority 3 Calls**

Criteria:

- A. Time is a factor in proper handling of the call.
- B. Danger to life or property does not appear imminent.
- C. All major crime scenes except those in which there is no longer a threat to lives or property.

One or more officers will be dispatched to Priority 3 events if they are readily and immediately available or after all Priority 1 and 2 calls in that district have been processed. These calls will not be held unnecessarily for the district officer. Effective and efficient utilization of adjacent officers will be made to ensure prompt response.

Priority 3 call types include but are not limited to:

- A. Abandoned Calls
- B. Abused Child
- C. Agency Assist
- D. Assault
- E. Attempt Suicide IM
- F. Auto Burglary IM
- G. Burglary, 1st Degree
- H. Burglary, 2nd Degree
- I. Check Welfare
- J. Deliver Emergency Message IM
- K. Disturbance
- L. Domestic



- M. Drunk Driver
- N. Forgery IM/JO
- O. Found Child
- P. Grand Larceny IM/JO
- Q. Hit and Run
- R. Larceny of Auto JO
- S. Lost or Missing Adult
- T. Loud Alarms IM/JO/IP
- U. Morals Violation IM/IP
- V. 911 Hang-ups
- W. Non-Injury Accident IM
- X. Prowler
- Y. Public Drunk
- Z. Recovery of Stolen Vehicle IM
- AA. Robbery By Force or Fear JO
- BB. Sex Offenses JO
- CC. Suspicious Act IM/JO
- DD. Traffic Trouble
- EE. Transport Prisoner
- FF. Vandalism IM/JO

Time Limits: Priority 3 calls will normally be assigned within 20 minutes. If unassigned after that period of time, they will be brought to the immediate attention of a 911 supervisor and a field supervisor.

Call Assignment: Priority 3 calls will be assigned in the following manner:

- A. District officer
- B. Adjacent district officer
- C. Closest district officer within the division
- D. Division supervisor
- E. Officer from an adjoining division

Revised 5/15

#### **493.40 Priority 4 Calls**

Criteria:

- A. Time is not a factor in handling of the call.
- B. Misdemeanor crimes where suspects are not present.
- C. Some non-violent felonies where suspects are not present.

Priority 4 call types include but are not limited to:

- A. Assist Citizen
- B. Auto Burglary
- C. Defrauding an Innkeeper
- D. Embezzlement
- E. Forgery
- F. Grand Larceny
- G. Harassing/Obscene Calls
- H. Indecent Exposure
- I. Juvenile Problem
- J. Larceny of an Auto
- K. Littering IP
- L. Petty Larceny



- M. Recover Stolen Property IP
- N. Recover Stolen Vehicle
- O. Runaway Report
- P. Sex Offense Report
- Q. Transport Prisoner
- R. Vandalism
- S. White Collar Crimes

Time Limits: Priority 4 calls will normally be assigned within 30 minutes. Calls unassigned after that time limit will be brought to the immediate attention of a 911 supervisor and a field supervisor.

Call Assignment: Priority 4 calls will be assigned in the following manner:

- A. District officer
- B. Adjacent district officer
- C. Closest district officer within the division
- D. Division supervisor

Revised 5/15

### **493.50 Priority 5 Calls**

Criteria: Time is not a factor in handling the call.

Priority 5 call types include but are not limited to:

- A. Deliver Emergency Message
- B. Fireworks
- C. Found Property
- D. Morals Violations
- E. Truancy
- F. Mental Health Consumer Transport

Time Limits: As officers become available.

Call Assignment: Priority 5 calls will be assigned in the following manner:

- A. District officer
- B. Adjacent district officer
- C. Closest district officer within the division
- D. Division supervisor

Revised 6/14; Revised 5/15

### **493.60 Priority 6 Calls**

Criteria:

Reports that may be taken over the telephone, when a citizen does not insist on having an officer respond in person.

Priority 6 call types include but are not limited to:

- A. 102 R - Lost Property
- B. 110R - Vandalism
- C. 150R - Suspicious Acts
- D. 163R - All Runaway Juvenile



- E. 165R - Juvenile Problem
- F. 174R - Littering Complaint
- G. 182R - Disturbance
- H. 23R - Harassing/Obscene Calls
- I. 53R - Auto Burglary
- J. 60R - Grand Larceny
- K. 65R - Petit Larceny
- L. 73R - Assist a Citizen
- M. 93R - Defrauding an Innkeeper
- N. 90R - Embezzlement

Exceptions are:

- A. If a prisoner is in custody
- B. If a citizen specifically requests that an officer respond to the scene
- C. If a unit is needed to safeguard a scene or preserve evidence
- D. If evidence or property is to be recovered and placed in police custody
- E. If witnesses are involved and cannot be interviewed over the telephone
- F. If it is necessary that the complainant or victim sign complaints
- G. In incidents where a detailed description of suspect(s), their addresses, names, etc. is available
- H. If a citizen's welfare is in danger or jeopardy

Call Assignment: Report call taker in the division of occurrence.

Revised 8/99; Revised 5/15

#### **493.70 Police Deployment According to Priority**

The assignment of police officers to (non-traffic related) calls for service occur in the following manner:

- A. When available, the officer assigned to the district of occurrence will always be dispatched, regardless of the priority.
- B. When the district officer is not available, any available adjacent district officer will be dispatched.
- C. When the district officer and adjoining district officers are not available, the closest district officer within the division will be dispatched.
- D. When there is no officer available within the division of occurrence, a division supervisor will be dispatched.
- E. When there is no officer or supervisor available within the division of occurrence, an officer from an adjoining division will be dispatched to Priority 1, 2 and 3 calls. Priority 4, 5 and 6 calls will not be dispatched out of the division and will hold for the first available officer or supervisor within the division.
- F. When any officer desires a back-up unit, the dispatcher will honor the request without exception, using any available officer, regardless of assignment.
- G. The need for, and the number of back-up officers is primarily determined by:
  - 1. Circumstances as derived from information given by a complainant or inferred by previous incidents and;
  - 2. Knowledge of a specific situation by officers in the field.
- H. Police officers are considered available for dispatch (i.e., in service) while on a break or eating meals. Officers are responsible for monitoring their radios during meals and breaks.

Revised 5/15

#### **494.0 Emergency Notifications**

##### **494.10 Tactical Unit**



When determined by the Watch Commander or Shift Commander that it may be necessary for a Tactical Unit response, the 911 Communications Shift Supervisor will implement the following procedures:

- A. Ascertain from the Watch Commander or Shift Commander the location of the incident.
- B. Contact the tactical unit commander or assistant commander by telephone, advising them of the event.
- C. If a tactical response is necessary, directing all tactical unit members on duty to respond to the incident.
- D. Enter the designated information into CAD Messaging to complete the call-out.
- E. Contact the PIO.

Revised 4th Edit., 2000; Revised 12/16

#### **494.15 Emergency Response Team**

When determined by the Watch Commander or Shift Commander that it may be necessary to activate the Emergency Response Team, the 911 Communications Shift Supervisor will implement the following procedures:

- A. Contact the on-call ERT Commander;
- B. If activation is approved, enter the designated information into CAD Messaging to complete the call-out; and
- C. Monitor and clear a specific radio channel when so notified by the Emergency Response Team Commander or a designee.

Adopted 3/97; Revised 12/16

#### **494.20 Bomb Squad Unit**

When determined by the Watch Commander or Shift Commander that it may be necessary for a Bomb Squad response, the 911 Communications Shift Supervisor will contact the on-call Emergency Services Commander and on-call PIO.

Revised 1/06; Revised 12/16

#### **494.30 Air Support Unit**

CALL-OUT REQUEST BY OCPD OFFICER - Authorization to call a flight crew from home will be given by the Watch Commander or Shift Commander. Communications will contact the available unit supervisor who will contact the appropriate personnel to respond. If the unit supervisor is unavailable, the on-call emergency services commander will be contacted.

CALL-OUT REQUEST BY ANOTHER AGENCY - Communications Supervisor receiving the request will obtain all possible information on the situation including name and phone number of the requesting party. Requesting agency should be informed of the time delay if a flight crew is called from home. Communications Supervisor will then contact the Watch Commander on duty for authorization. When authorization is received, the call-out procedure is the same as that of an in-house request.

Revised 12/16

#### **494.40 K-9 Unit**

When an OCPD K-9 unit is unavailable or a K-9 from another agency is requested, the on-call emergency services commander will be contacted for direction.

Revised 12/16

#### **494.45 Crisis Intervention Team (CIT)**



CIT officers will be assigned to mental health calls when requested and available. If a CIT officer is not available, a non-CIT officer will be dispatched. The urgency and distance of a particular call may dictate a non-CIT officer responding until a CIT officer arrives. CIT officers are not limited to geographical boundaries. CIT officers will be designated on the line-ups submitted by the divisions prior to the beginning of each shift.

Adopted 2/03; Revised 12/16

#### **494.50 Investigations Notification**

When a member of an investigative unit is requested (i.e., Homicide, Sex Crimes, etc.) during non-duty hours, the on-call Investigations supervisor will be contacted. The on-call Investigations supervisor will contact the unit supervisor who will furnish the names of the persons to be notified and assigned the incident. If the on-call Investigations supervisor is unavailable, the unit supervisor will be contacted directly.

Revised 12/16

#### **494.60 Staff and Command Notification**

Certain incidents will occur which require specific command personnel to be notified. The Communications supervisor will be responsible for making the appropriate notification as determined by the Watch Commander. Events requiring notification include:

- A. Employee injury;
- B. In-custody death;
- C. Intentional discharge of a firearm;
- D. Unintentional discharge of a firearm; or
- E. Major crimes involving multiple deaths, kidnapping and hostage incidents.

Revised 12/16

#### **494.70 Public Information Officer (PIO)**

911 Communications personnel will notify the PIO that his or her presence is needed at the scene of an incident when requested by a field supervisor.

Revised 12/16

#### **494.80 Communications Unit Supervisor**

When notified of an incident involving serious injury or a shooting involving officers, the Communications Unit supervisor will ensure that all necessary units have been notified and dispatched to the scene. In addition, he or she will ensure notification of the Watch Commander.

As soon as practical, the supervisor will ensure all digital evidence is maintained for investigators.

Revised 12/16

#### **495.0 Emergency Contingency Plan**

Should the Communications Unit experience a loss of one radio frequency, the Communications supervisor will notify CIU that channel 5 will be utilized temporarily. The units assigned to the down frequency will be instructed to use the alternate channel.

If a total loss of radio communication is experienced, the following plan will go into effect.

- A. When the field units are advised on an alternate frequency (CIU) or (hand held radios) that Communications is down, all field units will proceed to the nearest fire station or briefing station and



telephone the Communications Unit. If so equipped, the unit may provide Communications with a cellular phone number.

- B. The units will stand by at the fire or briefing station unless equipped with a cellular phone. When the unit is needed, Communications will contact the unit by phone and assign the call.
- C. All units without cellular phones will report back to the respective fire or briefing station after completing the call.

This plan will remain in effect until power is restored and normal radio communication can be resumed.

#### **496.0 Management and Preservation of Records**

The procedure for handling, storage, preservation and release of evidentiary and non-evidentiary records generated by the Communications Unit is subject to the approval of the Chief of Police or their official representative.

##### **496.10 Communications Records Officer**

The Division Commander may designate a person to serve as the Communications Records Officer.

The records officer will take charge of all 24-hour communications logging tapes to ensure they are secured at all times.

In addition, the records officer will keep each tape intact for a period of ninety days. At the end of this period, the tape will be re-used unless an evidentiary hold has been placed on the tape.

When a tape has been placed on hold, the records officer will remove the tape from service and will place it in a locked, secure place for future review.

Subject to police authorization, the records officer will furnish copies of logging tapes to police personnel for dissemination.

In addition to these duties, the records officer also functions as the Mobile Data Terminal (MDT) System Coordinator with the following duties:

- A. Maintain liaison between the Police Department, Fire Department Radio Maintenance and Management Information Systems for problems relating to the MDT System.
- B. Maintain and update MDT and CAD user accounts.
- C. Maintain inventory and maintenance records for individual MDTs.
- D. Coordinate MDT maintenance services on a 24-hour basis (Digital Pager 647-5690).
- E. Be responsible for MDT unit configuration and records.
- F. Inspect and inventory MDTs as required.

##### **496.20 Requesting Holds or Copies of Communications Records**

The Communications 24-hour logging tapes are rotated and reused approximately every 90 days. These master tapes are kept intact up to that period of time. The following procedures will apply when any employee requests a copy or a hold on a communications tape:

- A. The requesting employee will fill out a Communications Record Request Form. It must be signed by the officer's supervisor (Lieutenant or above).
- B. The completed form will be sent to the Communications Center to the attention of the Records Officer. This may be accomplished by personal delivery, City mail or FAX.
- C. A temporary hold may be authorized by police personnel through the Dispatch supervisor or the Communications Records Officer. However, the verbal request must be followed by a written request from a police supervisor within three working days for the hold to become permanent.

Revised 1/95





#### **496.30 Records Officer**

The Records Officer locates the information requested and notifies the requesting officer. If a cassette tape is requested, the Records Officer will locate the information and make the tape. The requesting officer will proceed to the Communications Unit to receive the information requested.

If a request is made for copies of Public Safety Communications audio records or tapes by persons not members of a law enforcement agency, the following procedures will be followed:

- A. The requesting person will go to the OCPD Records Bureau and complete a Public Safety Communications audio records release form. The requesting person must supply as much specific information as possible (exact dates, times, unit numbers, summary of conversation, etc.) to facilitate locating the requested material.
- B. The completed form will be approved by the Superintendent of Records and forwarded to the Public Safety Communications Records Officer who will review the request with their supervisor.
- C. If necessary, the Records Officer will contact the requestor for clarification of the specific information being sought. Upon locating the desired information, the information will be copied onto a cassette tape and forwarded to a Communications Unit supervisor who will review it for accuracy and to ensure the requesting parties' instructions were followed.
- D. The cassette tape and the audio record release form will be forwarded to the Superintendent of Records or their designee for dissemination.

#### **496.40 Impounded Records**

All master logging tapes which have been placed on HOLD will be impounded by the Communications Records Officer and held in a secure place for a period of ninety (90) days, unless litigation is pending. Only a Police supervisor can authorize a HOLD on a logging tape. The Police supervisor must contact the Communication Records Officer to request the impound.

After 90 days, the Communications Records Officer will forward an impoundment release form to the Division Commander of the requesting supervisor. The Division Commander will indicate on the form if the tape is to remain in impoundment or released back into rotation. If litigation is involved, the release must be signed by the Municipal Counselor's Office in addition to the supervisor's Commander.

Revised 1/95

#### **496.50 Attaching a Premise to CAD**

Under certain conditions, a premise may be attached to a particular address for future reference. The conditions of this premise may vary, but a matter of public or officer safety will be the most prevalent.

Field officers requesting a premise attachment to an address will notify their supervisor. Field supervisors, if in agreement, will forward the request on a premise attach form to the Communications Lieutenant.

The Communications Lieutenant will enter the premise and file the request. It will be the responsibility of the officer submitting the request to notify Communications of any changes or cancellations.



**RESERVED FOR FUTURE USE**



## **RULES**

In addition to those duties and responsibilities outlined for employees throughout this Manual, the following are rules for all employees. Failure to adhere to them may result in disciplinary action, including dismissal from the Department.

### **100.0 Compliance with Written Directives and Department Training**

All personnel of the Oklahoma City Police Department shall comply with all written directives as defined in Procedure 146.01 and act in accordance with current department training.

Employees shall adhere to the Oath of Office, the Code of Ethics, all laws of the United States and the State of Oklahoma, and the Charter and Ordinances of the City of Oklahoma City.

Revised 4/11; Revised 10/15

### **110.0 Attention to Duty**

Employees shall keep themselves informed on departmental activities and police problems as published by the roll call information board, memorandums, special bulletins and all other official police information dissemination methods.

### **112.0 Sick Leave**

Any employee who is on sick leave for three consecutive tours of duty may be required to submit a doctor's release in order to return to work, at the discretion of his supervisor.

### **113.0 Sick Leave Abuse**

The use of sick leave for other than illness or injury is prohibited. Any employee suspected of sick leave abuse may be required to submit a doctor's release in order to return to work.

### **115.0 Neglect of Duty**

No employee shall fail to give suitable attention to the performance of duty. Examples include but are not limited to: failure to take appropriate action on a crime scene, disorder or other act or condition deserving attention; absence without leave; failure to report to duty at the time and place designated; unnecessary absence from one's assignment during a tour of duty; failure to perform duties or comply with any police procedure, rule or regulation, law, or special order.

### **120.0 Truthfulness / Cooperation**

Testifying, making reports, or conducting business in a less than truthful and cooperative manner is prohibited.

### **125.0 Duty to Report Misconduct**

Every employee shall report to a supervisor any incident, which is detrimental to the good order, integrity, efficiency and discipline of the department which one observes or has knowledge of.

Revised 3/97

### **130.0 Frivolous Complaints / Gossip / Rumors**

Employees will refrain from starting or spreading idle or malicious gossip or rumors, and will refrain from making frivolous or slanderous complaints about other employees or the Department.



**140.0 Public Criticism**

Public criticism of the Department, its policies, or employees either orally or in writing, or expressed in any manner is prohibited where such expression:

- A. Is defamatory,
- B. Is obscene,
- C. Is unlawful or,
- D. Tends to impair the operation of the Department by impairing its efficiency, interfering with the ability of supervisors to maintain discipline or having been made with reckless disregard for truth.

**145.0 Internal Grievance Procedure**

Employees shall exhaust all internal remedies available before making grievances known to the public or outside persons or agencies.

**160.0 Illness or Medical Condition**

Employees must notify a supervisor when ill and unable to report for work. A supervisor will also be notified if there is any change in one's physical or mental health that could disqualify the individual from being employed.

It is the responsibility of each employee to bring to the attention of a supervisor any condition he observes in another employee, which might make that employee unfit for duty or unable to properly perform his duties. When so notified, the supervisor will make a report reference that information, to be forwarded through the Chain of Command, and will be responsible for taking appropriate action if that situation may prove dangerous to the employee or to others, or may prove detrimental to the image and efficiency of the Department.

**165.0 Confidential Information**

Employees shall not communicate or impart confidential police information either in writing or verbally to unauthorized persons except as required by law.

**166.0 Taking Photographs / Video Recording**

No employee may photograph or video record any crime scene, victim, witness, suspect, involved person, incident or evidence with their personal equipment without prior approval of their supervisor. In an emergency situation, to prevent the loss of evidence, employees may utilize their personal equipment to document the evidence. However, an on-duty supervisor must be notified immediately following the emergency. Violations of this rule will result in the personal equipment being confiscated as evidence.

Adopted 6/12

**170.0 Integrity of Records**

No member of the Oklahoma City Police Department shall alter, forge, tamper or improperly remove any police records, report, citation, accident report or Department document. If a report is amended because of error or other legitimate reason, the amended report will be clearly noted and labeled as such.

**175.0 Compliance with Orders**

An employee must comply with all lawful orders, however received. The employee shall be held responsible for complying with the last or most recent order received.

**180.0 Insubordination**



Insubordination shall include, but not be limited to, any failure or deliberate refusal to obey a lawful order given by a superior, or any disrespectful, insolent, or abusive language or action toward a superior. This is prohibited.

## **181.0 Supervisor Conduct**

Supervisors shall treat subordinates in a professional, courteous and respectful manner.

## **182.0 Interference by Officers**

Employees shall not engage in conversation with prisoners or suspects who are in the custody of another officer without obtaining the prior approval of that officer.

Physical confrontations with the prisoners of other officers are strictly prohibited unless the prisoner initiates an act of aggression toward that officer or others.

Employees will not interfere with cases that are assigned to other employees without the knowledge and consent of the assigned employee or a supervisor.

Employees will not attempt to interrupt the legal process in a case unless gross injustice might otherwise occur.

Employees will not attempt to have any traffic citation or other case reduced, voided or stricken from the docket unless it is in the best interests of the Department and the community. In those instances, proper procedures are to be followed.

## **185.0 Knowledge of Written Directives**

All employees are required to read and are responsible for complying with all written directives applicable to their work assignments.

Adopted 9/06

## **187.0 Release of Information**

Employees will not release police reports or any portion of the Operations Manual to personnel outside of the Department or outside of law enforcement unless required by law or upon approval of the Chief of Police.

## **190.0 Investigation of Misconduct - Cooperation**

All employees are required to cooperate fully with the investigation of personnel misconduct and no employee will withhold information.

## **205.0 Disciplinary Actions**

Disciplinary actions shall be in accordance with the provisions of the Personnel Rules of the City of Oklahoma City and Departmental Procedures established in 170.0.

## **210.0 Confidentiality of Applicant Hiring Boards**

Members of the Department serving on applicant hiring boards shall not discuss results of the examination with the applicant or any other person (excluding board members) except by authority of the Chief of Police.

## **215.0 Confidentiality of Selection Process**

Information obtained during all phases of the employee selection process including polygraph, psychological and background investigation is strictly confidential and shall not be discussed or divulged except upon proper authority.



### **225.0 Employee Identification**

No member of the Oklahoma City Police Department shall refuse to identify himself by name when asked by a citizen nor shall any member intentionally remove or conceal his nametag or badge while in uniform, unless specifically authorized by a supervisor.

### **230.0 Flag and National Anthem Decorum**

While outside, when the National Anthem is played and/or when the Flag is passing or is being raised or lowered:

- A. Uniformed personnel will render the military salute.
- B. Non-uniformed personnel (and uniformed personnel not wearing a hat) place their right hands over their hearts.

While inside, when the National Anthem is played and/or when the Flag is passing or is being raised or lowered:

- A. Uniformed personnel will place their hats over their hearts.
- B. Non-uniformed personnel (and uniformed personnel not wearing a hat) place their right hands over their hearts.

If the Flag is displayed during the playing of the National Anthem, personnel should face the Flag; if it is not displayed, personnel should face the source of the music.

When the Pledge of Allegiance is given, employees will stand at attention and recite it. Uniformed employees will remove their hats and place them over their hearts during the reciting of the Pledge; non-uniformed personnel will place their right hands over their hearts.

Employees need not salute the President of the United States.

If the Chief of State of a friendly foreign nation is present, and the flag of that nation is hoisted, employees will show the same respect as for the Flag of the United States.

### **235.0 Headgear**

The uniform hat is part of the uniform and will be worn by all uniformed personnel during ceremonies and formal occasions, while directing traffic and in other instances of high visibility or news media coverage.

The wearing of the hat is optional in all situations requiring low visibility, such as building searches and incidents that could possibly endanger the officer's safety.

### **237.0 Directing Traffic**

Any police department employee directing traffic or in the roadway controlling traffic, both day or night and both on or off duty, will wear reflective gear while engaging in such activity. Reflective gear should be either the Blauer Foul Weather Jacket or the reflective vest issued to each employee.

Adopted 07/07

### **240.0 Funeral Decorum**

When entering a church, all uniformed personnel will remove their hats. When passing by a casket to pay last respects, personnel will carry the hat in a position under the left arm.

When Taps is played inside, uniformed personnel will place their hats over their hearts; non-uniformed personnel will place their hands over their hearts. When Taps is played outside, uniformed personnel will salute; non-uniformed personnel will place their hands over their hearts.



At an interment service, employees will remove their hats and place them over their hearts during all prayers.

As the casket is moved from the church to the hearse, uniformed employees will follow the commands of the Honor Guard Commander to come to attention and salute until the casket is in the hearse.

At the cemetery, if the hearse passes by, uniformed personnel who are outside of their vehicles will salute as it passes.

## **242.0 Funeral Dress**

When attending a funeral or memorial service for an active or retired law enforcement officer (regardless of agency), OCPD officers will wear the Class A uniform or suitable business attire. The Class B uniform is not authorized for this type of funeral or memorial service.

When attending a funeral or memorial service for any other person, OCPD officers may wear the Class A uniform, the Class B uniform or suitable business attire.

### Draping the Badge with Ribbon

The following information explains when officers are authorized to drape their badge with ribbon. The ribbon will be no more than three-quarter inch wide and will be draped horizontally across the center of the badge.

For a line of duty death involving an active OCPD officer, the badge will be draped from the time of death until 30 days later.

For a non-line of duty death (illness, off-duty accident, etc.) involving an active OCPD officer, the badge will be draped from the time of death to the end of the funeral.

For a death involving a retired OCPD officer, the badge may be draped only while attending the funeral.

For a line of duty death of an officer from a neighboring agency, the badge will be draped from the time of death to the end of the funeral.

The badge will be draped on Peace Officers' Memorial Day, or any other date set aside to honor fallen officers.

The badge will be draped any other time directed by the Chief of Police.

Revised 2/15

## **245.0 Personal Appearance**

All members of the Department, except when otherwise required by duty, will present a neat, and clean well-groomed appearance at all times. This guideline will apply for both on duty times and at any official Department function, which the employee may attend.

## **250.0 Uniform Requirements**

Each officer, regardless of assignment, shall possess and maintain at all times a serviceable Class A and Class B uniform and all necessary equipment to perform uniform field duty.

The uniform when worn will be neat, clean, and complete with all approved equipment, leather, insignia, hat, and devices as appropriate. Partial uniforms will not be worn and uniform articles will not be worn with non-uniform articles of clothing.



For the purpose of extra-duty employment where a police uniform is required, the Class A and Class B uniform shall be considered the departmental uniform. Only these uniforms shall be worn depending upon the season of the year at the direction of the Chief. The Chief of Police must approve any exceptions.

Revised 12/99

## **252.0 Police Academy Instruction**

When teaching at or appearing before any group or class at a Police Academy school or training function, all personnel will follow the appearance and uniform guidelines outlined in 245.0, 250.0 and 255.0

## **255.0 Court Apparel**

All uniformed personnel appearing in court will wear the regulation uniform of their respective division, or conservative business attire. Investigators and civilian personnel shall be dressed in conservative business attire, including coat and tie for male personnel and appropriate attire for female personnel.

## **260.0 Reporting for Duty**

Unless otherwise directed, employees shall report for duty at the time and place specified, properly attired and equipped.

## **265.0 Care of Vehicles / Equipment**

Employees of the Oklahoma City Police Department shall be responsible for the care, cleanliness and appropriate utilization of all vehicles/equipment issued or assigned to them. The employee shall immediately report to a supervisor any new damage to the vehicle/equipment.

Revised 2/03; Revised 07/10

## **267.0 Transfer of Department Equipment**

Employees will not move or cause to be moved any piece of equipment or furniture from any office, Division or Bureau without the approval of the person who has custodial responsibility. Such moves will be made only after the appropriate transfer has been made on the Inventory Record.

## **270.0 Lost or Damaged Department Property**

Loss of or damage to Department property due to negligence or malicious handling may result in an assessment of costs to the responsible employee.

## **275.0 Return of Departmental Property**

Members shall return all equipment and property owned by the Department when they retire, resign, or otherwise leave the Department, and shall return any equipment when ordered to do so because of suspension or other absence from work.

## **280.0 Unauthorized Persons in Vehicle**

Employees will not allow unauthorized persons to ride in police vehicles or authorized leased vehicles. Authorized persons are those who are City employees, prisoners, or others who have the express approval of a supervisor to ride in a police vehicle or authorized leased vehicle for official purposes.

Revised 9/14





### **290.0 Response to Emergency Call Out**

All personnel, unless physically incapable, will respond to duty when called, regardless of off-duty status.

### **295.0 Submission of Reports**

Reports required, as a part of the performance of one's duties will be submitted no later than the end of the tour of duty unless authorized by a supervisor.

### **296.0 Reporting Responsibilities**

Police officers in a marked police vehicle, on or off duty, are required to take appropriate action when a crime is committed in their presence. This would include the completion of all departmental forms, reports and citations.

Adopted 9/05

### **300.0 Transactions with Prisoners**

Employees shall not receive a gift, barter with, or purchase any item or property from a prisoner or from a person under investigation.

### **315.0 Solicitation of Favorable Acts**

Soliciting anyone to intercede with the Mayor, legislative body, City Council, City Manager or any elected or appointed official in relation to promotions, departmental assignment or findings in a disciplinary proceeding is prohibited. Nothing in this section shall be construed to prohibit such intervention as is established by approved procedures.

### **320.0 Private Benefit from Departmental Association**

Use of prestige or influence of one's official position or the use of the time, facilities, equipment or supplies of the Department for the private gain or advantage to oneself or another is strictly prohibited.

### **325.0 Fees / Rewards**

Acceptance or receipt of any fee or reward from any source for any services rendered in the line of duty without the knowledge and consent of the Chief of Police is prohibited.

### **326.0 Recommending Services to Citizens**

Employees will refrain from suggesting or in any other manner recommending to citizens a particular wrecker or taxi company, alarm or security company, or any other category of business or service, which is regulated, controlled, commissioned or licensed by the Department.

### **327.0 Recommending Attorneys or Bondsmen**

Employees will refrain from suggesting or in any other manner recommending the services of a specific attorney or bondsman.

### **328.0 Notification of Attorneys or Bondsmen**

Employees will not initiate the giving to any attorney or bondsman notice of service of a warrant, arrest of, or intent to arrest, any person.

### **330.0 Personal Financial Affairs**



Employees will conduct their personal financial affairs in such a way that creditors and collection agencies do not use the office of Chief of Police or other commanding officers to attempt to make collections.

### **332.0 Employees as Parties in Law Suits**

Employees will notify the Chief of Police in writing prior to suing for, seeking, soliciting, or agreeing to accept, any money or other compensation for damages sustained or expenses incurred, as a result of actions arising from their employment with the City of Oklahoma City.

Employees will notify the Chief of Police in all instances in which that employee is being sued as a result of his employment with the Department or in police related off-duty employment.

### **335.0 Privately Owned Businesses and Off-Duty Work**

Employees who work off-duty will not use Department telephones, equipment or other facilities in the furtherance of that employment. Nor will they schedule their off-duty work or make other related arrangements while on duty, or while using Department facilities and equipment. Exceptions to this will only be with the approval of the Chief of Police.

### **345.0 On / Off-Duty Conduct**

Engaging in conduct on or off-duty which adversely affects the morale or efficiency of the Department, or which has a tendency to destroy public respect for the Department or its employees, or to destroy confidence in the operation of the police service is strictly prohibited.

### **347.0 Public Courtesy**

Employees will treat the public courteously, avoiding harsh, violent, profane and insolent language.

Revised 6/14

### **348.0 Use of Force**

Employees will refrain from the use of physical force to any degree where total compliance is adhered to.

Revised 8/94

### **350.0 Prohibited Association**

Frequenting or associating with persons, organizations, or places with a reputation for criminal or immoral behavior, unless necessary for law enforcement business, where such association or frequenting would be detrimental to the image of the Department or the City, is prohibited.

### **352.0 Gathering in Public Places**

No more than two marked police vehicles or four uniformed officers will be allowed to gather in a public place, unless on official business or specifically authorized by a supervisor.

### **355.0 Consumption of Alcohol and Intoxicants**

Whether off-duty or during an authorized on-duty assignment, employees will never consume alcoholic beverages or low-point beer to an extent that would render the employee unable to report for the next regular tour of duty.

No employee will ever house any alcoholic beverages or low-point beer within the Police station, nor store, transport, or otherwise keep any alcoholic beverage or low-point beer in any police vehicle, except when necessary to carry out official police business.



Employees, whether on or off-duty, will not purchase or consume any alcoholic beverage or low-point beer while wearing a uniform (or any part thereof) of the Department.

No employee will be allowed to report for work or begin a tour of duty with the odor of an alcoholic beverage or low-point beer on or about his breath or person, unless such alcohol was consumed under conditions related to his police employment and specifically authorized by the employee's supervisor.

Employees will never consume alcoholic beverages or low-point beer on duty except when necessary to carry out a police assignment, and then only with the prior approval of the employee's commanding officer. In such instances, employees shall not consume alcoholic beverages or low-point beer to an extent that it is readily detectable or apparent in behavior or appearance.

No member of this Department shall be allowed to be on duty while under the influence of any intoxicant.

Revised 07/07

### **357.0 Intoxicants and Firearms**

Officers of this Department shall not carry, handle, or use firearms while under the influence of any intoxicant. O.S. 21-1289.9.

### **358.0 Use of Tobacco**

Employees will restrict their use of all forms of tobacco products to common courtesy and good manners at all times.

Employees are prohibited from using tobacco products while in contact with the citizenry carrying out official police business or functions.

### **365.0 Possession / Use of Controlled Substances**

Members of this Department shall not possess or use controlled substances on duty except as prescribed and directed by a physician, and with the knowledge of a supervisor. At no time may an employee of the Department use or be under the influence of a controlled substance where such use or influence impairs or compromises the safety, efficiency, or image of the Department. Refer to Oklahoma State Statutes, O.S. 63-2.

### **380.0 Recognition of Plain Clothes Officer**

In the interest of protecting the identity and safety of an officer on plain-clothes assignment, Department personnel shall not recognize a plain-clothes officer until first recognized by the officer in plain clothes.

### **390.0 Sleeping on Duty**

Employees shall remain awake while on duty or shall report their inability to do so to their supervisor.

### **395.0 Accident Investigation**

When a traffic accident occurs involving a Police Department employee, on or off-duty, in a Police vehicle (marked or unmarked), the employee shall report the accident. A supervisor will be notified and respond to the scene, as well as the assigned unit.

The Department employee's manner of operating the City vehicle shall be reviewed by the Oklahoma City Police Department Accident Review Board or the Oklahoma City Police Department Screening Committee pursuant to existing procedures 132.0, 132.40 and 160.40.



No traffic citation will be issued at the scene to either party involved, with the following exceptions:

- A. Driving Under the Influence
- B. Driving with a Suspended or Revoked License
- C. Reckless Driving
- D. Leaving the Scene of an Accident
- E. No record of a valid state driver's license (when the driver has NO license, as opposed to not having it with him at the time); and,
- F. Any other offense, when directed by the supervisor.

Police employees assigned to a task force where the vehicle is owned by an entity other than the City of Oklahoma City, are subject to the above rule.

In any accident involving a City-owned vehicle driven by a non-departmental employee, the officer should proceed with the investigation and issue a citation to either and/or both parties as deemed appropriate.

Revised 4th Edit., 2000; Revised 6/12

#### **400.0 Vehicle Security**

Employees shall remove keys from police vehicles or authorized leased vehicles when leaving the vehicle unattended and will lock the vehicle except under emergency conditions. Officers shall not disengage or turn off any security or anti-theft device on a department owned vehicle or authorized leased vehicle.

Revised 9/14; Revised 2/15

#### **405.0 Radio Communications**

Employees shall not intentionally interfere with or cause any interference with police radio equipment and/or broadcasts.

#### **407.0 Political Activities**

Employees will limit political activity to off-duty hours and will in no case use official authority or influence for the purposes of interfering with any election or nomination for office or affecting the result thereof.

Employees who become a candidate for public office will resign from the Department immediately.

Employees will not place or allow to be placed on police property, vehicles or equipment any form of campaign literature.

Employees who join the Communist Party or any subversive organization which seeks to overthrow by violence the existing government and who knows at the time of joining the purpose and intent of the organization will be immediately dismissed from the Department.

Because circulating an initiative petition is considered political activity, employees will engage in such activity only off-duty and never in uniform. Petitions will not be carried in police vehicles.

#### **410.0 News Media Relations**

In any event wherein a conflict arises between a member of the department and a member of the press, a supervisor and the public information officer shall be notified as soon as practical and informed of the circumstances.

#### **415.0 Informing Arrested Persons**



Prior to or at the time of arrest or issuance of a citation, the officer shall advise the person being arrested or cited of the reason for the arrest or citation.

#### **425.0 Accident Enforcement Action**

Officers investigating traffic accidents shall take appropriate enforcement action when investigation reveals that the actions of one or more of the drivers were unlawful and a contributing factor to the accident. Exception: Rule 395.0

#### **430.0 Multiple Traffic Violations**

When multiple traffic violations occur, officers shall file only the most serious charges unless directed otherwise by or with approval of a supervisor.

#### **435.0 Use of Radar Equipment**

Officers shall not use radar equipment until they have thoroughly read the manufacturer's manual, have been trained and certified, and have properly checked the calibration of the instrument.

Only Department-issued radar equipment will be used for enforcement activities.

#### **445.0 Court / Hearing Attendance**

Upon notice, all members of the Oklahoma City Police Department shall appear in court/hearings to give testimony regarding their knowledge of the case in question.

Revised 3/93

#### **450.0 Immunity from Prosecution**

No member of the Oklahoma City Police Department is authorized to grant immunity from prosecution to any suspect or defendant.

#### **455.0 Off-Duty Traffic Enforcement**

Off-duty officers shall not cite or arrest for traffic offenses unless the violation is flagrant and/or the cause of an accident, or the driver is intoxicated.

#### **465.0 Violator Residency**

Officers of the Oklahoma City Police Department shall not give special preference for either local or non-local residents in any enforcement action. Law enforcement shall be without regard for the location of residence of the violator.

#### **470.0 Constitutional Rights**

Oklahoma City Police Department Officers shall not knowingly violate the Constitutional rights of any person, nor shall they knowingly discriminate against or harass any person or group of persons as a result of that person's race, color, creed, disability, age, religion, sex, national origin, or exercise of a legal right.

Revised 10/04

#### **480.0 Prisoner Searches**

Officers shall thoroughly search prisoners for weapons, evidence of crime and other contraband prior to transporting them in any police vehicle.



#### **485.0 Firearms Discharges**

All discharges of firearms by Department employees while on duty, other than for practice or training where permitted, shall be reported immediately to an on-duty supervisor.

Any recreational use of a city issued firearm, other than where practice is permitted or a sanctioned competition, is prohibited.

All discharges of firearms by Department employees while off-duty, other than for practice or training where permitted or for hunting game, shall be reported immediately to an on-duty supervisor.

Revised 9/01

#### **486.0 Chemical Agent Discharge**

All intentional and unintentional discharges of the Oleoresin Capsicum agent by involved/witnessing Department employees while on duty, other than when periodically checking the equipment, shall be reported to the employee's supervisor.

All intentional and unintentional discharges of the Oleoresin Capsicum agent by involved/witnessing Department employees while off-duty, other than when periodically checking the equipment, shall be reported immediately to the Communications Unit. The Communications Unit supervisor will notify a field supervisor who will in turn contact the involved officer/employee.

Adopted 8/94

#### **487.0 Use of Less Lethal Devices and Ammunition**

No dedicated less lethal device capable of firing conventional ammunition shall be loaded with such ammunition at any time, including training.

Adopted 9/01

#### **500.0 Weapons and Qualification Requirement**

Members of this Department will not carry or use any firearm with which they are not trained and have not qualified in a Department approved firearms training course.

#### **505.0 Authorized Weapons and Ammunition**

Employees of this Department shall not carry any firearm, which is not registered with and approved by the Department; only ammunition approved by the Department will be carried in such firearms.

Officers on new hire probationary status will carry only the firearm issued to them in the academy as their primary weapon until such status is completed.

Revised 11/98

#### **510.0 Firearms Qualification for Duty**

Members of the Department who have not qualified as required by the firearms training program will not be assigned police duties and will not carry a firearm until qualification is accomplished.

#### **515.0 Firearms Subject to Inspection**



All weapons carried by officers are subject to inspection by the designated department armorer or a supervisor upon request to ensure that they are safe, clean and operationally functional, and to ensure that only Department approved ammunition is carried.

### **525.0 Offense Reports**

If, during the investigation of a reported offense, an investigator or officer discovers or has reported to him an additional offense, it shall be his responsibility to see that an offense report is completed.

Off-duty officers are prohibited from completing offense reports in the following situations:

- A. When the victim or reporting person is the officer's employer or agent of the business for whom the officer is working off-duty, or;
- B. When the taking of a report would be construed to be of personal benefit to the officer, or;
- C. When a conflict of interest is apparent.

An on-duty unit will be called by the officer to take the report in all such instances.

### **545.0 Handling of Property / Money**

Members of the Department shall promptly deliver any monies or property coming into their possession to the Property Room and book it in accordance with established procedures. Members of the Department shall not take any item of evidence, contraband or found property home with them; nor shall they store it in their assigned departmental clothing and equipment locker or in their police vehicle.

### **555.0 Bar Checks**

Police officers shall not consume any item of food or drink in a liquor establishment while conducting a bar check.

Officers shall not be seated anywhere in a bar during bar checks.

There shall be no more than two officers participating in a bar check, unless approved by a supervisor.

### **560.0 Search of Police Vehicles**

At the beginning of each tour of duty, police officers will thoroughly check their assigned vehicle for any weapons and/or contraband prior to utilizing the vehicle. At any time during the tour of duty that a citizen, suspect or prisoner is placed in the vehicle, the officer shall check the vehicle again for weapons or contraband after that person has been removed from the vehicle.

### **595.0 Operation of Police Vehicles**

Only authorized City employees will be allowed to operate a police vehicle or an authorized leased vehicle.

The driver and front seat passengers occupying any City equipment or authorized leased vehicle shall wear properly fastened restraint devices.

Children shall be properly restrained according to 47 O.S. § 11-1112 and Oklahoma City Municipal Code § 32-533.

Revised 9/01; Revised 9/14

### **600.0 Computer Security**

Security of departmental computer systems and the data they contain is the responsibility of all Department employees.



- A. Employees will not leave terminals logged on, while unattended.
- B. Employees will not share their system passwords.
- C. Employees will change their password if they feel the password has been compromised.
- D. Employees will report unauthorized access immediately to their immediate supervisor.
- E. Any software installed on a City owned computer must be legally licensed and approved through the Data Systems Major or Lieutenant. All removable media must be scanned for viruses prior to use.

Adopted 9/01; Revised 9/06





**UNIFORM RULES AND REGULATIONS**

The following descriptions of uniform items are standards for officers wishing to replace or to supplement their Class A or Class B uniforms. These standards are not detailed specifications sufficient for contracts or bids. Officers are strictly prohibited from making modifications to uniform items which conflict with approved uniform specifications, which are maintained in Planning and Research. Optional shall be defined as those uniforms and/or items that may be worn in place of the basic uniform and/or purchased at the employee's expense.

**100.0 Basic Uniform Items**

**Badge**

Blackinton, Model #B2016 or equivalent, Hi-Glo, hard enamel lettering and full color City seal, pin and safety attachment, commission number inscribed.

Hat - Blackinton Model #B750 or equivalent, Hi-Glo, hard enamel lettering and full color City seal, two post screw back

Wallet - (Optional) - Blackinton, Model #B2016 or equivalent, "Flat for Wallet" style, Hi-Glo, hard enamel lettering and full color City seal, wallet clip attachment. For commission wallet use only.

**Baton**

Night Stick - Monadnock PLP, 26" in length.

Expandable Baton - ASP Models 16B and C (authorized for use by non-uniformed personnel only) and ASP Models 21B and C or 26B and C (uniformed personnel must utilize the 21" or 26" batons). Types of handles are left to the discretion of the officer. Flashlight attachment is authorized.

Expandable Baton – Monadnock, Style #9052, AutoLock, 22" with Power Safety Tip, supergrip and black gun finish.

**Baton Holder**

Straight Stick - Black Clarino leather strap, ¾" by 7 ½"; 2" and/or 3" diameter ring of polished brass.

Expandable Baton - Black Clarino leather open-ended holder, (4 ½" in length for 21" baton and 6 ½" in length for the 26" baton).

**Belt**

Black Clarino leather; Sam Browne style without shoulder strap, 2" width, which may be secured to trouser belt with keeper straps having two or four polished brass/gold plated snaps or Velcro. Standard belt buckle will be polished brass/gold plated.

**Buttons**

Flat gold plated "P" buttons for shirts. Rounded gold plated "P" buttons for jackets and coats. Buttons must have fasteners for the backs.

**Cartridge/Magazine Holder**

Semi-Automatic - Black Clarino leather, standard magazine pouch secured with either a Velcro closure, concealed snap, or polished brass/gold plated snap fasteners.



Revolver - Black Clarino leather, 6 or 12 round capacity loop type or “speed loader”. Speed loader pouch will be secured with a Velcro closure or polished brass/gold plated snap fasteners.

## **Footwear**

Male / Female - Black leather with high gloss, plain smooth surface, or Clarino/Corfam cover, military style, low cut and lace up, Bates Floataway Model 741.

Boots - Plain black leather; Wellington style.

Optional - (For Non-Class A wear only)

Optional - Black Clarino Rocky Walking shoe Model 2025 (Model 115 for Female); Black lace-up boots or shoes (i.e. Hi-Tec Magnum, Rocky, etc.) or an equivalent model.

“Class C” Uniform: If the “Class C” uniform is worn with Clarino/Corfam material (belt and accessories), any approved footwear may be worn. The Clarino/Corfam shoes are not to be worn with the “Class C” uniform if the officer chooses to wear the nylon web belt and accessories.

## **Foul Weather Jacket**

Navy blue Crosstech (BLAUER, Model #9970) waterproof-breathable membrane jacket, hip length, waterproof by design with drop shoulders and articulated elbows, with equipment strap epaulets. Two sleeve pockets, with hook and loop adjustable elasticized cuffs. Front zipper with double outside storm flies. Waterproof side access zippers. Two slanted front pockets with double entry mesh pocket bags, hook and loop fastened flaps and hidden zipper closure with additional zippered opening under the stormflies. Contrasting reflective fabric provides nighttime silhouette in the form of the human body. This jacket can serve as a foul weather jacket, a windbreaker or a raincoat.

Badge: Worn on the badge tab over the left breast pocket.

Nametag: Gold plated, worn on the right pocket flap, centered and just below the topstitching.

Department patch: Worn centered 1” below each shoulder seam.

Rank Insignia and Pins: Rank insignia, unit insignia and/or Meritorious Award pin(s) are not worn on the jacket. Lieutenants and above may wear rank insignia on the epaulets of the foul weather jacket.

## **Hood**

Sworn uniformed employees may wear the hood specifically designed for the current Blauer Foul Weather Jacket.

Officers are not allowed to wear the hood inside any business or a residence where an officer is interacting with a citizen.

This is an optional item and would be purchased by the employee.

The specifications on the detachable hood are as follows:

Blauer, Crosstech waterproof-breathable membrane laminated between a 2.18 oz. per square yard, 100% textured polyester, 70 denier plain weave face fabric and a 32 ga., two bar knit polyester tricot backing fabric resulting in a washable waterproof material with high moisture vapor transmission, blood-borne pathogen resistance and common chemical resistance. This hood is described as navy blue in color, two-piece radial design, integral visor with overlapping front secured by two snaps. It has an elasticized drawstring with nylon cord locks, attaching to the jacket by four snaps.



## **Gloves**

Black leather; plain back. Black leather gloves will not be worn with the summer uniform. Division Commanders may make exceptions for members of their respective Divisions for safety reasons.

## **Handcuffs**

Department issued or approved only, black or silver, worn in the case or secured to the belt by the strap.

## **Handcuff Case**

Black Clarino leather, single or double, worn on the belt on the opposite side from the holster. If style requires closure system, it shall consist of either a Velcro closure, concealed snap, or polished brass/gold plated snap fasteners.

## **Handcuff Strap**

Optional - Black Clarino leather  $\frac{3}{4}$ " by 8  $\frac{1}{2}$ ", with two polished brass/gold plated snap fasteners, worn on the belt on the opposite side from the holster.

## **Hat**

Round, with Navy blue removable cover and black visor (Navy Commanders visor for Majors and above); two rows of gold colored soutache; leather sweatband.

Optional - (For Beat Officers only) Round, with Navy blue mesh cover and black visor, two rows of gold colored soutache, leather sweatband.

Optional - Black "Trooper" style winter cap, fur-lined earflaps, forehead and back flaps. Gold plated hat badge is worn on the front upturned fur-lined flap.

## **Helmet**

(Not for Class A wear) Black Bell helmet with face shield, Model RS100. The face shield is made of clear Lexan, with the option to raise or lower as required. Ear and neck protection and chin strap included.

(Not for Class A wear) Black, Protech, tactical ballistic helmet with face shield, Model Delta LT #873.

## **Holster**

Black Clarino leather, having a retention device to secure the weapon in the holster. The retention device can consist of a strap, concealed snap, or polished brass/gold plated snap fastener.

## **Ike Jacket**

Navy blue, Eisenhower style; bi-swing back; four button front with 3  $\frac{1}{2}$ " extension at waistband secured by snaps and a concealed button or five button with a straight front; peak lapels; two breast pockets with three-pointed flaps; shoulder epaulets; badge tab; 2  $\frac{1}{2}$ " wide waistband; coat style sleeves with two buttons. Buttons are gold plated. Gold-plated whistle chain will be worn.

Years of service may be displayed on jacket with gold service bars/stars, embroidered on black cloth background on left sleeve; one gold star for each five years of service and one gold bar for each year of service not represented by a gold star.

## **Knit Cap**



To be worn by uniformed sworn personnel. The cap may only be worn when the temperature or wind-chill factor is 32 degrees Fahrenheit / 0 degrees Celsius or lower.

The knit cap is to be worn only when the foul weather jacket is worn. The cap is to be removed when the foul weather jacket is removed or upon entering any open business. This would include all federal, state, county and city facilities.

This is an optional item and must be purchased by the employee.

The following are the specifications for the knit cap: Navy blue in color, manufactured by Blauer, universal in size. The style is described as a commando watch cap, regular in length. The cap comes lined with Gore Wind Stopper (Style 125XCR) or unlined (Style 125).

The specifications for the embroidery is as follows: Stitching is done in navy blue with a gold outline of each letter "OCPD." Each letter will be of a "Puff" design. The height of each letter is 1.46 in., and the width of the four letters is 4.52 in, each letter will consist of 8,113 stitches and 4 stops.

### **Leather Jacket**

Optional - Black leather with snap-on black fur collar; knit undercuffs; straight front zipper; shoulder epaulets; bi-swing back; 4" expansion band at the waist on each side; badge holes are reinforced leather on the left breast; name tag holes are reinforced leather on the right breast pocket. Taylor Leather Company style 4450 or equivalent model.

The leather jacket may only be worn with the "Class B" winter uniform.

### **Mock Collar**

May be worn with the "Class B" winter uniform or the "Class C" winter uniform. The mock collar garment will not be worn with the "Class A" uniform or the "Class B or C" summer uniform.

Optional -

Dark navy, made of shell fabric, manufactured by BLAUER, Model Number 8119. This garment is described as 10-10.5 oz. per linear yard 4-way stretch 28-cut jersey knit fabric 92% cotton / 8% spandex.

Dark navy, manufactured by UNDER ARMOR "COLD GEAR" TACTICAL, MODEL 5012. Constructed of 63% nylon, 23% polyester, and 14% lycra, with the subdued tactical stealth logo, long sleeve.

### **Name Tag**

Polished brass/gold plated, black block lettering; containing last name and first name initial; complete first name is optional; no rank or nicknames.

### **Necktie**

Navy blue; plain; clip-on. The only authorized tie tacs are the gold plated miniature handcuffs or the departmental service pins.

### **Oleoresin Capsicum Canister**

Oleoresin Capsicum Pepper Spray (stream), Defense Technologies, model MK-3. Only Department issued canisters will be carried.

### **Oleoresin Capsicum Canister Holder**



Black nylon web with flap secured by Velcro, Cap-Stun Weapons Systems, Model B305X or black Clarino leather secured by either a gold snap or Velcro.

**Raincoat - See Foul Weather Jacket**

**Service Sweater (Optional)**

Navy blue BLAUER 225 V-Neck, wool blend, fleece lined sweater. The sweater may be worn tucked or un-tucked with the Class B and Class C uniforms only.

Badge: Embroidered over the left breast. The officer's commission number, using the number symbol and all four (4) numbers in ½" gold block lettering, will be centered under the badge (i.e. 1162 or 0888) and spaced ¼" below the badge. The embroidered badge measures 2" in width by 2 ½" in height

Nametag: The officer's rank, first initial and last name embroidered in ½" gold block lettering over right breast. The word "OCPD" will be embroidered and centered in ½" gold block lettering under the officer's name.

Department patch: Worn centered 1" below each shoulder seam.

Rank Insignia and Pins: Rank insignia, unit insignia and/or Meritorious Award pin(s) are not worn on the sweater.

**Shirt**

Nickel gray, Polyester or Dacron-Wool blend, long and short sleeves; breast patch pockets with scalloped flaps and box pleats; scalloped yoke; badge tab; military creases, front and back; departmental patch on both shoulders; shoulder epaulets.

**Socks**

Black

**Trousers**

Male: Navy blue; Polyester or Dacron-Wool blend; slack style without cuffs; This style is a modified military dress; having a 2" waistband. A minimum of 7 tunnel loops with additional loops in proportion to waist size. Each loop is to be 1" wide by 2" long. This trouser is to have two front and two hip pockets. Trousers are to have plain bottoms (no cuffs) with no less than 3" hem for adjustment.

Female: Same as male trouser. Exception: the trouser is to be cut on a women's pattern with 1 ¾" waistband and 1 ¾" deep belt loops.

**Vest Cover System (Optional)**

Officers may purchase and wear the Blauer ArmorSkin Vest Cover System with the Class B uniform only.

Blauer, ArmorSkin Ballistic Vest Cover, Style #8370

Blauer, ArmorSkin Base Shirt, Style #8372 (Short Sleeve) or Style #8371 (Long Sleeve) with Department patches affixed to each shoulder

Blauer, ArmorSkin Suspension System, Style #174 (Optional)

When wearing the ArmorSkin Vest Cover, the ArmorSkin Base Shirt is the only shirt authorized to be worn under it. Uniform accessories will be affixed to the ArmorSkin Vest Cover. The ArmorSkin Base Shirt shall not be worn as an external uniform. The ArmorSkin Suspension System is optional.



### **Whistle**

Standard police issue.

### **Whistle Chain**

Deluxe snake-type; gold plated. Mandatory for Class A and Class B uniforms.

### **Warrant Service Jacket**

Black 5.11 ID Jacket, #48035-019 with zipper pockets located on the outside lower portion of the jacket. "OKLAHOMA CITY" is screen printed on back in 1 ¼" lettering and is yellow in color. "POLICE" is screen printed on back in 3" lettering and is yellow in color. "POLICE" is embroidered in yellow on the right side of the chest in 1" lettering.

Badge: Embroidered 3" badge on the left breast.

Department patch: Worn centered 1" below each shoulder seam.

Rank Insignia and Pins: Rank insignia, unit insignia and/or Meritorious Award pin(s) are not worn on the jacket.

The Warrant Service Jacket is to be used by all plain clothes sworn personnel when serving a search warrant or a pre-planned arrest warrant unless appropriately marked tactical body armor is worn.

### **Windbreaker - See Foul Weather Jacket**

Revised 11/98; Revised 2/03; Revised 1/06; Revised 07/07; Revised 10/08; Revised 9/14; Revised 3/16

### **100.50 Display and Wearing of Unit Insignia and Meritorious Award Pins**

The following unit insignia pins may be worn with the Department approved uniform. Employees are prohibited in the wearing of unit pins that have not been presented to the Uniform Committee for approval. Unit insignias and meritorious conduct award pins are not authorized for wear with the Class C uniform.

- A. Air Support
- B. Bomb Squad
- C. PST-Parking Enforcement
- D. Traffic Enforcement/Signal 30
- E. Solo Motorcycle
- F. K-9
- G. Emergency Response Team
- H. Tactical Unit
- I. Honor Guard
- J. CHAPPS
- K. Crime Stoppers
- L. DRE (Drug Recognition Expert)
- M. Hostage Negotiations
- N. Bilingual Unit
- O. Gang Enforcement Unit & Gang Intelligence Unit
- P. COMIT Unit

### **Display of Unit Insignia Pins:**

No more than two separate Unit Insignia Pins will be worn on the uniform regardless of the number of units an employee is an active member for which insignia pins have been approved. A Unit Insignia Pin shall only be worn



during that period of time an employee is an active member of any such unit. The Unit Insignia Pin's dimensions shall not be larger than one inch by two inches.

When one unit pin is worn, it will be affixed at the top of the right breast pocket flap and centered on the military crease that vertically bisects the pocket. There should be no space between the top of the pocket flap and the bottom of the unit pin.

Should an employee be entitled to wear two separate unit pins, they will be separately centered, left and right, between the military crease and the outside edges of the pocket.

### **Display of Meritorious Awards:**

In the case of one meritorious award pin, it will be affixed at the top of the right breast pocket flap and centered on the military crease that vertically bisects the pocket. There should be no space between the top of the pocket flap and the bottom of the award pin.

Should an employee be entitled to wear two separate award pins, they will be separately centered, left and right, between the military crease and the outside edges of the pocket. If the employee wears the Bombing Service Bar and another Meritorious Award pin, both pins shall be separately centered above the right breast pocket with the Bombing Service Bar pinned towards the center of the chest with the yellow stripe worn closest to the sternum or buttons of the shirt. The next highest award pin shall be worn to the right of the Bombing Service Bar.

Should an employee be entitled to wear three or more separate award pins, they will be spaced proportionally between the outside edges of the pocket. If the employee wears the Bombing Service Bar and two or more other Meritorious Award pins, the Bombing Service Bar shall be pinned directly above the inner corner of the right breast pocket with the yellow stripe worn closest to the sternum or buttons of the shirt. The next highest award pin shall be worn directly next to the Bombing Service Bar.

Any employee receiving the same award more than once will be presented the additional regular size uniform bar stamped with the numeral indicating the number of times awarded. The numeral on the award bar will be gold plated. At no time will an employee wear more than one bar for the same award. This also would prohibit an employee from wearing the lapel size bar with the regular size uniform bar.

The order in which bars are worn on the uniform shall be the:

- A. Alfred P. Murrah Bombing Service Bar (if the employee chooses to wear it)
- B. Medal of Honor
- C. Medal for Valor
- D. Medal for Meritorious Service
- E. Life Saving
- F. Certificate of Achievement
- G. S.R. Bryant Community Service

### **Display of Unit Insignia Pins with Meritorious Award Pins:**

When a Unit Insignia Pin is worn in combination with a Meritorious Award Pin, it will be placed ¼" above the Meritorious Award Pin, following the previously described recommendation for placement of such unit pins.

Revised 11/98; Revised 2/03; Revised 1/06; Revised 10/08; Revised 4/11; Revised 9/14; Revised 3/16

### **Class A Uniform**

This uniform serves as both a duty uniform and a formal uniform. It is distinguished by the navy blue Ike jacket and is always worn with the long sleeve shirt and tie in all seasons. The short sleeve shirt is not authorized for wear with the Ike jacket.



## **101.0 Police Officer**

### **Ike Jacket And Hat**

See Basic Uniform Specifications.

*Buttons and trim items:* Polished brass/gold plated. The hat buttons and expansion band are also gold plated. Whistle chain will be worn on the Ike Jacket.

*Badge:* Worn on the badge tab over the left breast pocket.

*Nametag:* Gold plated, worn on the right pocket flap centered and just below the topstitching.

*Department patch:* Worn centered 1" below each shoulder seam.

*Pins:* Unit Insignia and/or Meritorious Awards Pin(s) are worn centered above the right pocket. Refer to 100.50 for placement of pins.

*Service Stars and Bars:* Gold colored on black fabric. The stars are centered 4" above the hem of the left sleeve with the bars centered just over the stars.

*Rank Insignia:* None.

### **Shirt**

See Basic Uniform Specifications.

*Buttons:* Flat gold plated "P" buttons.

*Nametag:* Gold plated, worn on the right pocket flap centered and just below the topstitching.

*Department Patch:* Worn centered on the crease 1" below each shoulder seam.

*Pins:* Unit Insignia and/or Meritorious Awards Pin(s) are worn centered above the right pocket. Refer to 100.50 for placement of pins.

*Rank Insignia:* None.

### **Trousers**

See Basic Uniform Specifications. Motor breeches authorized for Motor Unit.

### **Footwear**

See Basic Uniform Specifications. Motor boots authorized for Motor Unit.

Revised 1/06; Revised 10/08

## **102.0 Sergeant, Staff Sergeant and Master Sergeant**

### **Ike Jacket And Hat**

See Basic Uniform Specifications.

*Buttons and trim items:* Polished brass/gold plated. The hat buttons and expansion bands are also gold plated. Whistle chain will be worn on the Ike Jacket.





*Badge:* Worn on the badge tab over the left breast pocket.

*Nametag:* Gold plated, worn on the right pocket flap centered and just below the topstitching.

*Department patch:* Worn centered 1" below each shoulder seam.

*Pins:* Unit Insignia and/or Meritorious Awards Pin(s) are worn centered above the right pocket. Refer to 100.50 for placement of pins.

*Service Stars and Bars:* Gold colored on black fabric. The stars are centered 4" above the hem of the left sleeve with the bars centered just over the stars.

*Rank Insignia Patch:*

**\*\*Sergeant Chevron Patch**

The cloth chevron is designed with a navy blue background having three gold chevrons. The Sergeant Chevron Patch is placed so the peak is ½" below the bottom of the department patch. This rank patch is worn by officers who have successfully tested for the Sergeant classification.

**\*\*Staff Sergeant Chevron Patch**

The cloth chevron is designed with a navy blue background having three gold chevrons and one arc. The Staff Sergeant Chevron Patch is placed so the peak is ½" below the bottom of the department patch. This rank patch is worn by officers who have served in the Sergeant classification for more than five, but less than 10 years.

**\*\*Master Sergeant Chevron Patch**

The cloth chevron is designed with a navy blue background having three gold chevrons and three arcs. The Master Sergeant Chevron Patch is placed so the peak is ½" below the bottom of the department patch. This rank patch is worn by officers who have served in the Sergeant classification for 10 or more continuous years.

## **Shirt**

See Basic Uniform Specifications.

*Buttons:* Flat gold plated "P" buttons.

*Nametag:* Gold plated, worn on the right pocket flap centered and just below the topstitching.

*Department Patch:* Worn centered on the crease 1" below each shoulder seam.

*Pins:* Unit Insignia and/or Meritorious Awards Pin(s) are worn centered above the right pocket. Refer to 100.50 for placement of pins.

*Rank Insignia:*

**\*\*Sergeant Brass Chevrons**

Brass with 2 lapel pin backs, gold plated, 1" x 5/8". The insignia is described as 3 chevrons. The stripe will be positioned between the 2 seams of the collar, bisecting the point of the collar and positioned 1" above the collar point. The 1" distance will be measured from the collar point to the last chevron of the stripe.



**\*\*Staff Sergeant Brass Chevrons**

Brass with 2 lapel pin backs, gold plated, 1" x 5/8". The insignia is described as 3 chevrons above 1 arc. The stripe (arc) will be positioned between the 2 seams of the collar, bisecting the point of the collar and positioned 1" above the collar point. The 1" distance will be measured from the collar point to the last arc of the stripe.

**\*\*Master Sergeant Brass Chevrons**

Brass with 2 lapel pin backs, gold plated, 1 1/4" x 5/8". The insignia is described as 3 chevrons above 3 arcs. The stripes (arcs) will be positioned between the 2 seams of the collar, bisecting the point of the collar and positioned 1" above the collar point. The 1" distance will be measured from the collar point to the last arc of the stripes.

**Trousers**

See Basic Uniform Specifications. Motor breeches authorized for Motor Unit.

**Footwear**

See Basic Uniform Specifications. Motor boots authorized for Motor Unit.

Revised 11/98; Revised 2/03; Revised 1/06; Revised 10/08

**103.0 Lieutenant**

**Ike Jacket And Hat**

See Basic Uniform Specifications.

*Button and trim items:* Polished brass/gold plated. The hat buttons, expansion band and one 1" star are centered above each hat button. Whistle chain will be worn on the Ike Jacket.

*Badge:* Worn on the badge tab over the left breast pocket.

*Nametag:* Gold plated, worn on the right pocket flap, centered and just below the topstitching.

*Department patch:* Worn centered 1" below each shoulder seam.

*Rank Insignia and Pins:* Unit Insignia and/or Meritorious Award Pin(s) are worn centered above the right breast pocket. Refer to 100.50 for placement of pins. The 1" gold plated rank insignia bar centered on the "X" shaped stitching on each shoulder epaulet of an authorized jacket.

*Braids:* Consists of one row of 1/2" gold colored braid on the outer half of both sleeves 4" above the hem.

*Service Stars and Bars:* Gold colored on black fabric. The stars are centered 1" above the braid.

**Shirt**

See Basic Uniform Specifications.

*Buttons:* Flat gold plated "P" buttons.

*Nametag:* Gold plated, worn on the right pocket flap centered and just below the topstitching.



*Department Patch:* Worn centered on the crease 1" below each shoulder seam.

*Rank Insignia and Pins:* Unit Insignia and/or Meritorious Awards Pin are worn centered above the right pocket. Refer to 100.50 for placement of pins. The ¾" gold plated rank insignia bar worn parallel with the edge of each collar.

## **Trousers**

See Basic Uniform Specifications. An addition is the black ½" wide command braid sewn to the outside seams, extending from the bottom of the waistband to the bottom of the hem. Motor breeches authorized for Motor Unit.

## **Footwear**

See Basic Uniform Specifications. Motor boots authorized for Motor Unit.

Revised 11/98; Revised 1/06; Revised 10/08

## **104.0 Captain**

### **Ike Jacket And Hat**

See Basic Uniform Specifications.

*Button and trim items:* Polished brass/gold plated. The hat buttons, expansion band and two 1" stars are centered above each hat button. Whistle chain will be worn on the Ike Jacket.

*Badge:* Worn on the badge tab over the left breast pocket.

*Nametag:* Gold plated, worn on the right pocket flap, centered and just below the topstitching.

*Department patch:* Worn centered 1" below each shoulder seam.

*Rank Insignia and Pins:* The Unit Insignia and/or Meritorious Award Pin(s) are worn centered above the right breast pocket. Refer to 100.50 for placement of pins. The 1" gold plated rank insignia double bar is centered on the "X" shaped stitching on each shoulder epaulet of an authorized jacket.

*Braids:* Consists of two rows of ½" gold colored braid on the outer half of both sleeves, 4" above the hem. The two rows are spaced ¼" apart.

*Service Stars and Bars:* Gold colored on black fabric. The star is centered 1" above the top gold braid.

## **Shirt**

See Basic Uniform Specifications.

*Buttons:* Flat gold plated "P" buttons.

*Nametag:* Gold plated, worn on the right pocket flap centered and just below the topstitching.

*Department Patch:* Worn centered on the crease 1" below each shoulder seam.

*Rank Insignia:* Unit Insignia and/or Meritorious Awards Pin(s) are worn centered above the right pocket. Refer to 100.50 for placement of pins. The ¾" gold plated rank insignia double bar is worn parallel with the edge of each collar.

## **Trousers**



See Basic Uniform Specifications. An addition is the ½" wide black command braid sewn to the outside seams, extending from the bottom of the waistband to the bottom of the hem.

### **Footwear**

See Basic Uniform Specifications.

Revised 11/98; Revised 1/06; Revised 10/08

## **105.0 Major**

### **Ike Jacket And Hat**

See Basic Uniform Specifications.

*Button and trim items:* Polished brass/gold plated. The hat buttons, expansion band and two 1" stars are centered above each hat button. The hat has a Navy Commanders bill with gold trim. Whistle chain will be worn on the Ike Jacket.

*Badge:* Worn on the badge tab over the left breast pocket.

*Nametag:* Gold plated, worn on the right pocket flap, centered and just below the topstitching.

*Department patch:* Worn centered 1" below each shoulder seam.

*Rank Insignia and Pins:* The Unit Insignia and/or Meritorious Award Pin(s) are worn centered above the right breast pocket. Refer to 100.50 for placement of pins. The 1" gold plated oak leaf rank insignia is centered on the "X" shaped stitching on each shoulder epaulet of an authorized jacket.

*Braids:* Consists of one row of ¼" gold colored braid between two rows of ½" gold colored braid. The first row begins 4" above the sleeve hem and there is a ¼" space between each row on the outer half of each sleeve.

*Service Stars and Bars:* Gold colored on black fabric. The star is centered 1" above the top gold braid.

### **Shirt**

See Basic Uniform Specifications.

*Buttons:* Flat gold plated "P" buttons.

*Nametag:* Gold plated, worn on the right pocket flap centered and just below the topstitching.

*Department Patch:* Worn centered on the crease 1" below each shoulder seam.

*Rank Insignia:* Unit Insignia and/or Meritorious Awards Pin(s) are worn centered above the right pocket. Refer to 100.50 for placement of pins. The ¾" gold plated oak leaf rank insignia is worn centered on the collar.

### **Trousers**

See Basic Uniform Specifications. An addition is the ½" wide black command braid sewn to the outside seams, extending from the bottom of the waistband to the bottom of the hem.

### **Footwear**



See Basic Uniform Specifications.

Revised 11/98; Revised 1/06; Revised 10/08

## **106.0 Deputy Chief**

### **Ike Jacket and Hat**

See Basic Uniform Specifications.

*Button and trim items:* Polished brass/gold plated. The hat buttons, expansion band and two 1” stars are centered above each hat button. The hat has a Navy Commanders bill with gold trim. Whistle chain will be worn on the Ike Jacket.

*Badge:* Worn on the badge tab over the left breast pocket.

*Nametag:* Gold plated, worn on the right pocket flap, centered and just below the topstitching.

*Department patch:* Worn centered 1” below each shoulder seam.

*Rank Insignia and Pins:* The Unit Insignia and/or Meritorious Award Pins are worn centered above the right breast pocket. The 1” silver-plated oak leaf rank insignia is centered on the “X” shaped stitching on each shoulder epaulet of an authorized jacket.

*Braids:* Consists of two rows of ¼” gold colored braid between two rows of ½” gold colored braid. The first row begins 4” above the sleeve hem and there is a ¼” space between each row on the outer half of each sleeve.

*Service Stars and Bars:* Gold colored on black fabric. The star is centered 1” above the top gold braid.

### **Shirt**

See Basic Uniform Specifications.

*Buttons:* Flat gold plated “P” buttons.

*Nametag:* Gold plated, worn on the right pocket flap centered and just below the topstitching.

*Department Patch:* Worn centered on the crease 1” below each shoulder seam.

*Rank Insignia:* Unit Insignia and/or Meritorious Awards Pin(s) are worn centered above the right pocket. Refer to 100.50 for placement of pins. The ¾” silver plated oak leaf rank insignia is worn centered on the collar.

### **Trousers**

See Basic Uniform Specifications. An addition is the ½” wide black command braid sewn to the outside seams, extending from the bottom of the waistband to the bottom of the hem.

### **Footwear**

See Basic Uniform Specifications.

Revised 11/98; Revised 1/06; Revised 10/08



## **108.0 Chief**

### **Ike Jacket And Hat**

See Basic Uniform Specifications.

*Button and trim items:* Polished brass/gold plated. The hat buttons, expansion band and two 1" stars are centered above each hat button. The hat has a Navy Commanders bill with gold trim. Whistle chain will be worn on the Ike jacket.

*Badge:* Worn on the badge tab over the left breast pocket.

*Nametag:* Gold plated, worn on the right pocket flap, centered and just below the topstitching.  
*Department patch:* Worn centered 1" below each shoulder seam.

*Rank Insignia and Pins:* The Unit Insignia and/or Meritorious Award Pin(s) are worn centered above the right breast pocket. The 1" gold eagle rank insignia is centered on the "X" shaped stitching on each shoulder epaulet of an authorized jacket.

*Braids:* Consists of four rows of ½" gold colored braid. The first row begins 4" above the sleeve hem and there is a ¼" space between each row on the outer half of each sleeve.

*Service Stars and Bars:* Gold colored on black fabric. The star is centered 1" above the top gold braid.

### **Shirt**

See Basic Uniform Specifications.

*Buttons:* Flat gold plated "P" buttons.

*Nametag:* Gold plated, worn on the right pocket flap centered and just below the topstitching.

*Department Patch:* Worn centered on the crease 1" below each shoulder seam.

*Rank Insignia and Pins:* The Unit Insignia and/or Meritorious Award Pin(s) are worn centered above the right breast pocket. The ¾" gold plated eagle rank insignia is worn centered on the collar.

### **Trousers**

See Basic Uniform Specifications. An addition is the ½" wide black command braid sewn to the outside seams, extending from the bottom of the waistband to the bottom of the hem.

### **Footwear**

See Basic Uniform Specifications.

Revised 11/98; Revised 1/06; Revised 10/08

## **Class B Uniform**

### **109.0 Summer Uniform**

#### **Shirt**



See Basic Uniform Specifications. Worn as a short sleeve shirt. Refer to 101.0 – 108.0 for further description of the shirt according to rank.

## **Trousers**

See Basic Uniform Specifications. Refer to 101.0 – 108.0 for further description of trousers according to rank.

For information on trousers worn by special units see “Special Unit Uniforms”.

## **Footwear**

See Basic Uniform Specifications.

## **Sweater**

See Basic Uniform Specifications.

## **Vest Cover System**

See Basic Uniform Specifications.

Revised 11/98; Revised 1/06; Revised 10/08; Revised 9/14

## **109.50 Winter Uniform**

### **Shirt**

See Basic Uniform Specifications. Worn as a long sleeve shirt. Refer to 101.0 – 108.0 for further description of the shirt according to rank.

### **Trousers**

See Basic Uniform Specifications. Refer to 101.0 – 108.0 for further description of trousers.

For information on trousers worn by special units see “Special Unit Uniforms”.

### **Footwear**

See Basic Uniform Specifications.

### **Winter Hat**

In cold weather, each officer has the option of which hat to wear.

Optional - The winter cap is a black “Trooper” style cap, having fur-lined earflaps, forehead and back flaps. It is designed for wear during colder weather, and is authorized for wear by all officers except for those who wear a helmet. It is not authorized for wear with the Class A Uniform. The only trim item on the cap is the hat badge, which is worn on the front upturned fur-lined flap.

Optional – The knit cap may be worn by uniformed sworn personnel. The cap may only be worn when the temperature or wind-chill factor is 32 degrees Fahrenheit / 0 degrees Celsius or lower.

The knit cap is to be worn only when the foul weather jacket is worn. The cap is to be removed when the foul weather jacket is removed or upon entering any open business. This would include all federal, state, county and city facilities.



This is an optional item and must be purchased by the employee.

**Foul Weather Jacket**

See Basic Uniform Specifications.

**Leather Jacket**

See Basic Uniform Specifications.

**Mock Collar**

See Basic Uniform Specifications.

**Windbreaker**

See Basic Uniform Specifications.

**Service Sweater**

See Basic Uniform Specifications.

**Vest Cover System**

See Basic Uniform Specifications.

Revised 11/98; Revised 2/03; Revised 1/06; Revised 10/08; Revised 9/14

**Class C Uniform**

**110.0 Summer and Winter Uniforms**

The “Class C” uniform does not replace the “Class A or B” uniform. It is not approved for normal patrol duty or for extra-duty employment. This uniform may serve as an official uniform for specific units. The Chief of Police must approve any exceptions.

**Rank Abbreviations**

Rank will be embroidered on the shirt in an abbreviated form as described below:

- A. OFF. – For the rank of Officer
- B. SGT. – For the rank of Sergeant
- C. SSGT. – For the rank of Staff Sergeant
- D. MSGT. – For the rank of Master Sergeant
- E. LT. – For the rank of Lieutenant
- F. CAPT. – For the rank of Captain
- G. MAJ. – For the rank of Major
- H. D. C. – For the rank of Deputy Chief
- I. CHF. – For the rank of Chief

**Hat**

Optional - The cap is described as a navy blue baseball style cap, poly/wool blend or equivalent, with either a plastic adjustable tab or elastic flex-fit. The cap has ½” gold block lettering with “OKLAHOMA CITY” being arced over “POLICE”. All lettering will be centered on the front of the cap.





## **Shirt**

Summer: Short sleeve, dark gray, Polo Style shirt. The brand name of this shirt is Blauer, Item #8139, 100% Polyester wicking, anti-bacterial mesh and shell.

Winter: Long sleeve, dark gray, Polo-Style shirt. Brand name of the shirt is Blauer, Item # 8149, 100% Polyester wicking, anti-bacterial mesh and shell.

## **Shirt Items**

For summer and winter Polo shirts:

*Badge:* Embroidered over the left breast. The officer's commission number, using the number symbol and all four (4) numbers in ½" block lettering, will be centered under the badge (i.e. 1162 or 0888) and spaced ¼" below the badge. The embroidered badge measures 2" in width by 2 ½" in height.

*Department Patch:* Worn centered 1" below each shoulder seam.

*Nametag:* The officer's rank, first initial and last name embroidered in ½" black block lettering over right breast. The word "OCPD" will be embroidered and centered in ½" black block lettering under the officer's name.

*Shirt Back:* The word "POLICE" will be silk-screened and centered on the back of the shirt in 4" black block letters.

*Rank Insignia and Pins:* Rank Insignia, Unit Insignia and Meritorious Award Pins will not be worn on the shirt.

## **Pants**

Navy blue twill, washable cotton fabric with 10% stretch, having a stretch waistband. Front quarter pocket styling, 2 hip pockets and pleated double thigh pockets. Manufactured by Blauer, Style #8810 or an equivalent. Blousing of the "Class C" pants is not authorized for routine wear. For exceptions see K-9 and ERT.

## **Footwear**

Black lace-up boots (Hi Tec Magnums or Rockies) or an equivalent model.

If the "Class C" uniform is being worn with Clarino/Corfam material (belt and accessories), any approved footwear may be worn.

The Clarino/Corfam shoes are not to be worn with the "Class C" uniform if the officer chooses to wear the nylon web belt and accessories.

## **Foul Weather Jacket / Windbreaker / Raincoat**

See Basic Uniform Specifications.

## **Socks**

Black

## **Belt**

See Basic Uniform Specifications



OR

Black nylon web belt, at least 2" wide. Nylon cuff-case, nylon magazine holder with reinforced plastic or nylon speed loader pouch or loop loader. Also having a nylon radio holder and a reinforced nylon holster. All gear must match. Nylon accessories will not be worn on a Clarino belt and leather accessories will not be worn on a Nylon belt.

### **Mock Collar**

See Basic Uniform Specifications.

Adopted 1/06; Revised 2/13

### **Special Unit Uniforms**

The following descriptions of the uniforms of the various special units are intended to serve as a guide for the members of those units.

#### **111.0 K-9 Utility - Duty Uniform**

The K-9 Unit may wear the Class A, B or C uniform.

#### **Leather Jacket**

Optional - See Basic Uniform Specifications.

#### **Shirt**

Optional "Class C" Duty shirt – Described as a navy blue, long sleeve BDU style shirt. Carried the brand name of Blauer, Item #8703. 2 pleated pockets with scalloped flaps and hook and loop closure. Shirt consists of 6.5 oz. of twill weave washable cotton blend fabric with 10% stretch. Epaulets are topstitched at points and box. This shirt is stitched in military style creases with 2-button adjustable cuffs. Sleeves will be worn in a rolled military manner during the summer months.

*Badge:* Cloth badge sewn over the left breast pocket with "K-9 Unit" embroidered in ½" gold block lettering just below badge.

*Department Patch:* Worn centered 1" below each shoulder seam.

*Nametag:* The cloth name patch is sewn in ½" gold block lettering over right breast pocket. The name will include the officer's first initial and last name.

*Shirt Back:* On the back of the shirt will be a sewn-on blue cloth patch with the words "POLICE" over "K-9" in 4" gold embroidered letters.

*Rank Insignia and Pins:* Refer to 101.0-108.0 for placement of pins.

#### **Pants / Trousers**

See Basic Uniform Specifications or Class C uniform.

K-9 officers may blouse the Class C pant in short durations as relevant to the incident they are involved in. However, once the incident is over, the pants will be un-bloused.



## **Footwear**

See Basic Uniform Specifications.

## **Belt**

See Basic Uniform Specifications.

Revised 11/98; Revised 1/06

### **113.0 Helicopter Flight Suit**

#### **Hat**

Optional - Navy blue baseball style, with "Oklahoma City Police" embroidered in gold lettering, centered on the front.

#### **Flight Suit**

Navy Blue, 100% Nomex Aramid poplin fabric, bi-swing back, belted, with gold cloth badge sewn over left breast pocket, navy blue patch with officer's name in gold lettering above navy blue patch with flight wings in gold stitch sewn over right breast pocket.

#### **Jacket**

Navy blue, 100% Nomex Aramid military style with thinsulate lining, knit cuffs and a knit waistband. Department badge sewn over left breast pocket, navy blue patch with officer's name in gold lettering and flight wings in gold stitch sewn over right breast pocket. The Department patch sewn centered 1" below each shoulder seam.

#### **Holster**

Shoulder holster, with black nylon web strap and basket

## **Footwear**

See Basic Uniform Specifications.

## **Gloves**

Black, 100% Nomex Aramid poplin fabric, with leather palm and fingertips

Revised 11/98; Revised 2/03

### **114.0 Motorcycle Officers**

#### **Helmet**

Black and white, ½ shell, with gold band on the visor and "P" buttons on the sides. HJC, model AC-2LE or Super Seer, Model S-1608.

Optional winter helmet – Gloss black helmet, with clear face shield, and "POLICE" in white bold lettering on the front and back of the helmet. KBC, model FFR

#### **Shirt**

See Basic Uniform Specifications.



### **Belt**

See Basic Uniform Specifications. Black basket-weave leather gear will be worn with leather jacket.

### **Motorcycle Leather Jacket**

Black leather with satin lining, snap-on pile collar, front zipper closure, zippered sleeve ends, two slanted front pockets with zippers, pen holder on left sleeve, adjustable waistband with leather keepers to hold pistol belt. The department patch will not be sewn on both sleeves. All trim items are polished brass/gold plated.

### **Scarf**

Black

### **Trousers**

See Basic Uniform Specifications. An addition is the light blue 1 ½" stripe on the outside seams extending from the bottom of the waistband to the bottom of the hem.

At the direction of the Motorcycle Unit Supervisor, Motorcycle officers may wear navy blue boot breeches, double cloth in seat and knees, with zippered legs and a light blue 1 ½" stripe on the outside seams extending from the bottom of the waistband to the bottom of the hem, to be worn as part of the Class A and winter uniform.

### **Footwear**

Summer: See Basic Uniform Specifications.

Winter: Motor boots, black, smooth leather, plain toe, knee length, with 3 or 4 eyelet lacing outside top of the boot, to be worn with the Class A and winter uniform.

### **Rain Suit**

Rain Jacket – Manufactured by Galls, #J-RW046, black in color. Caped, ventilated back, zippered front and banded collar with adjustable Velcro wrist closure, 12" side vents with snap bottom. 1 ½" Scotchlite reflective back and arm and leg trim.

Rain Pants – Manufactured by Galls, #J-RW047, black in color. 8" side vent snaps at waistband to keep weapon easily accessible, adjustable snap waistband with elastic back and adjustable Velcro tabs at ankles. Having stirrup bottoms.

Revised 11/98; Revised 1/06; Revised 07/07; Revised 06/09

## **115.0 Tactical Uniform**

### **Hat**

Black baseball style with Tactical Unit insignia embroidered and centered on the front.

### **Bacalava**

Black 100% Nomex fabric hood. This hood is to be worn only when activated.

### **Shirt**

Cotton utility shirt, OD Green in color with 2-breast pocket in BDU style. Made of ripstop fabric.



*Nametag:* OD Green in color with black lettering, sewn over the right breast pocket.

*Tactical Patch:* Tan colored, outlined in green with black lettering. Worn centered on the crease 1" below each shoulder seam.

*Department Badge and Unit Designation Tag:* The Department badge is embroidered and sewn above the unit designation tag in green with black lettering. The unit designation tag is OD green in color with the wording of "TACTICAL" in black lettering, to be sewn over the left breast pocket.

*Shirt Back:* "POLICE" will be embroidered in 3" black lettering on the back with the word "TACTICAL" centered under the word "POLICE" in 3" black lettering.

*EMT Patch:* Members who have achieved their Emergency Medical Technician certification have the option to wear a subdued National Registry EMT patch on left sleeve, 1/2" below the Tactical Unit emblem patch.

## **T-Shirt**

NOT TO BE WORN PUBLICLY AS AN OUTER GARMENT

Summer – Tan or black cotton short sleeve.

*Emblems:* Tactical Unit emblem embroidered on the left breast.

*Shirt Back:* Tan shirt: "OCPD" silk-screened in 4 3/4" brown lettering with "TACTICAL" in 1 3/4" brown lettering below "OCPD".

Black shirt: "OCPD" silk-screened in 4 3/4" gray lettering with "TACTICAL" in 1 3/4" gray lettering below "OCPD".

Winter – Black cotton short sleeved and/or long-sleeved t-shirt.

*Emblems:* Tactical Unit emblem embroidered on left breast.

*Shirt Back:* "OCPD" will be silk-screened in 4 3/4" gray lettering with "TACTICAL" in 1 3/4" below "OCPD" in gray lettering.

## **Jacket**

Army OD green or camouflage military style field jacket with four pockets

Black military style field jacket with four pockets, department patch in black and gray worn centered 1" below shoulder seam.

## **Pants**

Cotton 6-pocket BDU style, OD Green in color. To be worn bloused.

## **Footwear**

Black military style, lace-up combat boots or black high-top canvas soft soled shoes.

## **Belt**

Black military style load-bearing suspenders, black web belt with individual equipment attached, black web holster.



Revised 11/98; Revised 1/06

## **116.0 Honor Guard**

The Honor Guard uniform consists of the basic Department uniform with the following changes, additions, or substitutions:

### **Hat**

See Basic Uniform Specifications.

### **Shirt**

See Basic Uniform Specifications.

Trim Items: A navy blue scarf will be worn in place of the tie, and a navy blue shoulder braid will be worn on left shoulder. "Honor Guard" unit patch in gold block lettering on navy blue cloth tabs sewn just above each department shoulder patch. Embroidered United States flag sewn onto the shirt centered above the right breast pocket.

### **Ike Jacket**

See Basic Uniform Specifications.

Trim Items: "Honor Guard" unit patch in gold block lettering on navy blue cloth tab sewn just above each department shoulder patch.

### **Overcoat**

Black, double breasted long sleeve trench coat, with quilted lining.

Trim Items: "Honor Guard" embroidered patch sewn 5/8" from the shoulder seam with Department patch sewn directly beneath.

### **Belt**

Black Clarino leather Sam Browne style belt, with the shoulder strap draped over the left shoulder and attached to the belt above the holster.

### **Trousers**

See Basic Uniform Specifications. An addition is the 1/2" double gold braid sewn to the outside seams, extending from the bottom of the waistband to the bottom of the hem.

### **Footwear**

Black Clarino leather, lace-up style shoes.

### **Gloves**

White cotton, optional at the discretion of the Unit Commander.

Revised 11/98; Revised 2/03; Revised 1/06

## **120.0 Crime Scene Investigation Unit**



The Crime Scene Investigation Unit may wear the Class A, B or C uniform.

Revised 11/98; Revised 2/03; Revised 1/06

## **121.0 Police Community Relations Unit**

The Community Relations Unit officers may wear the Class A, B or C uniform. The Class C uniform is not authorized for classroom presentations.

Adopted 1/06

## **123.0 Bomb Disposal Uniform**

### **Hat**

Black baseball style, with "OKLAHOMA CITY POLICE" over Unit Insignia over "BOMB DISPOSAL" embroidered in red lettering, centered on the front.

### **Shirt**

Cotton utility shirt, black in color with 4-pocket BDU style.

*Nametag:* Embroidered in red lettering over the right breast pocket.

*Department Patch:* Department patch is worn centered 1" below each shoulder seam. Worn centered on the crease 1" below each shoulder seam.

*Department Badge and Unit Designation Tag:* The gold cloth Department badge is sewn above the left breast pocket.

*Shirt Back:* "OKLAHOMA CITY POLICE" embroidered on back in red 3" lettering over Unit Insignia over "BOMB DISPOSAL". "BOMB DISPOSAL" embroidered just underneath in red 1¼" lettering.

### **T-Shirt**

NOT TO BE WORN PUBLICLY AS AN OUTER GARMENT

Black cotton short-sleeve t-shirt.

*Emblems:* "OKLAHOMA CITY POLICE" over Unit Insignia over "BOMB DISPOSAL" embroidered in red lettering over left breast.

### **Pant**

Black cotton utility pants with pockets, worn bloused.

### **Footwear**

Black plain-toed leather jump boots with black laces.

### **Belt**

Black nylon web belt with appropriate gear

Revised 11/98; Revised 1/06



## **130.0 Range Staff and Firearms Instructors**

Range Staff and Firearms Instructors may wear the Class A, B or C uniform.

### **Shorts**

Optional - Range Staff and Firearms Instructors may wear Blauer Bike Shorts, Style #8842, or equivalent, with the Class C uniform only. Shorts are to be worn with blue or black athletic style footwear, black athletic style socks below the ankle, a 2" wide black nylon belt, nylon cuff case, nylon magazine pouch or loop loader, and a reinforced nylon holster.

### **Hat**

Optional - Yellow baseball style cap, with "FIREARMS" over "INSTRUCTOR" embroidered in navy blue lettering, center on the front. This cap will only be worn on the range.

Revised 11/98; Revised 1/06; Revised 9/14

## **131.0 Training Division Uniform**

The Training Division personnel may wear the Class A, B or C uniform.

Revised 11/98; Revised 1/06

## **132.0 Special Projects**

### **Jacket**

See 150.0, Utility Apparel.

Revised 8/99; Revised 1/06

## **133.0 Criminal Intelligence**

### **Jacket**

See 150.0, Utility Apparel.

Adopted 11/98; Revised 1/06

## **134.0 Gang Enforcement**

The Gang Enforcement may wear the Class A, B or C uniform.

Adopted 11/98; Revised 1/06

## **140.0 Bike and Auxiliary Bike Patrol**

### **Helmet**

Giro Gila brand, blue/black in color. Constructed of lightweight Polystyrene that meets ANSI and SNELL or both qualifications. When purchasing the helmet, the officer is to use the current year model. If the blue/black color scheme is not available, the helmet should match the OCPD Bike Patrol uniform as closely as possible.

### **Shirt**

Summer and Winter: See Class C Uniform shirt.





## Shorts

Navy blue Olympic Phoenix shorts, item #OPS168. The shorts are to be tailored with the chamois pad. Includes zippered pockets, elastic back and a drawstring waist. Constructed of water repellent Supplex nylon.

## Pants

Navy blue Olympic cycling pant, item #OCP588S. Tailored without the chamois pad. Constructed of water repellent Supplex nylon and a drawstring waist.

## Socks

White athletic socks.

## Footwear

Cycling type multi-purpose shoe with flexible mid-sole, navy blue, black or a combination thereof. The shoe will have the capability of being used with a toe-strap pedal or a clipless pedal system.

## Nylon Gear

Black nylon, outer and under belt, 2" wide, with nylon holster, nylon speed loader pouch or loop loader, nylon magazine pouch, nylon radio holder and nylon handcuff case.

## Foul Weather Jacket

See Basic Uniforms Specifications.

## Lightweight Jacket

"Olympic High Performance Jacket," Style #HIP918. This is a windbreaker style jacket, navy and gray in color with reflective tape. Fabric is manufactured by reflective materials and waterproofed Taslanized Ultrex.

*Department Patches:* Sewn onto each shoulder, centered 1" below the shoulder seam. A reflective patch with 4" block letters of "POLICE" sewn centered on the back of the jacket.

*Department Badge:* Metal badge worn on the tab over the left breast pocket.

*Name Tag:* A Velcro nametag is embroidered in black block lettering on navy blue cloth tab and velcroed over the right breast pocket.

*Rank Insignia and Pins:* Rank insignia, unit insignia and/or Meritorious Award pin(s) are not worn on the jacket. Lieutenants and above may wear rank insignia on the epaulets of the lightweight jacket.

Revised 11/98; Revised 2/03; Revised 1/06

## 141.0 Lake Patrol Uniform

The Lake Patrol Officers may wear the Class A, B or C Uniform.

### Shorts

Same as basic uniform pant except cut to a 7-inch inseam and hemmed. The Class C uniform summer shirt is the only authorized shirt to be worn with shorts.



### **Flotation Jacket**

Navy blue Stearns Manufacturing Company, "Type III Personal Flotation Device". Has reflective silver trim on sleeves and yoke.

### **Flotation Vest**

Navy blue with gray interior, Stearns Manufacturing Company, Model 2015 SANS-SOUCL. "Type III Personal Flotation Device".

### **Nylon Gear**

Black nylon web belt, 2" wide. Nylon cuff-case, nylon magazine holder with reinforced plastic or nylon speed loader pouch or loop loader. Nylon radio holder and a reinforced nylon holster

### **Socks**

White athletic socks.

### **Footwear**

Any multi-purpose ankle style tennis shoe. The shoe should be navy blue, black or a combination thereof.

Revised 4th Edit., 2000; Revised 1/06

## **142.0 Emergency Response Team Uniform**

The Emergency Response Team officers may respond in different uniforms based on the officer's assignment or mission of the unit. At the time of activation, the ERT Commander will specify which uniform is to be worn. If the officer dresses in basic uniform, modifications are prohibited.

### **Hat**

The cap is described as a navy blue baseball style cap, poly/wool blend or equivalent, with either a plastic adjustable tab or elastic flex-fit. The cap has ½" gold block lettering with "OKLAHOMA CITY" being arced over "POLICE". All lettering will be centered on the front of the cap.

### **Helmet**

Bell tactical helmet, Model RS100, black in color. Each helmet has an attached tactical visor (with the option of being raised or lowered), neck and ear protection and a chinstrap.

### **Shirt**

Summer and Winter: See Class C uniform shirt.

Optional "Class C" Duty shirt - Long sleeve, navy blue, BDU style. Manufactured by Blauer, Item #8703. 2 pleated pockets with scalloped flaps and hook and loop closure. Shirt consists of 6.5 oz. of twill weave washable cotton blend fabric with 10% stretch. Epaulets are topstitched at points and box. This shirt is stitched in military style creases with 2-button adjustable cuffs. Sleeves will be worn in a military manner during the summer months.

*Badge:* Cloth badge sewn over the left breast pocket.

*Department Patch:* Worn centered 1" below each shoulder seam.



*Nametag:* The cloth name patch is to be sewn on navy blue cloth in ½" gold block lettering over right breast pocket. The name will include the officer's first initial and last name.

*Shirt Back:* On the back of the ERT shirt will be a sewn-on blue cloth patch with the words "POLICE" over "ERT" in 4" gold embroidered letters.

*Rank Insignia and Pins:* Rank insignia is gold embroidering on navy blue cloth and sewn to the collar, displaying the rank insignia as described for Class A and B uniforms.

*ERT Patches:* Members who have achieved their Emergency Medical Technician certification have the option to wear a National Registry EMT patch centered on left breast pocket. Members, who were active in the ERT on April 19, 1995, have the option to wear the specially designed Alfred P. Murrah Building patch centered on the right breast pocket.

## **T-Shirt**

NOT TO BE WORN PUBLICLY AS AN OUTER GARMENT

Navy blue cotton short sleeved T-shirt.

*Badge:* Gold badge silk screened over left breast with "EMERGENCY RESPONSE TEAM" silk-screened in gold block lettering just below.

*Shirt Back:* The word "POLICE" silk screened in 4" gold block lettering, centered on the back of the shirt.

T-shirts are to be utilized as directed by the ERT Commander.

## **Jersey**

Optional - Navy blue cotton long-sleeved pullover jersey. Gold badge silk-screened on the left breast with "EMERGENCY RESPONSE TEAM" silk-screened in gold block lettering just below. "POLICE" silk-screened in 4" gold block lettering, centered across the back of the jersey.

Jerseys are to be utilized as directed by the ERT Commander.

## **Foul Weather Jacket**

See Basic Uniform Specifications.

## **Pants**

See Class C Pant.

ERT members may blouse the Class C trouser in short durations as relevant to the incident they are involved in. However, once the incident is over, the trousers will be un-bloused.

## **Footwear**

Black lace-up boots (Hi Tec Magnums or Rockies) or an equivalent model.

## **Nylon Gear**

Black military style web belt with black canvas Bianchi UM-84 covered holster.

## **Individual Equipment**



Black canvas equipment holders to include Department issued baton or flashlight ring, ASP baton holder, OC Gas holder, radio carrying case, extra magazine/rounds pouches and small black canvas pouches for personal supplies.

## **Mock Collar**

Optional – Will be worn at the direction of the ERT Commander

Adopted 11/98; Revised 1/06

## **143.0 IMPACT**

The Division IMPACT Units may wear the Class A, B or C uniform.

Adopted 11/98; Revised 1/06

## **144.0 Mobile Command Post**

The Mobile Command Post members may wear the Class A, B or C uniform.

Adopted 11/98; Revised 1/06

## **145.0 Negotiator Communications Specialist / Hostage Negotiator**

The Negotiator Communications Specialist and Hostage Negotiator may wear the Class C uniform.

Adopted 1/06

## **Utility Apparel**

### **150.0 Jacket**

Optional (For Sworn Personnel Only) – This jacket is not to be worn in place of the non-uniformed suit coat or jacket. Nor can it be worn with the “Class A, B and C” uniform. The Bureau Commander may authorize this jacket to be worn by personnel in certain units. This jacket may not be worn during extra-duty employment.

Black nylon jacket, lined or unlined, with long sleeves and no hood.

The following are the specifications for the jacket:

*Badge:* Gold embroidered over the left breast, being 3” in height by 2” in width.

*Nametag:* The first initial and last name will be gold embroidered over the right breast in ½” block lettering.

*Back of jacket:* Will have “OKLA. CITY” in 1 ½” gold embroidered block lettering over “POLICE” in 2 ½” gold embroidered block lettering.

*Rank Insignia and Pins:* None

Adopted 1/06

## **Civilian Uniforms**

### **160.0 Police Service Technicians (PST)**



## Hat

Optional - Dark brown baseball style, with the Department "PST" badge embroidered in silver, centered on the front.

Optional - (for winter wear only) Dark Brown "Trooper" style, fur-lined earflaps, forehead and back flaps. The Department "PST" hat badge is worn on the front upturned fur-lined flap.

## Shirt

Tan cotton or cotton blend, short sleeve (summer), long sleeve (winter).

*Department Patch:* Department "PST" patches worn centered on the crease 1" below each shoulder seam.

*Nametag:* Silver-plated nametag worn on the right pocket-flap just below the topstitching.

*Department Badge:* Department "PST" badge worn on tab over the left breast pocket.

*Trim Items:* Whistle, whistle chain, and "P" buttons will be silver-plated.

Optional - (for summer wear only) Light tan in color, polo style shirt, cotton/polyester or polyester fiber blend, short sleeved.

Optional - (for winter wear only) Light tan in color cotton, polyester or cotton/polyester fiber blend, long sleeve shirt.

*Department Patch:* Department "PST" patches worn centered on the crease 1" below each shoulder seam.

*Nametag:* Name is embroidered in blue block lettering over right breast.

*Department Badge:* Department "PST" badge embroidered over left breast.

*Insignia:* Traffic insignia embroidered in silver above name.

## Mock Collar

Optional - Dark brown, made of shell fabric, manufactured by BLAUER, Style #8119. This garment is described as 10-10.5 oz. per linear yard 4-way stretch 28-cut jersey knit fabric 92% cotton / 8% spandex. This collar is to be worn with the optional long sleeve shirt.

## Necktie

Dark brown clip-on style

## Windbreaker

Dark brown 100% nylon windbreaker style, reversible to fluorescent orange with Scotchlite reflective trim, pointed cuffs with two buttons, two breast pockets with flaps, badge tab and shoulder epaulets.

*Department Patch:* Department "PST" patches worn centered on the crease 1" below each shoulder seam.

*Nametag:* Silver-plated nametag is worn on the right pocket flap just below the topstitching.

*Department Badge:* Department "PST" badge worn on the tab over the left pocket.

*Trim Items:* Whistle, whistle chain, and "P" buttons will be silver-plated.



## **Foul Weather Jacket**

Dark brown, Blauer Tac Shell with fleece liner (Model # 9820-60-09). The United States flag is embroidered over the right pocket.

*Department Patch:* Department "PST" patches are worn centered on the crease 1" below each shoulder seam.

*Nametag:* The silver-plated nametag is worn on the right pocket flap just below the topstitching.

*Department Badge:* Department "PST" badge is worn on the tab over the left pocket flap.

## **Raincoat**

Black reversible to fluorescent orange with Scotchlite reflective trim with collar, 3/4 length.

## **Trousers**

Winter: Dark brown, 100% polyester fabric, without cuffs.

Optional – To be worn only with the summer or winter optional shirt –

Dark brown BDU pant, 65%polyester/35%cotton blend. Tailored as a split-seam construction dress uniform style with two front quarter pockets, two double-section side pockets and two button-tab hip pockets; or

Dark brown BDU pant, 65%polyester/35%cotton blend. Constructed with a plain front with quarter top drop front pockets and two back pockets. To have cargo pockets on both leg thighs.

## **Shorts**

Optional - Brown Red Kap style twill shorts, having a 7" inseam and hemmed.

Optional – To be worn only with the summer shirt –

Dark brown BDU trousers cut to a short style, having a 9" inseam, manufactured by Blauer, Style #8810-BN, 65%polyester/35%cotton blend. Tailored as a split-seam construction dress uniform style with two front quarter pockets, two double-section side pockets and two button-tab hip pockets; or

Dark brown BDU short, with a 9" inseam. Manufactured by Southeastern, Style #PM3024, 65%polyester/35%cotton blend. Constructed with a plain front with quarter top drop front pockets and two back pockets. To have cargo pockets on both leg thighs.

## **Socks**

Black or brown

## **Footwear**

See Basic Uniform Specifications for Footwear.

Optional - Boots - Plain leather. Not to be worn with shorts.

## **Belt**

Black, 1 3/4" wide plain belt with silver metal buckle.



Adopted 11/98; Revised 1/06; Revised 2/13; Revised 6/14

## **164.0 OKC Ambassadors**

### **Hat**

Mustard colored baseball style with the OKC Ambassador logo embroidered in black, white, and gold, centered on the front.

### **Shirt**

Summer – Short sleeve, navy blue, Polo-Style, with knit collar and a welt cuff. The brand name of the shirt is OUTER BANKS, Item #04016, 100% cotton or an equivalent.

Winter – Long sleeve, navy blue, Polo-Style, with knit collar and a ribbed cuff. Brand name of OUTER BANKS, Item #05516, made of cotton/polyester fiber blend or an equivalent.

### **Mock Collar**

Optional – See Basic Uniform Specifications.

### **Shirt Items**

*Service Patch:* An embroidered patch sewn over the left breast. The colored patch is round and 3 ½" in diameter.

*Nametag:* The employee's first initial and last name to be embroidered in 3/8" yellow block lettering on a ½" navy blue cloth tab to be velcroed over the right breast.

*Shirt Back:* The Ambassador logo will be silk-screened and centered on the back of the shirt.

*Trim Items/Pins:* Pins will not be worn on the shirt.

### **Trousers**

Khaki twill, washable cotton fabric with 10% stretch and stretch waistband pant. Front quarter pocket styling, 2 hip pockets and pleated double thigh pockets. Manufactured by Royal Robbins, tactical 511 style or equivalent. Trousers are not to be worn bloused. Men's style #74251-055 and female style #64355-055.

### **Shorts**

Optional - Khaki twill, washable cotton fabric with 10% stretch and stretch waistband pant. Front quarter pocket styling, 2 hip pockets and pleated double thigh pockets. Manufactured by Royal Robbins 511 or an equivalent. Shorts are to be hemmed ½" below the cargo pocket.

### **Footwear**

Male and Female – Black walking shoe or lace-up boot (Hi-Tec Magnum or Rockies) or an equivalent model.

### **Socks**

Black

### **Foul Weather Jacket/Windbreaker/Raincoat**



Navy blue Crosstech (BLAUER, Model #9845Z) waterproof-breathable membrane jacket, hip length, waterproof by design with drop shoulders, with equipment strap epaulets. Velcro adjustable elasticized cuffs. Two front pleated pockets, fastened with Velcro. One front cargo pocket fastened with Velcro. Contrasting reflective fabric provides nighttime silhouette in the form of the human body. This jacket can serve as a foul weather jacket, a windbreaker or a raincoat.

*Service Patch:* Worn centered one inch below each shoulder seam.

*Nametag:* Gold plated, worn on the right pocket flap, centered and just below the topstitching.

*Pins:* Pins are not worn on the jacket.

## **Belt**

Black, 1 3/4" wide plain belt with metal buckle. Standard belt buckle will be polished brass/gold plated.

## **Gloves**

Optional – Black leather, plain back. Black leather gloves will not be worn with the summer uniform.

## **Whistle**

Standard police issued.

## **Tote Bag**

Optional – Black leather or nylon bag with adjustable waist strap with zippered pouches.

Adopted 1/06

## **165.0 Police Cadets**

### **Class A Cadet Uniform**

#### **Hat**

White police style hat, black visor, two rows of gold soutache, and leather sweatband

#### **Shirt**

Dark navy, long-sleeved or short-sleeved uniform shirt; polyester or Dacron-wool blend; breast patch pockets with scalloped flaps and box pleats; scalloped yoke; military creases, front and back

*Chest Patch:* Embroidered City of Oklahoma City seal patch sewn over the left breast

*Shoulder Patches:* Embroidered Cadet patch centered 1" below each shoulder seam; the Cadet patch bears the City of Oklahoma City seal with the words "POLICE CADET" over the seal in gold block lettering and "OKLAHOMA CITY" under the seal in gold block lettering

*Nametag:* Gold-plated nametag worn on the right pocket-flap just below the topstitching.

*Trim Items:* Gold whistle, whistle chain, and "P" buttons

#### **Necktie**





Navy blue clip-on tie, 3" x 18" with button hole; worn with gold-plated miniature handcuffs or departmental service pins

**Belt**

Black Clarino leather, Sam Browne style without shoulder strap, 2" width, which may be secured to trouser belt with keeper straps having two or four polished brass/gold plated snaps or Velcro; with standard belt buckle, brass/gold plated

**Trousers**

Male: Navy blue; Polyester or Dacron-Wool blend; slack style without cuffs; 2" waistband; minimum of 7 tunnel loops with additional loops in proportion to waist size; each loop is to be 1" wide by 2" long; two front and two hip pockets; plain bottoms (no cuffs) with no less than 3" hem for adjustment

Female: Same as male trouser, except cut on a women's pattern with 1 3/4" waistband and 1 3/4" deep belt loops

**Socks**

Black

**Footwear**

Black, 8" side-zip tactical boots, 5.11 A.T.A.C. model or equivalent

**Class B Cadet Uniform**

**Hat**

Navy blue baseball style cap with "OKLAHOMA CITY" in 1/2" gold stitching arched over "CADET" in 1" gold stitching, centered on the front of the cap

**Shirt**

Navy blue, short-sleeve polo style shirt, 5.11, Item #71049-724, 100% polyester wicking, anti-bacterial mesh and shell, or equivalent

*Chest Patch:* Embroidered City of Oklahoma City seal patch sewn over the left breast

*Shoulder Patches:* Embroidered Cadet patch centered 1" below each shoulder seam; the Cadet patch bears the City of Oklahoma City seal with the words "POLICE CADET" over the seal in gold block lettering and "OKLAHOMA CITY" under the seal in gold block lettering

*Nametag:* The word "CADET" in 1/2" gold block lettering over the right breast with the cadet's last name in 1/2" gold block lettering centered underneath

*Shirt Back:* The word "CADET" centered in 3" gold block letters

**Belt**

Black, nylon, web-style duty belt, Patrol Tek Duty Belt manufactured by Bianchi, or equivalent

**Trousers**

See Class A Cadet Trousers



**Socks**

See Class A Cadet Socks

**Footwear**

See Class A Cadet Footwear

Adopted 6/16



# **EMERGENCY OPERATING PROCEDURES**



**OKLAHOMA CITY POLICE DEPARTMENT**



**RESERVED FOR FUTURE USE**



# **E.S.F. 16**



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## **FOREWORD**

The purpose of this plan is to establish standard procedures for managing emergency operations in the field. An emergency operation is any situation or circumstance, which requires substantial deviation from normally, assigned duties of personnel and equipment. In addition to the procedures contained in this manual, personnel should be guided by law as well as the Department's goals, philosophies, policies, and procedures.

This plan identifies the basic mission of the Police Department. Checklists are provided to guide supervisors in performing their mission and to insure tactical coordination.

Since each emergency operation is unique, the police response must be flexible. While extremely serious emergencies may require strict compliance with the procedural checklists contained in this manual, deviation for good cause is permitted for less serious incidents. In other words, our response should be dictated by the scope and severity of the incident.



### **MISSION STATEMENT**

The men and women of the Oklahoma City Police Department are committed to enhance the quality of life and lessen the criminal fears of all citizens.

Utilizing the authority and safeguards of the Constitution of the United States and the freedoms cited in the Bill of Rights, the laws and statutes of the State of Oklahoma and the charter and ordinances of the City of Oklahoma City, we, the members of the Oklahoma City Police Department, will work cooperatively with all segments of the general public and government to provide a safe environment and preserve the peace.

This partnership is drawn on the premise that our product be one of service to all citizens with special focus toward solving real and perceived problems within the community. Our remedies and resources shall be from all levels of government, working in concert, to accomplish our desired goals. Thus, as a department of, and on behalf of, the City of Oklahoma City, we obligate ourselves toward becoming a catalyst for positive interaction between all services and functions of the City.





# **CITY OF OKLAHOMA CITY EMERGENCY OPERATION PLAN**

## **EMERGENCY SUPPORT FUNCTIONS**

ESF 1 - TRANSPORTATION

ESF 2 - COMMUNICATIONS

ESF 3 - PUBLIC WORKS AND ENGINEERING

ESF 4 - FIREFIGHTING

ESF 5 - INFORMATION AND PLANNING

ESF 6 - MASS CARE / HEALTH

ESF 7 - RESOURCE SUPPORT

ESF 8 - TRIAGE AND MEDICAL SERVICES

ESF 9 - URBAN SEARCH AND RESCUE

ESF 10 - HAZARDOUS MATERIALS

ESF 11 - FOOD ANNEX

ESF 12 - ENERGY

ESF 13 - MILITARY SUPPORT

ESF 14 - PUBLIC INFORMATION

ESF 15 - VOLUNTEERS / DONATIONS AND SERVICES

ESF 16 - LAW ENFORCEMENT

ESF 17 - COMMUNITY EMERGENCY RESPONSE TEAMS

ESF 18 - VETERINARY / ANIMAL CARE

ESF 19 - DAMAGE ASSESSMENT

ESF 20 - PUBLIC UTILITIES



**OKLAHOMA CITY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN**

**BASIC EMERGENCY SUPPORT FUNCTIONS**

<b>ESF #</b>	<b>FUNCTION</b>	<b>PRIMARY AGENCY</b>	<b>POINT OF CONTACT</b>
1	Transportation		
2	Communications		
3	Public Works/Engineering		
4	Firefighting		
5	Information and Planning		
6	Mass Care / Health		
7	Resource Support		
8	Triage and Medical Services		
9	Urban Search and Rescue		
10	Hazardous Materials		
11	Food and Water		
12	Energy		
13	Military Support		
14	Public Information		
15	Voluntary Goods and Svcs		
16	Law Enforcement		
17	Community Emergency Response Teams		
18	Veterinary / Animal Care		
19	Damage Assessment		
20	Public Utilities		



## INCIDENT COMMAND SYSTEM

### **I PURPOSE**

The Oklahoma City Police Department is the Municipal agency concerned with the preservation of life, the protection of property, and the enforcement of laws in the City of Oklahoma City. During certain incidents or events, the magnitude of the police response is so large that a standardized command system must be utilized.

The Incident Command System will provide for uniform communication, operational and tactical planning methodology and at the same time ensure operational efficiency during any police operation.

### **II APPLICATIONS**

The ICS provides Police Personnel with a dynamic command structure for major incidents that could possibly require assistance from other Oklahoma City departments, as well as, surrounding agencies. The ICS should be used in all incidents and especially in the following incidents:

- Natural Disaster
- Civil Unrest
- Hazardous Material Incident
- Explosion / Bombing
- Mass Arrest Incident
- Mass Casualty Incident
- Major Transit Incident
- Penal Institution Disturbance
- Evacuation

### **III PRIMARY RESPONSIBILITIES**

Under Oklahoma City's master emergency plan the Oklahoma City Police Department will have primary responsibility for law enforcement related incidents, evacuations, traffic control, and establishing perimeters.

The Police Department has secondary responsibility under the master plan for warnings, public information, shelter, damage assessment, emergency operations center, and hazard mitigation. The lead agencies will use ICS.

### **IV OPERATIONAL CONTROL – POLICE**

At any incident where ICS is being used, an Incident Commander will be designated according to the principles of ICS. The Incident Commander will not necessarily be the highest-ranking command personnel but the most qualified. The Incident Commander will be responsible for command, communications, control, and tactical functions of the incident. ICS will be staffed and operated by trained personnel from our department and could involve personnel from a variety of outside agencies.

### **V PHASES OF EMERGENCY MANAGEMENT**

- A. **Mitigation**-Mitigation activities are those which eliminate or reduce the probability of a disaster occurring. It also includes those long-term actions, which lessen the undesirable effects of unavoidable hazards.
- B. **Preparedness**-Preparedness actions serve to develop the response capabilities needed in the event an emergency should arise. Planning, training, and exercises are among the activities conducted under this phase.
- C. **Response**-Response is the actual providing of emergency services during a crisis. These actions help to reduce casualties and damage, and speed recovery. Response activities include warning, evacuation, rescue, and similar operations.



- D. **Recovery**-Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and to provide the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. Examples of recovery actions include restoration of non-vital government services and reconstruction in damaged areas. The recovery period offers an opportune time to institute mitigation measures, particularly those related to the recent disaster.

## VI MANAGEMENT PRINCIPLES

### A. Manageable Span of Control

The span of control of any individual with emergency management responsibility is five under optimum conditions. When the span of control exceeds five, additional supervisory levels should be added. When the span of control exceeds seven, the volume of incoming information becomes unmanageable and supervisory control is reduced. The span of control may be increased depending on assignment and or training of responders, i.e. special units.

### B. Unified Command Structure

Unified Command Structure affects command of police personnel in two ways:

1. Police Personnel should only receive orders from one superior. An employee that receives conflicting orders should follow the conflicting order and inform the issuing supervisor of the conflict. The issuing supervisor is responsible for informing the Incident Commander of the change of assignment.
2. Operations that require agencies in addition to the Police Department, including other City/State/Federal agencies, should include all agencies in determining incident objectives, selecting strategies, planning tactical activities, integrating tactical activities, and maximizing the use of available resources. The Incident Commander will make the final decisions and issue the orders for implementation, and the operations commander will implement the action plans.

### C. Common Terminology

(See the Included Glossary)

### D. Direction and Control

1. Command supervision is required at all incidents where ICS is utilized.
2. No freelancing. Freelancing is the undirected efforts of a supervisor and his personnel that may be in direct conflict with the strategy held by the Incident Commander. Freelancing by supervisory personnel involved in an ICS incident prevents coordination towards a common goal and hinders in the safety of employees involved in the incident. Emergency action for the preservation of life requiring personnel to leave their post is acceptable after the immediate supervisor has been notified.

### E. Consolidated Action Plan

Every incident shall have some form of an action plan. Small incidents may only require directions from the Incident Commander and may not require a written action plan. An action plan must be written if:

1. Resources from multiple agencies are being used.
2. Several jurisdictions are involved; or



3. The incident requires changes in shifts of personnel and/or equipment. The action plan should cover all tactical and support activities.

## F. Comprehensive Resource Management

Resources may be managed in three different ways, depending on the needs of the incident.

1. **Single Resources** - Individual special equipment such as bulldozers, cranes, fire engines, light units, etc. that will be assigned as primary tactical units. May be crews of individuals.
2. **Task Forces** - Any combination of resources temporarily assembled for a specific mission. All resource elements in a task force must have common communications (provided by the lead agency) and a leader. Forces must have transportation as required.
3. **Strike Teams** - A set number of the same kind and type, (such as ERT Squads), which have an established number of personnel.
4. There are three status' of resources:
  - a. Assigned
  - b. Available
  - c. Out of Service

## G. Pre-Designated Incident Facilities

The Incident Commander or other section supervisor, based upon the requirements of the incident, may designate facilities to be established around the area. These include the Command Post staging area, aircraft landing site, incarceration facility, processing site for mass arrests or permits and passes, or rehabilitation area.

## H. Integrated Communications

- I. Communications at major incidents are managed through the use of an incident-based communications plan established for the use of command as well as tactical and support resources assigned to the incident. Common terminology is essential in any Emergency Management System. Common names are used for personnel, equipment, and facilities except in tactical operations. Clear text is used in radio transmissions (No "Ten" codes in some instances).

## J. Integrated Communications may consist of:

1. Handheld Radios
2. Mobile Phones
3. Mobile Data Terminals
4. Other as deemed necessary

## VII INCIDENT COMMAND SYSTEM MODULAR ORGANIZATION AND COMMAND POSITION RESPONSIBILITIES

As designed, the ICS can be expanded in a modular fashion based upon the type and magnitude of an incident. The organization's staff builds from the top down with responsibility placed on the Incident Commander. As the need develops, separate groups can be established, such as operations, planning, logistics, and finance. The organizational structure selected for a particular incident will depend upon the management needs of the incident. If one individual can simultaneously manage all major functional areas, no further organization will be required. If one or more of the areas requires independent management, an individual will be assigned to that area by the Incident Commander. ICS is not intended to establish an elaborate command structure for minor incidents.



The Chief of Police will appoint the Incident Commander, Liaison Officers, Finance Officer, and the Public Information Officer to the incident. General and specialized instructions will be provided as well.

## A. Incident Commander

1. Assess Incident Priorities
  - a. Injuries
  - b. Safety Issues For All
  - c. Damage Assessment
  - d. Incident Stabilization
  - e. Protect Property
  - f. Set Perimeters/Identify Permit/Pass System
  - g. Develop Communications Plan
  - h. Establish a Command Post
  - i. Establish liaison as needed
2. Determine strategic goals and tactical objectives.
3. Develop or approve and implement an Incident Action Plan.
4. Develop an Incident Command Structure appropriate for the incident.
5. Assess and control resource needs including personnel and equipment.
6. Coordinate overall emergency activities and ensure effective utilization of resources.
7. Delegate operational responsibility and maintain a manageable span of control.
8. Coordinate the activities of supporting agencies.
9. Direct the release of information to the media.
10. May request a Unified Command Structure be established as explained in section VI. B. 2 on page 12.
11. Document actions.

## B. Liaison Officer(s)

1. Will serve as point of contact for supporting agencies. (Agency Representative)
  - a. A Liaison Officer will be assigned to interface with an assisting agency when it becomes necessary for mutual direction and control.
  - b. Will act as a diplomat.
2. To assist in coordinating the management of supporting agencies.
  - a. To eliminate duplication of effort, maximize effectiveness and assign appropriate roles.
  - b. To coordinate resources.
3. Document actions.

## C. Public Information Officer

1. Release information authorized by the Incident Commander.
2. Disseminate media alert announcements as instructed by the Incident Commander.
3. Establish a media staging area (to be approved by Incident Commander).
4. Schedule regular media briefings as necessary.
5. Appoint Media Relations Officer(s) as necessary.
6. Document actions.

## D. Safety Officer

1. Monitor and assess the safety hazards and unsafe situations.
2. Develop measures to ensure personnel safety.
3. Inform the Incident Commander of problems and potential hazards.
4. Has the authority to bypass the Chain of Command to immediately correct unsafe acts.
5. Must always inform the Incident Commander of any corrective actions taken.
6. Document actions.



## E. Operations Officer

1. Direct and coordinate all tactical operations.
2. Assist Incident Commander in developing strategic goals and tactical objectives.
3. Develop operational plans/additional perimeters.
4. Establish entry/exit points into perimeters.
5. Request or release resources through the Incident Commander.
6. Consult with the Incident Commander concerning the Incident Action Plan.
7. Inform and update the Incident Commander of situational changes and resource status.
8. Provide for relief personnel and other staffing as needed and account for all personnel
9. Supervises Staging Area Manager.
10. Document actions.

## F. Planning Officer

1. Assess present circumstances and project most likely course of events or outcomes.
2. Collect and evaluate information pertaining to the incident and resources.
3. Evaluate and disseminate information.
4. Assist with the development of the Incident Action Plan.
5. Modify the Action Plan in response to changing conditions.
6. Assist in implementing Pass/Permit System into affected area.
7. Anticipate changing resource needs.
8. Prepare contingent strategic and tactical options, based on the Incident's potential.
9. Assist/enable the Incident Commander to manage pro-actively.
10. Document the incident.
11. Develop a demobilization/de-escalation plan.
12. Obtain relevant maps, floor plans, and other documents.
13. Provide for display of status information and situation boards at the Command Post.
14. Document actions.

## G. Logistics and Supply Officer

1. Manage the service and material resources required by the incident.
2. Develop an Incident Communications Plan, as necessary, to ensure adequate communications with supporting units/agencies.
3. Provide for replacement equipment as needed, including radios.
4. Provide for meals and other essential items for assigned personnel.
5. Develops Emergency Medical Plan.
6. Obtains medical aid for injured personnel.
7. May provide medical care to civilians.
8. Locate and arrange for the use of facilities for various tasks.
9. Provide for necessary supplies and refueling.
10. Provide for required maintenance of equipment.
11. Provide for photocopying of maps, flyers, pertinent information, etc.
12. Document and store donated goods and log their points of origin.
13. Document Actions.

## H. Finance Officer

1. Document all incident costs for future payment and/or reimbursement.
2. Track time of personnel involved in the incident and personnel costs.
3. Document delivery and in-service times of rented and/or borrowed equipment.
4. Recommend appropriate cost saving measures to the Incident Commander.
5. Assist in purchasing of special items as deemed necessary by Incident Commander.
6. Document any damage to rented/borrowed equipment occurring during incident.
7. Set up compensation claims unit.



8. Handles cost recovery.
9. Handles future budgeting.
10. Document actions.

**I. Staging Officer**

1. Manage all staging area activities designated.
2. Establish staging area and location (to be approved by Incident Commander).
3. Establish check-in procedure.
4. Advise and brief personnel in response to manpower requests.
5. Prevent premature deployment and freelancing; deploys properly.
6. Streamline communications between resources and IC.
7. Reinforce Unity of Command.
8. Establish Entry/Exit point procedures into staging area.
9. Inventory and assignment control of resources.
10. Establish and oversee security of staging area.
11. Document actions.

**VIII PERSONNEL ASSIGNED TO STAFF POSITIONS**

***Incident Commander*** - The Incident Commander will be appointed by the Chief and will typically be in the following order of succession:

- A. First officer on-scene
- B. First supervisor on-scene
- C. Watch Commander
- D. Emergency Response Team Commander
- E. Division Executive Officer
- F. Division Commander
- G. Bureau Executive Officer
- H. Bureau Chief

***Liaison Officer*** - When outside law enforcement agencies are involved in a major incident, a Liaison Officer will be assigned as necessary by the Chief or Incident Commander; to eliminate duplication, maximize effectiveness, and coordinate management of all agencies.

***Public Information Officer*** - The Public Information Officer will be assigned by the Chief of Police. The Public Information Officer will appoint additional Media Relation Officers as needed.

***Safety Officer*** - The Safety Officer(s) will be appointed by the Incident Commander.

***Operations Officer*** - The Operations Officer will be appointed by the Incident Commander. The Operations Officer should be a person qualified to assess and coordinate all activities involved in the incident.

***Planning Officer*** - The Planning Officer will be appointed by the Incident Commander.

***Logistics and Supply Officer*** - The Logistics and Supply Officer will be appointed by the Incident Commander. This officer should come from the Planning and Research Unit.

***Finance Officer*** - The Finance Officer will be appointed by the Chief of Police. This person should come from the Police Budget Office.

***Staging Officer*** - The Staging Officer will be appointed by the Incident Commander.

**IX PERSONNEL ACCOUNTABILITY PROCEDURES**





Personnel accountability at an emergency scene is an essential element of the Incident Command System. The knowledge of where emergency personnel are located is primary to the successful conclusion of an ICS incident. Personnel accountability requires a personal commitment to safety by all members of the department. A comprehensive system of personnel accountability will be maintained by the Operations Officer to ensure the safety and protection of all employees involved in an ICS incident.

## **X SPECIAL UNITS AVAILABLE FOR COMMAND FUNCTION**

### **A. Command Post**

**Location** - The Command Post serves as the location for command. It is the tactical and communications control center for an emergency incident. The Command Post should be located close to the incident unless the magnitude of the incident calls for the operation of the Emergency Operation Center. When the EOC is in operation the Command Post on-scene will be referred to as the Mobile Field Command Post.

**Operations of the Command Post** - The Command Post will assist the Incident Commander or his assigned designees in ways as to bring to successful resolution the incident at hand.

The Command Post Staff may provide communications, intelligence, tracking, resources, logs, actions, assignments, reports, and information as so directed by the Incident Commander.

### **B. Emergency Response Team(s)**

The Emergency Response Team or ERT Personnel are officers that can be quickly assembled and rapidly deployed to a given situation. The team is summoned by pagers.

ERT members are trained in:

- Evacuations
- Setting Perimeters
- Mass Arrests
- Civil Disobedience
- Handling Mass Fatalities/Casualties
- Responding to Natural Disasters
- Diplomatic Security

### **C. Tactical Team**

The Tactical Team is summoned by pagers. The team is utilized for barricaded suspects or actions when a violent confrontation exists and a coordinated effort of tactics and special equipment are needed to extricate the threat.

### **D. Impact Teams**

Each Division has one Impact Team and they are summoned by pagers. These teams will be used for gathering intelligence and supplementing patrol and will also be used for documenting actions. Each team possesses video and 35 mm cameras.

### **E. Processing Unit**

Investigations Bureau and Special Investigations Division will provide detectives and supervisors for this unit. There are four teams of ten detectives and one supervisor on each team. One or more teams may be activated. These teams may process mass arrestees and or process the Permit/Pass System as well as augment patrol. A Captain from Investigations will head the unit.

### **F. Other special units available are:**



1. Air Support Unit
2. K-9 Unit
3. Mounted Patrol
4. Bicycle Patrol
5. Solo Motorcycles
6. Property Management Unit
7. Campus/DARE Unit
8. Special Projects
9. Gang Unit
10. Traffic Police Service Technicians

## **XI DE-ESCALATION OF AN INCIDENT COMMAND EVENT**

### **A. Accountability of Personnel**

Supervisors will be responsible for accounting for all personnel under their control at the conclusion of police operations. In the event that personnel are not immediately located, the supervisor will notify the Operations Section Chief. The Operations Section Chief in turn will formulate a search plan for the missing personnel.

### **B. Accountability of Equipment**

Supervisors will be responsible for accounting of equipment issued to personnel under their command.

### **C. After-Action Reports**

The Incident Commander will prepare an After-Action Report that will contain:

1. Incident Number
2. Incident Location
3. Date and Time of Incident
4. Duration of Incident
5. Incident Command Staff
6. Specialized Units Involved
7. Agencies Involved
8. Resources Used/Cost
9. Resources Donated and Remaining
10. Personnel Used/Cost
11. Synopsis of the Incident
12. Injuries/Deaths/Arrests
13. Problems Encountered
14. Recommendations

The After Action Report will be forwarded to the Chief in a timely manner.

### **D. Critical Incident Stress Debriefing (CISD)**

Personnel Involved in critical incidents may be traumatized to varying degrees. Daily defusings and post incident debriefings will be set up to reduce the impact of the event as well as enhance the recovery of personnel.

The Department's CHAPPS program as well as the Police Chaplain's Office will be utilized when possible to meet the needs of the involved personnel. Additional support entities will be utilized when necessary.



## EMERGENCY MOBILIZATION PLAN

### I PURPOSE

The Emergency Mobilization Plan is designed to notify personnel and require them to respond when an incident warrants their service.

### II LEVELS OF RESPONSE

The level of response is dependent on the size and severity of the incident. Sufficient personnel must be summoned to bring the incident under control.

For purposes of these levels of response, all other units, groups, and divisions of the department are support to uniformed patrol. Uniformed patrol officers assigned to the ERT, Tact Team, and Command Post must be relieved if possible to report to staging areas as they are activated.

\*Special units such as: ERT, Tact Team, and the Mobile Command Post may be summoned at any level. However, activation time must be considered when requesting these units.

\*Special units such as Command Post, Tact Team, Processing Team, and ERT may be activated independently and at any time.

Level 1-The incident can be managed by on-duty officers and supervisor in the patrol division of the incident. Special Unit personnel are activated by the Division Major or Watch Commander.\*

Level 2-The incident requires on-duty personnel from more than one patrol division. Personnel are activated by the Division Major or Watch Commander.\*

Level 3-The incident requires the additional response of all on-duty uniform personnel in all Bureaus. Personnel are activated by the Operations Bureau Chief.\*

Level 4-The incident requires the additional response of all on-duty non-uniform personnel. Personnel are activated by the Chief of Police.\*

Level 5-The incident requires the activation of off-duty personnel. These personnel are activated by the Chief of Police.\*

Level 6-The incident requires full departmental mobilization. This is a declaration of Local State of Emergency by Mayoral Action. All personnel will be activated by the Chief of Police.

Level 7-Declaration of a State of Emergency by Gubernatorial Action - State agencies and or National Guard are requested.

Level 8-Declaration of a State of Emergency by Presidential Action. Federal agencies and or military are requested.

### III PROGRESSIVE RESPONSE AND COMMAND

As an incident escalates, so will the number of personnel involved. The following Chain of Command will be adhered to until the Chief implements ICS and identifies an Incident Commander:

First Officer on Scene  
First Supervisor on Scene  
Shift Commander  
Watch Commander  
Division Commander



Bureau Chief  
Chief of Police

#### **IV EMERGENCY CALL-BACK PROCEDURES**

Each Division will maintain an updated emergency callback list with the address, home phone, and other communication numbers of their personnel. If necessary, the Chief or Incident Commander may direct the Public Information Officer to notify off-duty officers to report for duty via radio and television announcements.

#### **V ALERT STATUS**

Besides determining the level of personnel response needed to control the situation, other factors should be considered, as they become necessary in the alert status such as:

- A. Equipment Services will be contacted to speed up repair of downed vehicles and postpone preventive maintenance on equipment.
- B. Pool vehicles will be filled with gas and the keys will be located for issue.
- C. Administrative, investigative and other support personnel will have uniforms and equipment available.
- D. All personnel will monitor Channel 5 until assigned or otherwise informed.
- E. If communication by phone or radio is not available or permitted, responding officers should report to their work facility if possible. If it is not possible to report to their facility, they should report to the facility closest to theirs.
- F. Security and lock down of all police satellites.
- G. Use of police satellites for sheltering, resting, briefing, feeding, or triaging persons as well as processing mass arrests or setting up a temporary morgue.
- H. Preparations must be made for continuity of the government and continued police service to the City based on the priority issues.

#### **VI DIVISIONAL RESPONSE TEAMS**

Response teams will consist of sworn personnel (Police Officers and Sergeants) commanded by a Lieutenant. Ideally, response teams should consist of five (5) to seven (7) officers per Lieutenant. Division Commanders should identify and organize these teams and assign personnel as soon as possible. When deployed in field operations, these response teams will be assigned and accountable to the Shift Captain. Their assignment may vary depending on the type and magnitude of an incident. The Captain will inform his Commander of the location, status, resources, and equipment of his unit. The Captain will also document all of his actions in a report at the conclusion of the assignment or incident. These teams are activated by the Operations Bureau Chief.

#### **VII DIVISIONAL RESPONSE TEAM CALL NUMBERS**

When divisional response teams report to a location, confusion and difficulty in tracking personnel will result if the individual element numbers are used in all radio transmissions. The importance of response teams remaining as one unit cannot be overemphasized. When response teams report to an emergency incident, the following communications procedures will be implemented if possible:

- A. Individual element numbers of the members of the response team will no longer be used.
- B. Individual team members as well as response teams should communicate to each other or other units by MDT or mobile phone when possible.
- C. The team number should be based on the Lieutenant's call number such as: L412's, L125's, L210's, L333's, L774's etc. (i.e. all team members with L412 will be 412's - as 412-1, 412-2, 412-3, 412-4, 412-5).

#### **VIII DUTY SHIFTS**

At level 6 and above all affected personnel may be placed on an Alpha-Bravo shift rotation. Alpha-Bravo shifts will be 12 hours and every effort should be made to keep personnel from being held over after their shift ends. Alpha-Bravo shift rotation will be implemented by the Incident Commander through the Operations Officer.



ALPHA ONE 7am - 7 pm  
ALPHA TWO 8am - 8 pm  
BRAVO ONE 7 pm - 7 am  
BRAVO TWO 8 pm - 8 am

## **IX RESPONSIBILITIES (ALL ACTIONS WILL COINCIDE WITH EOP)**

### **A. Each Patrol Division Commander will:**

1. Maintain an up-to-date Personnel Roster.
2. Provide initial responses to incidents occurring within its boundaries.
3. Provide assistance to other patrol divisions when requested (when possible).
4. Identify possible problem areas and sensitive locations (i.e. gun shops, liquor stores, pawn shops, etc.)
5. Develop a plan to handle problem areas and sensitive locations.
6. Develop a plan for deploying divisional response teams to locations.
7. Develop a plan for securing the facility in which it is housed.
8. Develop a plan for continuing police response to calls for service.
9. Utilize Impact Officers to document incidents with cameras and gather intelligence as necessary.
10. Provide building security for other City Government buildings as necessary.
11. Document actions.

### **B. Investigations Bureau**

1. Will support Field Operations as necessary.
2. Will activate Processing Unit as necessary.
3. Will activate Investigation teams from Homicide, Robbery, Assaults, the Office of Professional Standards, and Technical Investigations to handle crimes against persons and officer involved shootings.
4. Will support in Headquarters and Laboratory, building security as well as other identified City Government buildings.

### **C. Support Services**

1. Will provide security as necessary for:
  - a. Property Management Unit
  - b. 911 Center
  - c. Airport
  - d. K-9 and Equine Facility
  - e. Municipal Courts
  - f. Helicopter Unit
  - g. Other City Government buildings
2. Will support Field Operations as necessary.

### **D. Administrative Bureau**

1. Will support Field Operations as necessary.
2. Will provide building security for:
  - a. Training Center
  - b. Pistol Range
  - c. Special Projects Office
  - d. Administrative Offices
  - e. 911 Center

### **E. Police Satellites include:**

911 Center

700 Robert S. Kerr



Air Support Unit	1401 S. Western
Airport	7100 Terminal Drive
Bricktown	219 E. Main St.
Forensic Labs	616 Colcord Dr.
K-9 and Equine Building	1400 S. Portland
Hefner Division	3924 N.W. 122
Hefner Lake Building	4413 S. Lakeshore Dr.
Main Headquarters Building	700 Colcord Dr.
Overholser Lake Building	3301 East Overholser Dr.
Pistol Range	8500 S. Air Depot
Property Management Unit	701 W. Main
RMACC	4600 N. Martin Luther King Blvd.
Santa Fe Division	9000 S. Santa Fe
Southwest Division	5501 S. Portland
Special Projects	Not listed for publication
Springlake Division	4014 N. Prospect
Training Center	800 N. Portland

*In exigent circumstances these satellites may be used for:*

- Handling mass fatalities.
- Handling/Processing/Housing mass arrests.
- Triage Area.-
- Issuing or storing of supplies and or equipment.
- Feeding/Housing personnel or citizens.
- Conducting CISD meetings.
- Emergency Operations Center.
- Communications Center.
- Victims and Family Assistance Center.
- Issuing Passes/Permits.
- Conducting Court or other necessary City Government Business.
- Press Briefings/Media Center.
- Education Center.
- Others deemed necessary.

Revised 2/15; Revised 3/16; Revised 6/16



### ALPHA ONE TEAMS ( 7 AM TO 7 PM)

**Supervisor:** \_\_\_\_\_ **Call Number: L** \_\_\_\_\_

1. \_\_\_\_\_ Comm# \_\_\_\_\_

2. \_\_\_\_\_ Comm# \_\_\_\_\_

3. \_\_\_\_\_ Comm# \_\_\_\_\_

4. \_\_\_\_\_ Comm# \_\_\_\_\_

5. \_\_\_\_\_ Comm# \_\_\_\_\_

6. \_\_\_\_\_ Comm# \_\_\_\_\_

7. \_\_\_\_\_ Comm# \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Call Number: L** \_\_\_\_\_

1. \_\_\_\_\_ Comm# \_\_\_\_\_

2. \_\_\_\_\_ Comm# \_\_\_\_\_

3. \_\_\_\_\_ Comm# \_\_\_\_\_

4. \_\_\_\_\_ Comm# \_\_\_\_\_

5. \_\_\_\_\_ Comm# \_\_\_\_\_

6. \_\_\_\_\_ Comm# \_\_\_\_\_

7. \_\_\_\_\_ Comm# \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Call Number: L** \_\_\_\_\_

1. \_\_\_\_\_ Comm# \_\_\_\_\_

2. \_\_\_\_\_ Comm# \_\_\_\_\_

3. \_\_\_\_\_ Comm# \_\_\_\_\_

4. \_\_\_\_\_ Comm# \_\_\_\_\_

5. \_\_\_\_\_ Comm# \_\_\_\_\_

6. \_\_\_\_\_ Comm# \_\_\_\_\_

7. \_\_\_\_\_ Comm# \_\_\_\_\_



### ALPHA TWO TEAMS ( 8 AM TO 8 PM)

**Supervisor:** \_\_\_\_\_ **Call Number: L** \_\_\_\_\_

1. \_\_\_\_\_ Comm# \_\_\_\_\_

2. \_\_\_\_\_ Comm# \_\_\_\_\_

3. \_\_\_\_\_ Comm# \_\_\_\_\_

4. \_\_\_\_\_ Comm# \_\_\_\_\_

5. \_\_\_\_\_ Comm# \_\_\_\_\_

6. \_\_\_\_\_ Comm# \_\_\_\_\_

7. \_\_\_\_\_ Comm# \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Call Number: L** \_\_\_\_\_

1. \_\_\_\_\_ Comm# \_\_\_\_\_

2. \_\_\_\_\_ Comm# \_\_\_\_\_

3. \_\_\_\_\_ Comm# \_\_\_\_\_

4. \_\_\_\_\_ Comm# \_\_\_\_\_

5. \_\_\_\_\_ Comm# \_\_\_\_\_

6. \_\_\_\_\_ Comm# \_\_\_\_\_

7. \_\_\_\_\_ Comm# \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Call Number: L** \_\_\_\_\_

1. \_\_\_\_\_ Comm# \_\_\_\_\_

2. \_\_\_\_\_ Comm# \_\_\_\_\_

3. \_\_\_\_\_ Comm# \_\_\_\_\_

4. \_\_\_\_\_ Comm# \_\_\_\_\_

5. \_\_\_\_\_ Comm# \_\_\_\_\_

6. \_\_\_\_\_ Comm# \_\_\_\_\_

7. \_\_\_\_\_ Comm# \_\_\_\_\_





### BRAVO ONE TEAMS ( 7 PM TO 7 AM)

**Supervisor:** \_\_\_\_\_ **Call Number: L** \_\_\_\_\_

1. \_\_\_\_\_ Comm# \_\_\_\_\_

2. \_\_\_\_\_ Comm# \_\_\_\_\_

3. \_\_\_\_\_ Comm# \_\_\_\_\_

4. \_\_\_\_\_ Comm# \_\_\_\_\_

5. \_\_\_\_\_ Comm# \_\_\_\_\_

6. \_\_\_\_\_ Comm# \_\_\_\_\_

7. \_\_\_\_\_ Comm# \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Call Number: L** \_\_\_\_\_

1. \_\_\_\_\_ Comm# \_\_\_\_\_

2. \_\_\_\_\_ Comm# \_\_\_\_\_

3. \_\_\_\_\_ Comm# \_\_\_\_\_

4. \_\_\_\_\_ Comm# \_\_\_\_\_

5. \_\_\_\_\_ Comm# \_\_\_\_\_

6. \_\_\_\_\_ Comm# \_\_\_\_\_

7. \_\_\_\_\_ Comm# \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Call Number: L** \_\_\_\_\_

1. \_\_\_\_\_ Comm# \_\_\_\_\_

2. \_\_\_\_\_ Comm# \_\_\_\_\_

3. \_\_\_\_\_ Comm# \_\_\_\_\_

4. \_\_\_\_\_ Comm# \_\_\_\_\_

5. \_\_\_\_\_ Comm# \_\_\_\_\_

6. \_\_\_\_\_ Comm# \_\_\_\_\_

7. \_\_\_\_\_ Comm# \_\_\_\_\_



## BRAVO TWO TEAMS

( 8 PM TO 8 AM)

**Supervisor:** \_\_\_\_\_ **Call Number: L** \_\_\_\_\_

1. \_\_\_\_\_ Comm# \_\_\_\_\_

2. \_\_\_\_\_ Comm# \_\_\_\_\_

3. \_\_\_\_\_ Comm# \_\_\_\_\_

4. \_\_\_\_\_ Comm# \_\_\_\_\_

5. \_\_\_\_\_ Comm# \_\_\_\_\_

6. \_\_\_\_\_ Comm# \_\_\_\_\_

7. \_\_\_\_\_ Comm# \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Call Number: L** \_\_\_\_\_

1. \_\_\_\_\_ Comm# \_\_\_\_\_

2. \_\_\_\_\_ Comm# \_\_\_\_\_

3. \_\_\_\_\_ Comm# \_\_\_\_\_

4. \_\_\_\_\_ Comm# \_\_\_\_\_

5. \_\_\_\_\_ Comm# \_\_\_\_\_

6. \_\_\_\_\_ Comm# \_\_\_\_\_

7. \_\_\_\_\_ Comm# \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Call Number: L** \_\_\_\_\_

1. \_\_\_\_\_ Comm# \_\_\_\_\_

2. \_\_\_\_\_ Comm# \_\_\_\_\_

3. \_\_\_\_\_ Comm# \_\_\_\_\_

4. \_\_\_\_\_ Comm# \_\_\_\_\_

5. \_\_\_\_\_ Comm# \_\_\_\_\_

6. \_\_\_\_\_ Comm# \_\_\_\_\_

7. \_\_\_\_\_ Comm# \_\_\_\_\_



## BOMB THREAT AT A POLICE FACILITY

### I PURPOSE

This section will establish procedures for handling a bomb threat aimed at a Police Department Facility. The primary goal is the safety of citizens, civilian/police personnel and the responding police elements. **Any Police Personnel receiving a bomb threat will notify the Communications Division and their immediate supervisor. Every effort will be made to bring the incident to a safe conclusion without the loss of life or damage to property. A police facility may be evacuated when a bomb threat is received.**

### II RESPONSIBILITIES

#### A. Communications Division

1. 911 Personnel receiving a call for service where a Bomb Threat is involved will dispatch the call on a Signal 9 to a Field Supervisor and Field Officers, but will not use the words "Bomb Threat" when dispatching the call on the Police Radio.
2. Inform the responding supervisor and field unit(s) which department facility is involved and whom to contact upon arrival.
3. Notify the Watch Commander of the call.

#### B. Initial Responding Officers:

Prior to arriving to the scene of a bomb threat the officer will:

1. Ensure all information has been received concerning the threat.
2. Avoid using the Police Radio, MDT, and cellular phone near the incident scene.
3. Contact the Police Official in charge of the facility and inform him to prepare for a search of the facility and possible evacuation of the facility.

#### C. Initial Supervisor:

1. Ensure all information has been received concerning the threat.
2. Avoid using the Police Radio, MDT, and cellular phone near the incident scene.
3. Determine the number of additional units needed to set up an Inner Perimeter and coordinate the search with the Police Official in charge of the targeted facility.
4. Contact the Watch Commander and advise him of the status of the call.
5. If explosives or anything resembling explosives are found, officers will evacuate all persons from the endangered area. If the Jail is involved, the evacuation of the Jail will be handled under the direction of the Jail Commander.
6. Set up an Outside Perimeter and request the Bomb Squad.

#### D. Bomb Squad Commander:

1. Assume command of the incident as related to the disposal of the device.
2. Follow the Bomb Squad SOP for disposal of an explosive device.

### III RESPONDING ENTITIES

*EMSA:* To standby and assist in Emergency Operations if necessary.

*Oklahoma City Fire Department:* Does not conduct searches. OCFD handles search/rescue and assist in Emergency Operations if necessary.

*ATF:* Will provide a Post Blast Investigation Team as requested by the Bomb Squad Commander.



*FBI*: Responds to bomb threats at all Federal buildings or offices and airports. Conducts post blast investigations.

#### **IV FIRE AND EXPLOSION(S)**

In the event that a fire or explosion results from the detonation of an explosive device:

*EMSA*: Will respond and assist as necessary.

*OCFD*: Will assume command of all rescue operations.

*Bomb Squad*: Will assume responsibility for a search of the area for any additional explosive devices and or evidence.

*ERT*: Will be activated if deemed necessary for setting and holding perimeters or evacuations.

All terrorist related bomb incidents, regardless of type, may be referred to the FBI.



## OKLAHOMA CITY POLICE DEPARTMENT BOMB THREAT CHECKLIST

Exact time of call \_\_\_\_\_

Exact words of caller \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### QUESTIONS TO ASK

1. When is bomb going to explode? \_\_\_\_\_

2. Where is the bomb? \_\_\_\_\_

3. What does it look like? \_\_\_\_\_

4. What kind of bomb is it? \_\_\_\_\_

5. What will cause it to explode? \_\_\_\_\_

6. Did you place the bomb? \_\_\_\_\_

7. Why? \_\_\_\_\_

8. Where are you calling from? \_\_\_\_\_

9. What is your address? \_\_\_\_\_

10. What is your name? \_\_\_\_\_

### CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? \_\_\_\_\_

Were there any background noises? \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

Report call immediately to: **911** \_\_\_\_\_

(Refer to bomb incident plan)



## **CIVIL DISTURBANCE**

### **I PURPOSE**

The primary goals when handling any Civil Disturbance Incident are command, containment, communications, control, and conclusion. The Civil Unrest Plan may be used in conjunction with the Incident Command System and the Emergency Mobilization Plan.

### **II DEFINITION**

Civil Unrest - Any domestic emergency such as a demonstration, strike, riot, and or public panic that has the potential of causing casualties or major damage to property.

### **III RESPONSE LEVELS**

*Level 1*-The incident can be managed by on-duty officers and supervisor in the patrol division of the incident. Special Unit Personnel are activated by the Division Major or Watch Commander.

*Level 2*-The incident requires on-duty personnel from more than one patrol division. Personnel are activated by the Division Major or Watch Commander.

*Level 3*-The incident requires the additional response of all on-duty uniform personnel in all Bureaus. Personnel are activated by the Operations Bureau Chief.

*Level 4*-The incident requires the additional response of all on-duty non-uniform personnel. Personnel are activated by the Chief of Police.

*Level 5*-The incident requires the activation of off-duty personnel. These personnel are activated by the Chief of Police.

*Level 6*-The incident requires full departmental mobilization. This is a declaration of Local State of Emergency by Mayoral Action. All personnel will be activated by the Chief of Police.

*Level 7*-Declaration of a State of Emergency by Gubernatorial Action - State agencies and or National Guard are requested.

*Level 8*-Declaration of a State of Emergency by Presidential Action. Federal agencies and or military are requested.

### **IV DEPARTMENT'S RESPONSE**

When the City is confronted with a situation, which may escalate into a civil disturbance, the department must establish control of the situation by reacting quickly and committing sufficient resources to control the situation. Control must be established in all parts of the involved area so that there are no areas into which the department cannot go. Law violators must be arrested and their prosecution sought. Finally, the Department must remain in the affected areas with adequate personnel and equipment for a sufficient period of time after order is restored to convince all concerned that additional outbreaks will not be tolerated.

The Department will expend whatever resources are necessary to protect the rights of any person or group to conduct a peaceful and lawful demonstration at any location within the City. However, unlawful activity, whatever its guise, requires prompt and effective action by the department.

The tactics employed by dissidents engaged in disruptive activities frequently include efforts to draw the police and other public officials into responses likely to produce violence and injury to participants and thus garner support for their cause. It is therefore incumbent upon the department to cope with disruptive situations in a professional manner, which will minimize the potential for violent confrontations.



**V RESPONSIBILITIES**

**A. First Officer(s)**

If upon arrival at a scene the responding unit believes that a Civil Disturbance Incident is developing then he will:

1. Notify a supervisor.
2. Take a position to observe the crowd's behavior and report any information to communications.
3. Try to identify those involved in inciting the crowd.
4. Notify additional responding units of the best ingress and egress routes into the affected areas.
5. Attempt to estimate the size of the crowd.
6. Will not attempt to take enforcement action against the group until directed by the responding supervisor.
7. Document all actions.

**B. Initial Supervisor**

The supervisor responding to the scene of a possible civil disturbance will:

1. Upon arrival, estimate the size and temperament of the crowd.
2. Open an emergency radio frequency if necessary.
3. Request a Watch Commander.
4. Apprise communications and the Watch Commander as necessary.
5. Assist in determining the personnel needed to contain and control the situation as well as disperse the crowd. (i.e. ERT, Tactical, Traffic Teams)
6. Document all actions.

**C. Watch Commander**

1. Will request field personnel or special units deem necessary. (i.e. ERT, Tact Team, Etc.)
2. Identify what level of response is needed.
3. Will take charge until relieved by superior or the Incident Commander.
4. Will identify the best staging area(s) for special units or additional personnel.
5. Will apprise communications and superiors as necessary.
6. Will document all actions.

**D. Communications Unit**

1. Will monitor and log all radio communications.
2. Will designate a primary channel to be used for the duration of the incident.
3. Will identify priority calls that must be answered immediately.
4. Will document all actions.

**E. Deputy Chief of Operations**

1. Will ascertain the level of response needed to control the incident.
2. Will report to the Chief as necessary.
3. Will activate special units as necessary.
4. Will activate additional personnel as needed.
5. Document all actions.

**F. Chief of Police**



1. Will identify an Incident Commander, Liaison Officers, Finance Officer, and Public Information Officer as needed.
2. Will issue general or specific orders as needed.
3. Will keep City Manager apprised.
4. Will activate and mobilize the department as is necessary.
5. Will request assistance as is necessary.
6. Will document all actions.

**VI RESPONDING ENTITIES**

**Surrounding Police Departments:**

Bethany	789-2323
Warr Acres	789-0282
Village	751-9564
Edmond	359-4420
Midwest City	739-1300
Del City	677-2443
Nichols Hills	843-5672
Yukon	354-2553
Norman	321-1600
Moore	793-5171

**Sheriff Departments:**

Oklahoma County	278-1000
Canadian County	422-3187
Cleveland County	321-8600
Logan County	82-4100
Pottawatomie County	273-1727

Oklahoma City Fire Department 911

EMSA 911

Oklahoma Department of Public Safety 425-2323

Oklahoma Department of Corrections (Governor - 521-2342)

National Guard (Governor - 521-2342)

Other Agencies

**VII EVACUATIONS**

Refer to the Evacuation Plan (Section “E”) if so ordered by the Incident Commander.

**VIII ON-SCENE INCIDENTS**

**A. Fire Calls**

1. Fire personnel will be on standby to respond to calls requiring their assistance.
2. Law Enforcement will first establish the legitimacy of the call and if legitimate, will provide escort into the area and protection at the scene.

**B. Medical Calls**

1. EMSA and medical personnel will be on standby to respond to calls requiring their assistance.
2. Law enforcement will first establish the legitimacy of the call and if legitimate, will provide escort into the area and protection at the scene.

**C. Sniper Attack**





If information is received on sniper fire within the affected area, a minimum of one (1) Tact Team will be assigned if possible. Every attempt will be made to locate the origin of the sniper fire.

D. Officer Involved Shooting

If a Police Officer involved shooting occurs within the affected area; every attempt will be made to secure the scene for the investigation. However, if the violence of the incident prohibits a safe investigation, the scene may have to be abandoned until control is achieved.

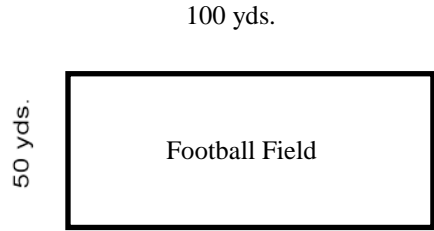
E. Mass Arrests

Mass arrests procedures will be followed. See section "I".

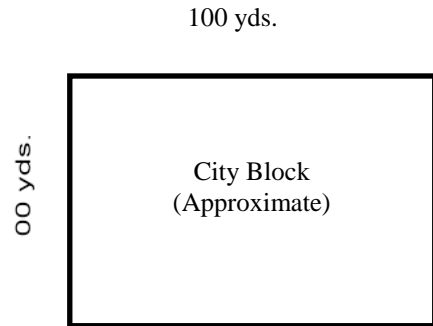


### CROWD ESTIMATOR

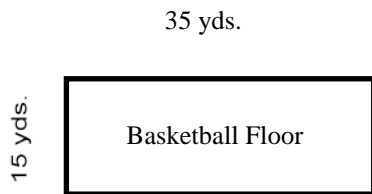
- (1) Tightly Packed (Approximately 5 individuals per square yard)
- (2) Medium Packed (Approximately 3 individuals per square yard)
- (3) Loosely Packed (Approximately 1 individual per square yard)



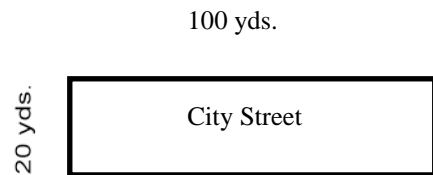
- (1) = 25,000 individuals
- (2) = 15,000 individuals
- (3) = 5,000 individuals



- (1) = 50,000 individuals
- (2) = 30,000 individuals
- (3) = 10,000 individuals

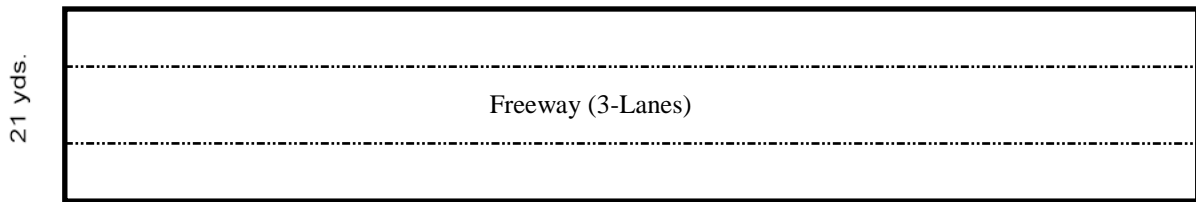


- (1) = 3,000 individuals
- (2) = 1,800 individuals
- (3) = 600 individuals



- (1) = 10,000 individuals
- (2) = 6,000 individuals
- (3) = 2,000 individuals

¼ Mile



1 - Lane

- (1) = 15,000 individuals
- (2) = 9,240 individuals
- (3) = 3,080 individuals

3 - Lane

- (1) = 45,000 individuals
- (2) = 27,720 individuals
- (3) = 9,240 individuals



## EVACUATIONS

### I PURPOSE

To establish authority, responsibility and procedures for handling critical incidents requiring orderly evacuation of areas within our jurisdiction.

### II DEFINITIONS

*Voluntary Evacuation* - This will occur as a result of persons in the affected area, having been warned of impending danger, voluntarily leave their property.

*Mandatory Evacuation* - **There is no state statute or city ordinance compelling citizens to evacuate their home or business.** A warning may be issued to those in the affected area advising them of imminent danger or exigent circumstances. However, people may not be forcibly removed from their property. Officers may stress the importance of evacuation and may decide to record the names of those not evacuating for future reporting issues. In some instances such as “State of Emergency” or “Presidential Disaster Declaration” evacuations may become mandatory for those in affected areas.

*Special Needs Population* - Evacuation of those needing special care or translators need consideration.

In Example: Blind, Hearing-Impaired, Immobile, Elderly, Non-English Speaking, Juvenile, Alzheimer Patients, etc.

*Warning* - Regardless of the type of evacuation, the warning should include:

- A. Best route out of the area.
- B. Location of evacuation center.
- C. Anticipated duration of the evacuation.
- D. Time remaining before the incident becomes critical.
- E. Public transportation (if any) available to exit area.

### III RESPONSIBILITIES

- A. First officer(s) on scene:
  1. Will evaluate the situation.
  2. Notify a supervisor and Communications of the incident or an impending threat.
  3. Will advise supervisor and Communications of the emergency equipment or personnel that may be needed.
  4. Will try to identify staging areas for responding assistance.
- B. Initial Supervisor
  1. Will evaluate the situation and notify the Watch Commander.
  2. Based upon the current situation and probable outcome, determine the need to initiate and activate the appropriate Emergency Response Plan.
  3. Determine the need for special units and advise the Watch Commander.
  4. Determine the area to be evacuated. Advise Communications, Office of Media Relations, and Watch Commander.
  5. Establish and maintain an Inner, Outer and Traffic Perimeter, prohibiting unauthorized persons from entering yet maintaining an orderly exit from the area of those wishing to leave.
  6. Locate and identify evacuation shelter centers (Contact Red Cross).
- C. Watch Commander



1. Will be in charge until relieved by superior or Incident Commander.
2. Will activate special units as deemed necessary.
3. Will provide warning to evacuate, as the need is determined.
4. Will ensure no police personnel will be exposed to hazards without necessary protective gear.

The warning will be conveyed by using one or more of the following:

Emergency Sirens  
P.A. Systems  
Bull Horns  
Door to Door  
Media - Radio and TV  
CB Radio  
Ham Radio

5. Assign the necessary personnel for Inner Perimeter Patrol to safeguard vacated property provided there is no health or safety hazard to Law Enforcement Personnel.
6. Establish limited access area or staging area for:

Residents  
Media  
Property Owners  
Triage  
Additional Personnel  
Command Post  
Other Entities

7. Identify those persons in the affected area who have “Special Needs” which must be met to ensure evacuation or understanding of the situation.

Hearing Impaired  
Immobile  
Wheel Chaired  
Blind  
Special Medical  
Non-English Speaking  
Juveniles, Infants  
Ill

8. Ensure officers record name, address, race, gender, DOB, and emergency contact of each person who chose to remain home or business sheltered in a mandatory evacuation.

**D. Communications Supervisor**

1. Will designate a primary channel to be used for the duration of the incident.
2. Notify the following agencies of the evacuation as necessary:

Oklahoma Department of Emergency Management	405-521-2481
American Red Cross	405-232-7121
Salvation Army	405-235-3677
Oklahoma City- County Health Department	405-427-8651
Mass Trans of Oklahoma City	405-297-2484
EMSA	9-1-1
Oklahoma City Fire Department	9-1-1

3. Notify Public Information Office of:



- a. The nature of the incident.
- b. The Evacuation Plan has been implemented.
- c. The area being evacuated.
- d. The anticipated duration.
- e. Routes - (Ingress - Egress)
- f. Shelter locations.
- g. Transportation available
- h. Triage areas.

E. Office of Media Relations

Upon notification from the Communications Unit, Watch Commander or Incident Commander, the Office of Media Relations will disseminate information through the Emergency Broadcast System (EBS) for:

1. Nature of the incident.
2. Evacuation warning/order (voluntary/mandatory).
3. The area affected.
4. Anticipated duration.
5. Evacuation routes.
6. Shelter locations.
7. Transportation available.
8. Triage areas.
9. Pertinent information telephone number.

**IV RESPONDING ENTITIES**

A. Oklahoma Department of Emergency Management

1. Assist in evacuation with logistics, supply, and transport.
2. Assist in documenting evacuation.

B. American Red Cross

1. Establish evacuation centers.
2. Provide food and welfare assistance.
3. Coordinate care for "Special Needs" people.
4. Provide counseling.
5. Coordinate activities for disaster relief.

C. Salvation Army

1. Provide clothing and welfare assistance.
2. Provide evacuation centers.
3. Provide meals.
4. Provide "other" assistance.

D. Oklahoma City - County Health Department

1. Assist in triage/medical areas.
2. Assist with "Special Needs" people.
3. Provide:
  - a. Immunizations
  - b. Counseling
  - c. Shelter
  - d. Water



E. Mass Trans of Oklahoma City

1. Transport those in need out of affected area.
2. Transport personnel into the area as needed.

F. EMSA

1. Transport those injured or with "Special Needs".
2. Assist with triage areas.

G. Oklahoma City Fire Department

Revised 3/16



**REFUSAL TO EVACUATE  
INFORMATION FORM**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

RACE: \_\_\_\_\_ GENDER: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

NEAREST RELATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
OFFICER

\_\_\_\_\_  
COMMISSION #

\_\_\_\_\_  
DATE AND TIME



**HAZARDOUS MATERIAL INCIDENT**

(Including Pipelines)  
(Excluding Nuclear - Chemical - Biological Weapons)

**I PURPOSE**

To insure that safe, established procedures are followed while responding to an event concerning hazardous materials. The goals in responding to this type of incident are Protection of life, minimizing property damage, and containment of the hazardous material. The Oklahoma City Fire Department will be the lead agency.

**II DEFINITIONS**

*Hazmat Zones* - Zones are protected areas of different degrees.

**Exclusion Zone** The zone where the HAZMAT is located. Immediately dangerous to life or health condition zone. A place of great contamination danger. Decontamination is essential after presence in this zone.

**Hot Zone** The area immediately around the exclusion zone.

**Warm Zone** This is the decontamination zone and is around the hot zone.

**Support Zone** The area around the warm zone. Hazmat task force resources are staged here.

**Cold Zone** The areas around the support zone. The Command Post is located within this area.

**Control Zone** This area encompasses all other areas. It is the outer perimeter. All personnel, except those specially trained, are denied access into this zone.

*In-Place Shelter* - Housing people in a business, home, home shelter, or other shelter.

**III OFFICER SAFETY/WARNING**

- A. Stay uphill, upwind, upstream of a spill.
- B. Do not wade through, walk into, or touch any of the material or fume, or cloud being dispersed.
- C. Resist the urge to rush in.
- D. Avoid using flares or smoking.
- E. Avoid inhalation of gases, fumes, and smoke.
- F. When exposed to hazardous material:
  - 1. Remove and isolate all contaminated clothing and shoes.
  - 2. Bathe thoroughly with running water for at least 15 minutes.
- G. If using an air conditioner in a vehicle, switch to "recirculation mode" to reduce exposure to hazardous fumes and vapors.
- H. If a police vehicle is "driven through" a hazardous material spill, the vehicle should be left within the inner perimeter until decontaminated.

**IV RESPONSIBILITIES**

- A. Communications Unit
  - 1. Contact Fire Department.
  - 2. Contact responsible pipeline company if a pipeline as been breached.
  - 3. Contact Watch Commander.
  - 4. Monitor radio traffic. (Hold air as necessary)
  - 5. Get update weather report including wind direction and velocity.





6. Designate channel as requested.

**B. First Officer**

1. Notify Communications
2. Approach Cautiously (Approach uphill, upstream, upwind)
3. Assumes hazardous materials are involved until it is determined to be otherwise.
4. Survey the scene from a distance before making an approach.
5. Stay clear of all spills, vapors, fumes, and smoke.
6. Look for markings or other sources of information:
  - a. Placards
  - b. Pipeline Markers
  - c. Container Labels
  - d. Shipping papers
  - e. Material Safety Data Sheets
  - f. Persons who have information regarding the shipment.
7. Secure the Scene
  - a. Without entering the immediate hazard area.
  - b. With the assistance of other officers as necessary.
8. Notify Supervisor
9. Appraise communications as necessary.
10. Document Actions.

**C. First Supervisor**

1. Follow same safety procedures.
2. Establish liaison with Fire Department and support as necessary.
3. Account for all personnel involved and their assignment.
4. Identify ingress and egress routes.
5. Request additional support units as needed.
6. Direct traffic as necessary.
7. Contact and advise Watch Commander.
8. Evacuate as necessary or directed.
9. Identify Command Post and staging area locations as necessary.
10. Monitor weather conditions.
11. Notify police PIO as necessary.
12. Document Actions.

**D. Watch Commander**

1. Follow same safety procedures.
2. Identify and request necessary support units.
3. Oversee support function and operation.
4. Notify superior if necessary.
5. Document Actions.

**V RESPONDING ENTITIES**

- A. Oklahoma City Fire Department
- B. EMSA
- C. Utilities (as needed)
- D. Public Works (as needed)
- E. Special/Private Hazmat Teams
- F. Pipeline Company
- G. Other as deemed appropriate.

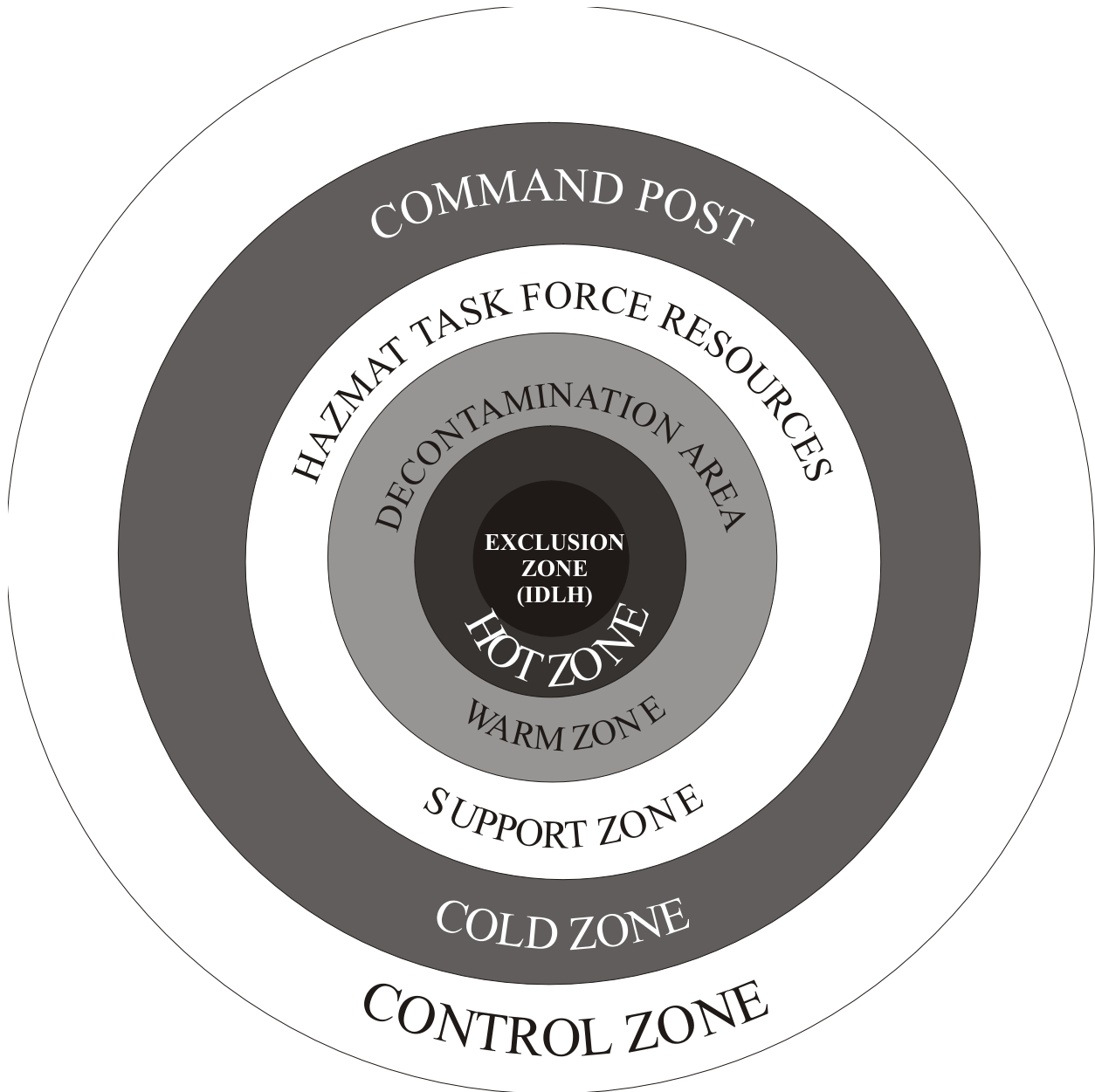


## **VI EVACUATIONS**

The Incident Commander will advise on where and when evacuations will take place. The Police Department will support and assist in that endeavor provided proper protective clothing is not essential. Refer to the Evacuation Plan should this action be necessary.



# **OKLAHOMA CITY FIRE DEPARTMENT HAZMAT ZONES**





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## FLOODS, TORNADOES, AND NATURAL DISASTERS

### I PURPOSE

This plan is to ensure that the Police Department is able to fulfill its support role in the City of Oklahoma City Flood and Storm Damage Plans. In the event there are not casualties or evacuations, the Public Works Department will be the lead agency. The Police Department will support Public Works.

If there are casualties and evacuations resulting from the disaster, the Oklahoma City Police and Fire Departments and Public Works may coordinate actions under a Unified Command to search, rescue, and evacuate.

### II PHASES

Preparedness Phase - Planning and preparation to insure a high rate of readiness of municipal forces and a high rate of awareness by the General Public as to the appropriate self-protection measures. Transmitting warning to the public via siren, Emergency Broadcast System (EBS), and other appropriate means.

Response Phase - Executing initial responses to emergency conditions caused by floods and natural disasters. Conduct search and rescue, treat casualties, clear access, seal off damaged areas, make emergency repairs, remove debris, and restore the Public Street System for normal usage.

Recovery Phase - Assist victims of the disaster in obtaining assistance from various resources.

### III DEFINITIONS

**Tornado Watch** - Is issued by the National Weather Service to alert persons to the possibility of tornado development in a specified geographical area for a specified time.

**Tornado Warning** - Is issued by the National Weather Service when a tornado has actually been detected in the area, which includes Oklahoma City.

### IV WARNING

All officers should discourage citizen use of candles or “open flame” for heat, light, or cooking. The “open flame” may cause fires or explosions. Encourage people to use flashlights and keep a supply of batteries.

### V PERSONAL SAFETY ISSUES

Do not drive into standing or rushing water across traffic ways. One foot of water will float 1500 lbs.

If outside during heavy lightning, get into your vehicle or inside a building. Stay away from small sheds, trees and convertible automobiles. Stay off the phone. Get away from water.

Discourage people from using candles or open flames if power is out. Encourage people to use flashlights and keep a supply of batteries.

If a tornado is approaching: Get out of your automobile. Do not try to outrun a tornado in your car. If caught outside or in a vehicle, lie flat in a nearby ditch or depression. Get out and away from mobile homes.

### VI RESPONSIBILITIES

#### A. Preparedness Phase

##### 1. Field Personnel

- a. Will watch for funnel clouds or circulation.
- b. Will watch for signs of flooding or storm damage during or after a storm.



- c. Will report flooding or damage to Communications if warranted.
    - d. Will request necessary departments/units to assist in safeguarding public against damage or obstacles.
  2. Communications Unit
    - a. Will monitor weather information affecting Oklahoma City.
    - b. Will relay pertinent information on severe weather watches or warnings to field personnel via the radio or MDT.
    - c. Will monitor communications from other involved departments reference storm damage.
    - d. Notify other departments as necessary on impending damage or conditions.
    - e. Designate a primary channel for special operations if so requested.
  3. The Watch Commander will ensure all operations and special units are prepared to respond.

## B. Response Phase

This phase can be activated on-scene by the Police, Fire, or Public Works Department as necessary. However, Public Works should be the lead agency in handling natural disasters. The Police Incident Commander will as necessary:

- Warn
- Evacuate
- Home Shelter
- Triage and provide first aid
- Direct Traffic
- Identify Hazards
- Remove Debris
- Search and Rescue
- Prepare for subsequent events
- Request barricades and traffic control devices
- Set Perimeters
- Rescue
- Protect Property
- Assure continuity of Government
- Enforce the law
- Select staging area for emergency responders
- Keep Communications Unit informed
- Activate special units
- Identify media staging area
- Perform other tasks
- Document Actions

## C. Recovery Phase

1. The Police Department will:
  - a. Assist Victims
  - b. Continue Enforcement
  - c. Provide Essential Police Service
2. Officers should remember that in a natural disaster incident such as earthquake, tornado, or flood, the biggest problem that citizens will face is separation or isolation from their family.
3. Police Incident Commander will provide After Action Report to the Chief concerning police actions.



## **AIRCRAFT ACCIDENTS**

### **I PURPOSE**

The following procedure is designed to establish the function and responsibilities pertaining to aircraft accidents. The Oklahoma City Police Department must be adequately prepared to provide a response that is proportionate to the situation at hand.

### **II RESPONSIBILITIES**

Should an aircraft accident occur within our jurisdiction, OCPD will have a support function. The lead agency will be Oklahoma City Fire Department if the aircraft falls outside the Will Rogers World Airport (WRWA) property. Should the aircraft fall on Will Rogers World Airport property the Airport Fire Department and OCFD will be the unified command.

Should the aircraft fall outside WRWA an Incident Commander for OCPD will be designated by the Chief of Police. Should the aircraft fall within the confines of WRWA, the highest-ranking on-duty supervisor will be in charge of the incident until advised otherwise.

#### **A. Oklahoma City Police Department**

1. OCPD may have special units activated to assist in handling and incident of this nature. Those units may include:
  - a. Emergency Response Team
  - b. Mobile Command Post
  - c. Helicopter Unit
  - d. Solo Motorcycles
  - e. Homicide Unit
  - f. Property Unit
  - g. Technical Investigations
  - h. Photo Lab
  - i. CHAPPS
  - j. Chaplain's Office
2. OCPD may also have responsibility in:
  - a. Rescue
  - b. Directing Traffic
  - c. First Aid
  - d. Evacuation
  - e. Setting Perimeter
  - f. Warning
  - g. Processing a Crime Scene
  - h. Identifying
  - i. Protect Property
  - j. Perform Other Tasks
  - k. Document Actions

#### **B. The following entities may be notified as necessary:**

1. Medical Examiner
2. NTSB
3. FAA
4. Area Hospitals
5. Red Cross
6. Salvation Army
7. OKC Public Works
8. Transit Authorities



Once it has been determined that an aircraft has crashed, perimeters should be immediately established.

The entrance and exit routes should be identified as soon as possible and broadcast to all responding agencies.

Rerouting of traffic may be a major concern and traffic control devices may be requested from public works.

The plan for evacuation should be followed if it becomes essential to relocate citizens.

All agencies involved should be prepared to handle mass casualties.

All safety equipment should be utilized at all times when resolving such incidents.

All actions by police personnel will be documented and reports will be forwarded to the Police Incident Commander.



## MASS ARREST PROCEDURES

### I PURPOSE

To establish procedures for handling a large volume of arrests occurring as a result of unusual circumstances.

### II DEFINITIONS

**Arrest Teams** - Are police officers divided into teams to make the physical arrest of perpetrators involved in an incident. The teams may consist of two to four officers.

**Processing Teams** - Are comprised of detectives from the Investigations Bureau. These detectives have been trained in the procedures necessary to handle large volume arrests. Those teams will be activated through the ERT Commander.

**Processing Site** - A location identified which can adequately facilitate the processing and handling of large groups of prisoners.

### III RESPONSIBILITIES

Should Oklahoma City Police Department be confronted with a mass arrest incident, the following procedure should be utilized.

#### A. Arrest Teams

1. Officers will place a suspect under arrest.
  - a. The suspect is cuffed
  - b. The suspect is searched.
2. The suspect is identified with a corresponding "arrest" number given by the arresting officer in one of the following ways:
  - a. Writing the arrest number on the suspect's hand/arm with a marker pen.
  - b. Tie/staple an arrest number on suspect's clothing.
  - c. Use a wristband on the suspect on which the information has been recorded.
3. Each officer making an arrest may have a photo taken with the suspect for later documentation.
4. The arresting officer will:
  - a. Make a report on the arrest.
  - b. Place the suspect in a transport vehicle or in a specified holding area for processing.
  - c. Assist as necessary in handling the prisoner prior to relinquishing custody to the processing team.
5. Tag, log, and turn over any property taken from the prisoner to the processing officer. (Unless exigent circumstances dictate otherwise)
6. Assist in transporting prisoners to processing site and or holding facility.

#### B. Processing Teams

1. Photograph prisoner (with arresting officer if necessary).
2. Receive tagged property from officer and place in proper receptacle. Tag additional property if necessary.
3. Receive arrest report from arresting officer.
4. Properly fill out all processing/booking forms and paperwork.
5. Interview prisoner as necessary.
6. Assist in arraignment if necessary.
7. Place prisoner in holding facility.
8. Review arrest report and other paperwork.
9. Maintain file on each arrestee.
10. Assist in other processing duties as necessary.





## **MASS CASUALTY INCIDENT**

### **I PURPOSE**

Oklahoma City Police Department will provide essential resource support in a mass casualty incident.

### **II DEFINITIONS**

**Mass Casualties** - A situation where there are numerous people injured and or killed.

**Mass Disaster** - The aftermath of a great natural or manmade catastrophe or an extraordinary accident, which causes great loss of human life and/or great destruction of property.

**Triage Area** - An area that medical personnel partition into three segments: (1) One for any deceased or not treatable victims. (2) One for seriously injured casualties. (3) For minor or non-serious injuries.

**Triage** - Is the process by which trained medical personnel or physician assigns priorities for treatment or transport to casualties based on the severity of their injuries.

**D-Mort Team** - Disaster Mortuary Team

**DMAT Team** - Disaster Medical Assistance Team

**Evacuation Zone** - A geographically defined area, which could or would be at risk during an emergency operation.

**IDLH** - Immediately Dangerous to Life and Health

### **III WARNING**

The Incident Commander in charge must take into account:

- A. How safe the environment is;
- B. What protective clothing is essential; and
- C. What equipment is necessary to successfully assign personnel and resolve the incident.

### **IV RESPONSIBILITIES**

- A. Oklahoma City Police Department
  1. Warn
  2. Evacuate
  3. Home Shelter
  4. Triage and Provide First Aid
  5. Direct Traffic
  6. Identify Hazards
  7. Remove Debris
  8. Search and Rescue
  9. Prepare for Subsequent Events
  10. Request Barricades and Traffic Control Devices
  11. Set Perimeters
  12. Rescue
  13. Protect Property
  14. Assure Continuity of Government
  15. Enforce the Law



16. Select Staging Area for Emergency Responders
17. Keep Communications Unit Informed
18. Activate Special Units
19. Identify Media Staging Area
20. Assist in Injured/Dead Removal
21. Assist in Setting Up Temporary Morgue
22. Assist in Retrieving Other Supplies/Resources
23. Notify Other Agencies/Entities as Necessary
24. Perform Other Tasks
25. Document Actions

B. Other Departments/Agencies that may be notified:

1. Public Works
2. OCFD
3. EMSA
4. Medical Examiner
5. Area Hospitals
6. Red Cross
7. Salvation Army
8. Oklahoma Department Emergency Management
9. Others Deemed Necessary

**V RECOVERY**

A. Support all agencies as needed.

B. Document as necessary.

1. Costs
2. Personnel
3. Actions
4. Resources

C. Provide essential police service.



## HAZARDOUS MATERIAL WEAPONS (NUCLEAR-BIOLOGICAL-CHEMICAL) (N/B/C)

### I PURPOSE

To ensure that safe established procedures are followed while responding to an event concerning a hazardous material weapon. The goals in responding to this type of incident are protection of life, minimizing property damage, and containment of the weapon. The Oklahoma City Police Department and FBI will be unified lead agency.

### II MISSION STATEMENT

The United States shall give the highest priority to developing effective capabilities to detect, prevent, defeat and manage the consequences of N/B/C materials or weapons used by terrorists.

### III DEFINITIONS

**Biological Weapons** - Are regarded as infectious agents or toxins, which are pathogenetic to man. These substances possess the common ability to kill or incapacitate large numbers of people.

**Chemical Weapons** - Are compounds, which through their chemical properties produce lethal or damaging effects in man, animals, plants, or materials. They exist as solids, liquids, or gas and are classified by their effects: nerve, blood, choking, or blister agents. They are also divided into three broad classifications, sometimes referred to as lethal agents, incapacitating agents, and harassing agents.

**Improvised Nuclear Device** - A device incorporating radioactive materials designed to result in the formation of an explosive nuclear yield. Such devices may be fabricated in a completely improvised manner or may result from the sabotage, seizure, theft, or loss of an U.S. or foreign nuclear weapon.

**Nuclear Weapon** - A general name given to any weapon in which an explosion results from the energy released by reaction involving atomic nuclei, either by fission or fusion, or both. A nuclear weapon may be of U.S. or foreign manufacture.

### IV RESPONSIBILITIES

- A. FBI - Within the United States, the Federal Bureau of Investigation has been assigned the lead law enforcement operational role in responding to acts of nuclear/biological/chemical (N/B/C) terrorism or other criminal-related N/B/C incidents in which the FBI maintains jurisdiction. The FBI derives its fundamental legal jurisdiction to deter, investigate, direct, organize, and prepare for a N/B/C incident from an assortment of Federal statutes and executive branch directives.

Their duties include the coordination of contingency planning for national security emergencies beyond the capability of local law enforcement, and the development of terrorism related contingency plans.

- B. The listed agencies will support, facilitate, and assist the FBI as necessary to resolve such incidents:

1. Oklahoma City Police Department
2. Oklahoma City Fire Department
3. EMSA
4. Other entities as deemed necessary.

### V FOUNDATION FOR THIS PLAN

Based on the specific details of an incident, at some time during the crisis, law enforcement responsibilities will be resolved or no longer be a priority and another Federal agency with consequence management responsibility for the



incident will assume the role of the lead Federal agency. The probability of a major terrorist or other criminal-related C/B incident in the near future cannot be realistically quantified. However, based on a number of factors, it appears that the prospect of such an incident occurring in the United States is increasing.

## **VI WARNING**

Officers coming into contact with N/B/C items, components, cultures, devices or forms should immediately notify:

Their Supervisor;  
Communications;  
FBI; and  
OCFD.

Avoid contamination. Gather intelligence on the threat if possible. Other plans will be activated as necessary such as setting perimeters, evacuations, etc. These N/B/C elements are classified as integral components for weapons of mass destruction. Accompanying the destruction, in all likelihood, will be mass casualties or fatalities. Response to these types of incidents or threats should be handled with extreme caution.

## **VII SUPPORT AGENCIES**

Department of Energy  
Department of Justice  
FEMA  
State Emergency Management Agency



**OFFICIAL USE ONLY – Not for dissemination outside Public Safety  
Agencies**

**GUIDELINES FOR WMD THREATS/INCIDENTS  
FOR OKLAHOMA CITY**

- ! A Unified Command of Fire-Police-FBI-EMS-Emergency Management - will respond to and resolve all WMD threats and incidents
- ! Bomb Techs/Fire Hazmat Techs will work within their protocols when necessary.
- ! First Responders include Fire/Police/EMS/FBI/Emergency Management
- ! The FBI will do credible threat analysis on all threats/incidents
- ! If a particular entity (I.E. Fire Dispatch) receives information on a threat or incident, that entity will be responsible for notifying all other responders: Police, FBI, EMS, Emergency Management.

**I ANONYMOUS CALLER INDICATING A WMD THREAT (INCLUDING ANTHRAX)**

- A. Oklahoma City Police and FBI respond to location to investigate. OKC Emergency Management is notified.
- B. Oklahoma City Fire/Hazmat responds to location code one. No action unless threat is determined credible or device or substance is found or testing/monitoring is requested.
- C. Routine law enforcement investigation.
- D. Investigative actions during the response may include:
  - 1. Information gathering at the scene to include Hazmat testing/monitoring
  - 2. Building evacuation or non-evacuation
  - 3. Search like bomb threat protocol
  - 4. Taking control of the building ventilation system may be warranted based upon investigative findings
  - 5. Included should be an assessment of the building ventilation system to rule out forced entry or tampering
  - 6. Attention should be focused on appliances or devices foreign to the surroundings.

**\*Protective equipment should not be required unless hazardous material risks are indicated.**

**\*The investigation should be similar to a telephoned bomb threat.**

**Note - First responders responsibilities, if a suspicious device is found will be:**

- 1. Identify
  - 2. Isolate
  - 3. Notify
- E. Suspicious findings during the investigation should initiate a public safety response, which may include:



1. EOD Team
2. Local and or State Health Departments notification/activation of other essential elements.

## **II POTENTIAL WMD DEVICE LOCATED**

- A. Follow protocols for risk assessment and evaluation of potential explosive devices. Included in the response will be:
  1. Law enforcement including City Emergency Management, EOD and FBI WMD Coordinator
  2. Fire/Hazmat
  3. EMS
  4. Local and/or State Health Departments
  5. Others as deemed necessary.
- B. If an explosive device is not ruled out, coordinate efforts with local/regional EOD authority and notify FBI Bomb Data Center (BDC).
- C. If explosive device is ruled out:
  1. Fire Hazmat will evaluate for potential chemical, biological or radioactive filler.
  2. If radioactive filler is present, notify OKC Emergency Management and FBI for additional assistance.
  3. If no hazardous materials appear to be present, the response continues as a law enforcement investigation.
- D. Device with potential chemical or biological filler or supplement
  1. Once a device is found-no first responder will do anything except the normal evacuation if necessary and sealing off the area for OCFD Hazmat. Fire Hazmat will secure the device!
  2. FBI HMRU (Hazardous Materials Response Unit) will be notified as soon as possible through the local FBI WMD Coordinator.
  3. Options may include but are not limited to double bagging, steel cans, polly containment vessels, or utilization of a hazardous materials over-pack.
  4. The material will be controlled and handled as evidence.
  5. The protocols for documentation and evidence handling will be followed as much as possible. (Limit handling and handlers)
- E. Potential Release of WMD Material From a device
  1. Hazmat will control the ventilation system
  2. Follow Hazmat protocols
  3. Evaluate the extent of contamination
  4. Evacuation of affected areas and decontamination procedures should be selected on the basis of an incident and risk assessment.
  5. Control and isolate contaminated victims
  6. Provide medical attention following the recommendations from the local/regional public health medical authority
  7. Fire Hazmat will control and or isolate the hazard
  8. Treat the contaminated area as a hazardous material crime scene
  9. Request assistance from FBI/HMRU through local FBI - (290-7770)

## **III SPECIFIC SITUATION - AN ENVELOPE WITH POTENTIAL THREAT OF BIOLOGICAL MATERIAL, LETTER OPENED AND MATERIAL PRESENT**

- A. Public safety response including OCFD Hazmat, OCPD, OKC Emergency Management and FBI. The incident will be handled by and treated as a hazmat.



- B. Contain the package following hazmat authority and protocols.
  - 1. Options include double bagging, steel cans, poly-containment vessels, or utilization of a hazardous material over-pack.
  - 2. Control the material and evidence.
  - 3. Forward material to sanctioned lab for analysis.
- C. Provide medical attention/decontamination following the recommendations from Hazmat, Emergency Management and public health authority.
  - 1. Evaluate the extent of contamination.
  - 2. Evacuation of the affected area and decontamination procedures should be selected on the basis of an incident hazard and risk assessment.
  - 3. Generally, medical prophylaxis and decontamination have not been indicated except for washing hands with soap and warm water. This will be handled on a case by case basis.

**IV SPECIFIC SITUATIONS - ENVELOPE WITH POTENTIAL THREAT OF BIOLOGICAL MATERIAL, LETTER OPENED AND NO MATERIAL PRESENT**

- A. OCPD, Hazmat, Emergency Management and FBI response (All code one)
  - 1. Double bag the envelope and place in a suitable container such as evidence.
  - 2. Handle the item as evidence.
- B. No medical attention/decontamination is necessary unless symptoms are present or factors that are present dictate such a response.
- C. Handle as a law enforcement investigation.

**V SPECIFIC SITUATION - ENVELOPE WITH POTENTIAL THREAT OF BIOLOGICAL MATERIAL, LETTER NOT OPENED**

- A. OCPD, Hazmat, Emergency Management and FBI response
  - 1. Package will be handled by Hazmat protocols.
  - 2. Double bag the material, place in suitable container such as evidence paint can.
  - 3. Handle the item as evidence.
  - 4. Forward item to a sanctioned lab for analysis.
  - 5. Medical/decontamination handled on case by case basis.
  - 6. Handle as law enforcement investigation.



## **PASS ENTRY SYSTEM**

### **I PURPOSE**

To establish a procedure for allowing persons into a secured area.

### **II RESPONSIBILITIES**

In all probability, either the Mobile Command Post Unit or the Processing Unit will be involved in the issuance of passes into a secured area.

Some of the incidents that may require the implementation of the Pass System are:

- Natural Disaster
- Large Crime Scene
- Mass Arrest
- Mass Casualty
- Act of Terrorism
- Other Type of Incident

#### **A. Issuing Officer Will:**

1. Assign one pass per person.
2. Verify person's identity by photo ID (SDL Preferred).
3. Conduct background checks or verify information as necessary.
4. Complete "Pass Entry Form" prior to issuing a pass.
5. Maintain the log sheet for record/report.
6. Revoke passes as needed.
7. Document and invalidate lost/stolen passes.
8. Document actions by report.

#### **B. Supervisor of the issuing unit will:**

1. Identify the legitimate reasons for a pass issuance.
2. Oversee the operation.
3. Track all reports/records.
4. Ensure that those passes revoked are well documented with explanation.
5. Ensure that all OCPD passes are recovered at the conclusion of the incident.
6. Alter pass system as needed to maintain integrity.
  - a. By adding color-coded paper pass.
  - b. By adding colored adhesive insignia.
  - c. By other means.
7. Document all action in report form.





The City of  
**OKLAHOMA CITY**  
Police Department

# **POLICE PASS**

This pass is the property of the Oklahoma City Police  
Department and may be revoked at any time

Authority: Chief of Police      Pass #0001



**PASS ENTRY FORM**

DATE \_\_\_\_\_

TIME \_\_\_\_\_

PASS# \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

DOB \_\_\_\_\_ SS# \_\_\_\_\_

SDL# (IF DIFFERENT THAN SS#) \_\_\_\_\_

VEHICLE: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

TAG: \_\_\_\_\_ COLOR: \_\_\_\_\_

REASON FOR PASS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THIS PASS IS VALID: \_\_\_\_\_ FROM: DATE \_\_\_\_\_ TIME \_\_\_\_\_  
TO: DATE \_\_\_\_\_ TIME \_\_\_\_\_

OFFICER: \_\_\_\_\_ COMM# \_\_\_\_\_

IF THIS PASS WAS REVOKED EXPLAIN WHY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE AND TIME PASS WAS RETURNED:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RECEIVED BY OFFICER: \_\_\_\_\_ COMM# \_\_\_\_\_



## GLOSSARY

Acute	Severe but of short duration.
Agency Representative	Individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.
Allocated Resources	Resources dispatched to an incident that has not yet checked in with the Incident Commander.
Assigned Resources	Resources checked in and assigned work tasks on an incident.
Available Reserve	Personnel who can be released from regular duties to be assigned to an event/incident.
Bacterial Agents	Can be provided in the laboratory or purchased from a number of medical research firms. Dissemination would probably be accomplished by aerosol or natural dispersal such as food contamination. Infections are introduced through the respiratory tract. Incubation may last from one day to several weeks and the fatality rate for untreated cases may exceed 80 percent. Water supplies are particularly susceptible to contamination by strains of certain bacteria.
Base	That location at which the primary logistics functions are coordinated and administered. The Incident Command Post may be located with the Base. There is only one Base per incident.
Biological Agents	Are generally divided into either replication (infectious) agents or non-replicating (non-infecting or intoxicating) agents. Replication agents are pathogenic bacteria, viruses, or fungus. Non-replicating agents are produced from replication agents, other living organisms, and plants and are called "toxins".
Biological Weapons	Are regarded as infectious agents or toxins which are pathogenetic to man. These substances possess the common ability to kill or incapacitate large numbers of people.
Blister Agents	These are tissue irritants. The most common blister agent is mustard gas. This substance is a liquid with the consistency of motor oil. Significant exposure will result in death between the second day and the fourth week. In lesser amounts, an exposure causes symptoms similar to severe burns and may result in secondary infections.
Blood Agent	Generally a colorless liquid widely used in commercial chemical manufacturing. They interfere with cell respiration. These agents attack the body through the respiratory system and if inhaled in sufficient quantities act almost immediately. Cardiac arrest can occur almost instantly.
Branch	That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is the organizational level between Section and Division/Group.
C/B	Chemical/Biological



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CERT	Citizen Emergency Response Team. This team consists of trained civilian men and women in Oklahoma City that may be summoned to assist in an incident with police responsibilities.
CFR	Code of Federal Regulations
CG	Command Group
Chemical Weapons	Are compounds which through their chemical properties produce lethal or damaging effects in man, animals, plants, or materials. They exist as solids, liquids, or gas and are classified by their effects: nerve, blood, choking, or blister agents. They are also divided into three broad classifications, sometimes referred to as lethal agents, incapacitating agents, and harassing agents.
Choking Agent	Cause damage to the tissues of the respiratory system and the eyes. In sufficient amounts, secondary infections can take place and in higher concentrations death occurs.
Chronic	Of long duration or having frequent recurrence.
Clear Text	The use of plain English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.
Clinic Escort	Normally a clinic employee or volunteer that is identified by an outer garment marked "ESCORT". This person will "escort" women seeking an abortion through the crowd of demonstrators into the clinic.
Cold Zone	The fully safe operating area surrounding the warm zone at a hazardous materials site. The command post and general staging areas are located in the Cold Zone.
Command	The act of directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority.
Command Post (CP)	A centralized base of operations established near the site of an incident. That location at which primary command functions are planned and executed: usually collocated with the Incident Base.
Command Staff	The Command Staff consists of the Executive, Operations, Information, Safety, Liaison, Staging, Finance, Logistic, and Planning Officers.
Command Structure	Chain of command.
Communications Officer	A Communications Officer will assist the Police Incident Commander with communications in the Field Command Post and maintain a log of all pertinent communications.
Communication Unit	Functional Unit within the Service Branch of the Logistics Section. This unit is responsible for the incident communications plan, the installation and repair of communications equipment, and operation of the Incident Communications Center. Also may refer to a vehicle (trailer or mobile van) used to provide the major part of an Incident Communications Center.
Compensation Claims Unit	Functional unit within the Finance Section. Responsible for financial concerns resulting from injuries or fatalities at an incident.

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Consequence Management (COM)	Involves the measures to alleviate the damage, loss, hardship, or suffering caused by emergencies. Consequence Management includes measures to protect public health and safety, restore essential government services, and provide emergency relief to affected governments, businesses, and individuals. Consequence Management is implemented under the primary jurisdiction of the affected state and local governments. FEMA provides support to the state when required.
Containment	To isolate a problem; protect innocent bystanders; re-route traffic from the areas inner and outer perimeters.
Control	Once communications and containment are achieved, there will be control.
Cooperating Agency	An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (Red Cross, law enforcement, public works, etc.).
Coordination	The process of systematically analyzing a situation, developing relevant information, and informing the appropriate command authority of viable alternatives for the selection for the most effective combination of available resources to meet specific objectives.
Cost Unit	Functional unit within the Finance Section. Responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.
Crisis Management (CRM)	Involves the measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a terrorist threat or incident.
Critical Incident	Any natural or manmade event, civil disturbance, or any other occurrence of unusual or severe nature that threatens to cause or causes the loss of live or injury to citizens and/or severe damage to property and requires extraordinary measures to protect lives, meet human needs, and achieve recovery.
Critical Incident Stress	The effects of the critical incident upon the individual. Stress from a critical incident cannot be prevented, as it is the effect of ones exposure to the trauma of the incident. It can be, however, recognized and managed to the point of a healthy recovery.
Critical Incident Stress Debriefing	A group meeting or discussion about a critical incident. It is designed to lessen the impact of the event, and aid in the recovery process. A debriefing should be conducted following the cessation of the operational portion of the incident, and should be conducted by specially trained peer responders with guidance from a mental health professional who is acquainted with the demands of the emergency service involved.
DEST	Domestic Emergency Support Team
DNR	Department of Natural Resources
DOD	Department of Defense
DOE	Department of Energy
DOT	Department of Transportation



Decontamination	The process of removing hazardous substances from the body or equipment.
Defusing	A defusing takes place on a daily basis as is needed until the incident is concluded and a formal critical incident stress debriefing may be held.
Demobilization Unit	Functional unit within the Planning Section. Responsible for assuring orderly, safe, and efficient demobilization of resources committed to the incident.
Denial	A common defense mechanism following a critical incident. The person involved will often deny that the event had any adverse affect upon them, and deny that they need any assistance coping with the event.
Disaster	Shall mean any occurrence or catastrophe resulting in or imminently threatening substantial damage or injury to persons or property in The City, whether such occurrence is caused by an act of nature or of man, including an enemy of the United States.
Dispatch	The implementation of a command decision to move a resource or resources from one place to another.
Dispatch Center	A facility from which resources are directly assigned to an incident.
Distress	The negative effects of stress, or when stress gets out of control and becomes a destructive force that has a negative impact on our health, our personalities, our jobs, and our relationships with family, friends and co-workers.
Division	That organization level having responsibility for operations within a defined geographic area. The Division level is the organizational level between the Single Resource, Task Force or Strike Force, and the Branch.
D-Mort Team	Disaster Mortuary Team
Documentation Unit	Functional unit within the Planning Section. Responsible for recording/collecting/protecting all documents relevant to the incident.
EMI	Emergency Management Institute (Located in Emmitsburg, Maryland).
EOC	Emergency Operations Center
EOD	Explosive Ordinance Disposal
EPA	Environmental Protection Agency
ERT	This is a unit of specially trained and equipped officers which can be quickly assembled and rapidly deployed to a man made or natural disaster, mass casualty / arrest or evacuation situation.
ESF	Emergency Support Function
Emergency Management	Shall mean the preparation for and the carrying out of all emergency functions other than functions for which primary responsibility is assigned elsewhere by Federal, State or local law or ordinance, to protect the public peace, health and safety and to preserve lives and property in The City during any emergency or catastrophe in or near The City and involving imminent or actual peril to life and property in The City.



Emergency Medical Services (EMS)	Emergency Medical Services is a system that provides care to the sick and injured. It commonly includes trained and licensed emergency care providers and specialized transportation vehicles.
Emergency Medical Technician (EMT)	Emergency Medical Technician (EMT) is a person trained and licensed by the State to provide emergency medical care to the sick and injured. EMTs may be trained to different levels depending upon the skill mix required by the community medical service system.
Emergency Operation	Any situation that requires substantial deviation from normally assigned duties personnel and equipment as well as other resources.
Eustress	Refers to positive or beneficial stress. This type of stress is necessary for any change, growth, or productivity.
Evacuation	A temporary movement of people in response to community threats, damages, or disruptions. In other terms, evacuation is the movement of people when an unacceptable degree of risk is perceived from someplace for some period of time.
Evacuation Supervisor	Normally a Police Supervisor who will direct, control, and implement evacuation procedures.
Evacuation Zone	A geographically defined area which could or would be at risk during an emergency operation.
Extremely Hazardous Substance (EHS)	One of more than 300 EPA-designated chemicals and substances found in 40 CFR, Part 300. These materials are highly toxic and subject to the planning requirements of SARA.
FCO	Federal Coordinating Officer
FEST	Foreign Emergency Support Team
FEMA	Federal Emergency Management Agency
FRP	Federal Response Plan
Facilities Unit	Functional unit with the Support Branch of the Logistics Section. Provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, and a formal Command Post.
Field Command Post	A Designated location where the Incident Commander and individuals in charge, or representing the various responding organizations, gather to coordinate and direct activities.
Field Force Finance Section	A group of officers assembled to carry out a particular and defined mission. Responsible for all costs and financial considerations of the incident. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and the Cost Unit.
Flashbacks	The return of the sights, smells, and sounds associated with a critical incident which return later when the person is away from the scene and awake. They are a sign that the person's mind is trying to work through the event in an effort to make sense of it.



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Food Dispenser	Any vehicle capable of dispensing food to incident personnel.
Freelancing	The undirected efforts of a supervisor and his personnel that may be in direct conflict with the strategy held by the Incident Commander. Freelancing by supervisory personnel involved in an ICS incident prevents coordination towards a common goal and hinders the safety of employees involved in the incident. Emergency action for the preservation of life requiring personnel to leave their post is acceptable after the Incident Commander has been notified.
Fuel Tender	Any vehicle capable of supplying fuel to ground or airborne equipment.
Fungal Infections	Are usually induced through the respiratory system by breathing infected spores.
General Staff	The group of incident management personnel comprised of the Operations Section Chief, Planning Sections Chief, Logistics Section Chief, and Finance Section Chief.
Golden Hour	The lives of victims depend on the arrival of Human Rescue Resources. For serious injuries, medical aid must be administered at the scene and the victim transported to a medical facility within one hour of the occurrence. This provides the victim with the greatest chance of survival.
Ground Support Unit	Functional unit with the Support Branch of the Logistics Section. Responsible for fueling/maintaining/repairing vehicles and transporting personnel and supplies.
Group	That organizational level having responsibility for a specified functional assignment at an incident. A group is managed by a group officer.
HMRU	Hazardous Materials Response Unit
HRT	Hostage Rescue Team
Hazardous Material/ Substance	These are products that may be classed as: Explosives - Gases - Flammable Liquids - Flammable Solids or Pyro Phorics - Oxidizers - Poisons - Radiation - Corrosives – “ORM D” and Wastes.
Hazardous Materials (Hazmat)	A group of substances that can cause harm to people or the environment upon release.
Hazmat Area of Refuge	This is a safe area that restricts the movement and contamination of persons in the area. This area will be located in the Hot Zone.
Hazmat Zones	Zones are protected areas of different degrees.  <ol style="list-style-type: none"><li>1. <b>Exclusion Zone</b> - An Immediately Dangerous to Life or Health condition. A place of great contamination danger. Decontamination is essential after presence in this zone.</li><li>2. <b>Hot Zone</b> - The area immediately around the Exclusion Zone.</li><li>3. <b>Warm Zone</b> - This is the Decontamination Zone and is around the Hot Zone.</li><li>4. <b>Support Zone</b> - This area if around the Warm Zone. HAZMAT task force resources are staged here.</li><li>5. <b>Cold Zone</b> - This area surrounds the Support Zone. The Command Post is located within this area.</li></ol>

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**6. Control Zone** - This area encompasses all other areas. It is the Outer Perimeter. All personnel except those specially trained are denied access into this zone.

Home Sheltered	Citizens or property owners are sheltered at home rather than being evacuated.
Hot Zone	The total exclusion area around a hazardous materials incident. Entry is limited to personnel wearing special protective clothing. Clearance to enter the area must be approved by the Safety Officer or designee.
IAP	Incident Action Plan
IC	The Incident Commander is the person in overall control of the incident site. The IC leads the Incident Command System and is the individual responsible for the overall management of the incident.
IDLH	Immediate Dangerous to Life or Health
IEMS	Integrated Emergency Management System. A system where two or more agencies work conjointly to achieve a goal on a critical incident.
IMS	Incident Management System
Improvised Nuclear Device (IND)	A device incorporating radioactive materials designed to result in the formation of an explosive nuclear yield. Such devices may be fabricated in a completely improvised manner or may result from the sabotage, seizure, theft, or loss of an U.S. or foreign nuclear weapon.
Incident Action Plan (IAP)	The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan. The action plan can be written or verbal, depending on the size and complexity of the incident.
Incident Command System (ICS)	The incident Command System (ICS) is a management tool designed to control field emergency response operations by establishing functional areas under the direction of an Incident Commander (IC). The ICS is the combination of facilities; equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.
Information Officer	The person responsible for communicating with the media or other appropriate agencies requiring information direct from the incident scene.
Inner Perimeter	The area of containment closest to the incident location. This perimeter protects and contains the immediate area through which no one passes except those recognized as being essential by the Incident Commander.
In-Place Sheltering	Housing people inside businesses, homes, or other shelters instead of evacuating them.
Isolation	The separation of persons from an area.
JIC	Joint Information Center
JOC	Joint Operations Center



Kryptonite Lock	A bicycle lock commonly used by pro-life groups to lock themselves to something or someone. The steel used in this lock is very strong and normally has to be cut off.
Lead Agency	The agency that is in charge of the overall incident as indicated by the Master Emergency Operations Plan. The Lead Agency will provide the Incident Commander.
Liaison Officer	The point of contact for assisting or coordinating agencies.
Local Emergency Planning Committee (LEPC)	The Local Emergency Planning Committee is a local planning group appointed by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District (LPD) under the Superfund Amendments and Reauthorization Act (SARA) of 1986.
Local Planning District (LPD)	The Local Planning District is a geographic planning area established by the State Emergency Response Commission (SERC) to meet the requirements of the Superfund Amendments and Reauthorization Act (SARA) of 1986. These districts are usually established following existing governmental boundaries.
Logistics Section	Responsible for providing facilities, services, and materials for the incident. Includes the Communications Unit, Medical Unit, and Food Units, within the Service Branch and the Supply Unit, Facilities Unit, and Ground Support Units, within the Support Branch.
MAA	Mutual Aid Agreement
MACC	Multi-Agency Command Center
MCI	Multiple Casualty Incident
MOU	Memo of Understanding
Mass Disaster	The aftermath of a great natural or manmade catastrophe or an extraordinary accident, which causes great loss of human life and/or great destruction of property.
Mass Fatalities	A situation where there are numerous fatalities.
Material Safety Data Sheet (MSDS)	A compilation of health, reactivity, and flammability information on a chemical product. It is a legal document required by the OSHA Hazard Communication Standard.
Media Staging Area	An area designated for information dissemination to the media. This area will be designated by the Incident Commander.
Medical Unit	Functional unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment for emergency personnel.
Minimum Emergency Operating Force	The minimum personnel force needed to continue essential emergency police functions.
NBC Elements	Nuclear, Biological, Chemical Elements
NDMS	National Disaster Medical System. This is support to USAR and D-Mort teams.



NEST	Nuclear Emergency Search Team. It is a deployable asset managed by the Department of Energy.
NFDA	National Funeral Directors Association
NFPA	National Fire Protection Association
NICP	Nuclear Incident Contingency Plan
NRC	Nuclear Regulatory Commission
NSC	National Security Council
NTSB	National Transportation Safety Board. Oversees all travel on aircraft, rail, trucks, buses, car, spacecraft, and pipeline.
National Fire Academy (NFA)	National Fire Academy, located on the Federal Emergency Management Agency's National Emergency Training Center campus in Emmitsburg, Maryland.
Nerve Agent	Exposure to nerve agents causes a disruption of nerve impulse transmissions and in sufficient quantities may cause almost instant death.
Nuclear Weapon	A general name given to any weapon in which an explosion results from the energy released by reaction involving atomic nuclei, either by fission or fusion, or both. A nuclear weapon may be of U.S. or foreign manufacture.
Operational Period	The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan.
Operations Section	Responsible for all tactical operation at the incident. Includes up to five branches, 25 Divisions or Groups, and 125 Single Resources, Task Forces, or Strike Teams.
Out-of-Service Resources	Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.
Outer Perimeter	The area that encircles the Inner Perimeter at a safe distance from the Incident Scene. The Outer Perimeter protects entrance and exit routes to the Inner Perimeter to ensure free movement of essential services. This perimeter is inside the Traffic Perimeter.
PIO	Public Information Officer
POC	Point of Contact
PDD-39	Presidential Decision Directive 39 is the United States Policy on Counter Terrorism implemented June 21, 1995.
Planning Meeting	A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning.
Platoon	A group of officers assembled in squads.



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Police Incident Commander	The person placed in charge of a specific Incident or of police responsibilities in an event.
Pre-hospital Care Provider (PHCP)	Pre-hospital care provider is a person with training below that of an emergency medical technician or paramedic who provides initial care to the sick and injured.
Pro Abortion	Those people or groups believing in the right to abortion.
Procurement Unit	A functional unit with the Finance Section. It is responsible for financial matters involving vendors.
Pro Life	Those people or groups not believing in abortion.
Promulgate	To make known by open declaration; to make known or public the terms of a law or proposed law; to put into action or effect.
Rescue Medical	Any staffed ground vehicle capable of providing emergency medical services.
Resources	All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.
Resource Status Unit (RESTAT)	Functional unit within the Planning Section. Responsible for recording the status of resources committed to the incident and evaluation of resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.
Rush	This is a concerted effort on behalf of demonstrators to overcome barricades, officers, or perimeters in an attempt to circumvent barriers.
SAC	Special Agent in Charge
SEMA	State Emergency Management Agency
SIED	Sophisticated Improvised Explosive Device. It is non-nuclear.
SIOC	Strategic Intelligence Operations Center
Safety Officer	The person responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety.
Section	That organizational level having functional responsibility for primary segments of incident operations, such as Operations, Planning, Logistics, and Finance. Organizationally, the Section level usually is between Branch and Incident Commander.
Service Branch	A branch within the Logistics Section. Responsibilities for service activities at the incident. Components include the Support Communications Unit, Medical Unit, and Foods Unit.
Situation Status Unit (SITSTAT)	Functional unit with the Planning Section. Responsible for analysis of situation as it progresses. Reports to the Planning Officer.
Squad	This is a group of officers supervised by a Squad Leader (normally a Lieutenant).

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Staging Area	That location where incident personnel and equipment are assigned on an immediately available status. Equipment and personnel will be held at the staging area until called for at the emergency site by the command post. It is a resource marshaling area.
State of Emergency	Shall be deemed to exist whenever, by reason of any disaster, such state of emergency is legally proclaimed by proper authority as provided in this article, and such state of emergency shall continue until terminated by proclamation of proper authority as provided by this article. (Code 1970, 10-1; Ord. No. 19,033, 2, July 12, 1988, emergency)
Statewide Emergency Response Committee (SERC)	Appointed by the Governor to fulfill the requirements of the Superfund Amendments and Reauthorization Act (SARA) of 1986.
Strategic Goals	The overall plan that will be used to control the incident. Strategic goals are broad in nature and are achieved by the completion of tactical objectives
Strike Team	Five of the same kind and type of resources, with common communications and a leader.
Supervisor	ICS title for individual responsible for command of Division or Group.
Supply Unit	Functional unit within the Support Branch of the Logistics Section. Responsible for ordering equipment/supplies required for incident operations.
Support Branch	A Branch within the logistics Section. Responsible for providing the personnel, equipment, and supplies to support incident operations. Components include the Supply Unit, Facilities Unit, and Ground Support Unit.
TRI	Technical Investigator. Trained in crime scene investigation, fingerprinting, photography, and other technical skills.
Tactical Objectives	The specific operations that must be accomplished to achieve strategic goals. Tactical objectives must be both specific and measurable.
Tactical Team	A team utilized for barricaded suspects or actions when a violent confrontation exists and a coordinated effort of tactics and special equipment are needed to extricate the threat.
Taggants	Color-coded plastic chips as thin as hair that can be used to identify the source of explosive.
Task Force	A group of any type and kind of resources with common communications and a leader temporarily assembled for a specific mission.
Technical Specialists	Personnel with special skills who are activated only when needed. Technical specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use, and training. Technical specialists' report initially to the Planning Section but may be assigned anywhere within the ICS organizational structure as needed.
Terrorism	The unlawful use of force against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives. (FBI Definition)



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Time Unit	A functional unit with the Finance Section. Responsible for recording the time personnel work at the incident.
Toxins	A poisonous substance produced by a living organism, but in some cases can also be man-made. May cause incapacitation or death quickly.
Traffic Perimeter	That area outside of the Outer Perimeter that allows traffic flow, but does not hamper entrance or exit from the Outer Perimeter.
Triage Area	An area that medical personnel partition into three segments: (1) One for any deceased or non-treatable victims. (2) One for seriously injured casualties. (3) For minor or non-serious injuries.
UCS	Unified Command System
USAR.	Urban Search and Rescue Team
USPHS	United States Public Health Services
Unified Command	Individuals representing involved agencies of jurisdictions that share command responsibility either in a single jurisdiction with multiple agencies or in a multi-jurisdictional incident.
Unit	That organizational element having functional responsibility for a specific incident's Planning, Logistic, or Finance activity.
VOAD	Voluntary Organizations Active in Disasters
Vector	A living organism capable of delivering a biological weapon to a victim, such as fever, headache, and nausea and vomiting, following an incubation period of a matter of days.
Viruses	Primarily cause diseases in man. Transmission of these viruses in a weapons system would most likely be accomplished by aerosol dissemination, or the use of a vector. These illnesses can be fatal if untreated.
WMD	Weapon of Mass Destruction
XO	Executive Officer



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